

PLANNING & ZONING



Spring Lake Township
101 S. Buchanan
Spring Lake MI 49456
www.springlaketwp.org

Lukas Hill

Community Development Director

(616) 842-1340

BUILDING PERMITS

Michigan Township Services
Muskegon, Inc.
Building Code and Zoning Enforcement Services

5855 Airline
Fruitport MI 49415
www.michigantownshipservices.muskegon.com

Greg Mason

Building Official

(231) 865-6977

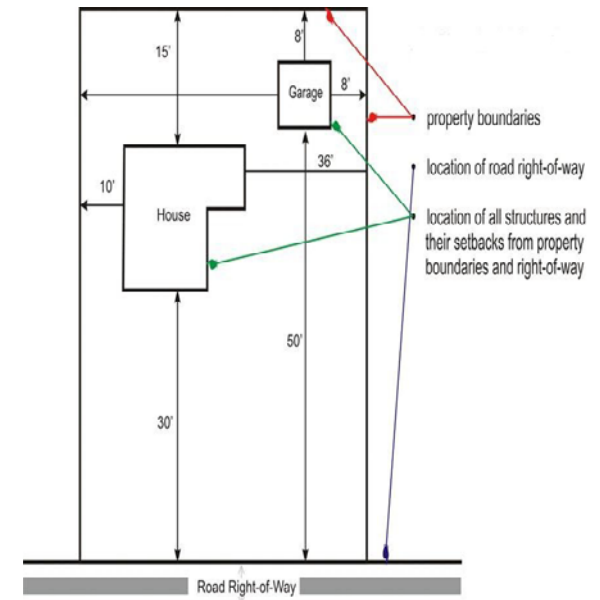
Revised 8-2019

- ✓ Spring Lake Township contracts with Michigan Township Services (MTS) to issue all building, plumbing, mechanical, and electrical permits and complete all required inspections for those permits.
- ✓ For new buildings and additions (including decks), a zoning permit must first be approved by the Spring Lake Township Planning and Zoning office before MTS will issue a building permit.
- ✓ Items such as fences or structures less than 200 square feet do not require building permits, but do require zoning permits.
- ✓ No building activity, including land clearing and excavation activities, shall occur on site until all associated permits (e.g. zoning, building, wetland, soil erosion) have been issued for the proposed construction activity. Failure to comply may result in a civil infraction or denial of permits.

ZONING PERMIT REQUIREMENTS NEW HOMES OR ADDITIONS

1. Completed zoning permit application - can be obtained at the Township Office or on our website.
2. Detailed site plan. If the site plan is larger than 11x17, an electronic copy of the drawing must **also** be submitted. The site plan should include:
 - a. Exact location of all existing and proposed structures and distances to lot lines.
 - b. All dedicated easements (ingress/utility/drainage).
 - c. Location of water lines and septic system or sewer lines.
 - d. Street and driveway locations with approximate length of drive.

3. One (1) copy of blueprints
 4. Scaled building elevation with existing and proposed finished grades.
 5. Scaled floor plans and total building square footage
 6. Driveway permit – needed for driveways on public roads.
 7. Proof of ownership.
 8. Proof of portable restroom on site (new residences).
 9. Proof of water and sewer or well and septic permits.
- Driveways need to be 5' from property line.
- e. Lot coverage calculations (percentage of building footprints covering total land area).
 - f. Flood plain elevations (if applicable).
 - g. Waterbodies, including wetlands, streams, lakes and rivers.



SAMPLE SITE PLAN

BUILDING PERMIT REQUIREMENTS

1. Completed application - can be obtained at MTS office or website:
www.michigantownshipservicesmuskegon.com
2. Complete set of plans with foundations, all significant elevations (side views), floor plan (all rooms labeled with use), cross sections, identify north and show all dimensions.
3. Two (2) copies of blueprints
4. Energy code calculations (new residences and larger additions).
5. Spring Lake Township zoning approval.
6. Electrical, mechanical and plumbing permits may also be required, depending on the project.

Plans can be submitted to MTS office prior to submitting zoning information; however, a permit cannot be issued until zoning has been approved. A plan review is done and you will be called when the permit is ready to be issued or if there are additional questions.

PERMIT INFORMATION

For public water and sewer information, contact the Spring Lake Township Department of Public Works: (616) 842-0080

For well and septic information, contact the Ottawa County Health Department: (616) 393-5645 or
Wells:
<https://www.miottawa.org/Health/OCHD/water.htm#private>
Septic:
<https://www.miottawa.org/Health/OCHD/landev.htm>

For soil erosion permits, contact the Ottawa County Water Resources Commissioner: (616) 994-4526 or
<https://www.miottawa.org/Departments/Drain/sefeesforms.htm>

For driveway permits, contact the Ottawa County Road Commission: (616) 842-5400 or
<http://www.ottawacorc.com/permits/driveway-residential/>

ZONING PERMIT FEES

New Residence.....\$50.00
Additions, Fences,
Accessory Buildings.....\$25.00

BUILDING PERMIT FEES

Cost of most permits is determined by the cost of the project.

**Questions? Contact the
Building and Planning Department**

