

## PENN TOWNSHIP BUILDING PERMIT PROCEDURE

CONTACT ZONING ADMINISTRATOR FOR ZONING APPROVAL

IF APPROVED, ZONING ADMINISTRATOR CONTACTS BUILDING INSPECTOR WITH APPROVAL

APPLICANT CONTACTS BUILDING INSPECTOR FOR APPOINTMENT. BUILDING INSPECTOR IS AVAILABLE ON THURSDAYS FROM 7:30 TO 9:00 A.M. AT THE PENN TOWNSHIP HALL 60717 MAIN ST., VANDLIA, MI 49095.

WHEN APPLICANT MEETS WITH BUILDING INSPECTOR, ALL PERMITS SHALL BE GIVEN TO THE BUILDING INSPECTOR. THESE COULD BE WATER/SEWER, WELL SEPTIC, EROSION, VARIANCE REQUIREMENTS OR ANY OTHER PERMIT REQUIRED FOR THE PROJECT IE: ADDRESS, TAX I.D. NUMBER, DRIVEWAY PERMIT.

BUILDING INSPECTOR REVIEWS PERMITS AND IF SATISFIED, HAS THE APPLICANT FILL OUT AN APPLICATION AND BUILDING PERMIT INFORMATION.

BUILDING INSPECTOR SIGNS AND ISSUES A READABLE COPY OF THE PERMIT TO THE TOWNSHIP CLERK AND TOWNSHIP ASSESSOR AS WELL AS THE APPLICANT.

THE BUILDING PERMIT IS POSTED ON THE PROPERTY WHERE WORK IS TO BE DONE AFTER APPROVAL HAS BEEN GRANTED.

ALL INSPECTIONS ARE TO BE APPROVED BY DESIGNATED INSPECTORS, DURING THE INSPECTION PROCESS, BEFORE CONCEALMENT.

AFTER FINAL APPROVAL BY THE BUILDING INSPECTOR, A CERTIFICATE OF OCCUPANCY IS ISSUED TO THE APPLICANT.

IF THE PROJECT IS NOT STARTED WITHIN SIX MONTHS OF THE APPLICATION DATE, A NEW APPLICATION MUST BE APPLIED FOR.