

**Penn Township
Building & Zoning Administration
Roger Leach
Zoning Administrator
60717 Main St., Vandalia, MI 49095
269-228-0108
leachr4@gmail.com**

WHAT IS MY RESPONSIBILITY AS THE APPLICANT?
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Before Work Begins:

It is the applicant's responsibility to obtain and submit individual Applications (and all required supporting material) for zoning, building, plumbing, electrical and mechanical (heating & air conditioning) permits (as appropriate to the project).

Pay associated fees.

Receive all approvals

“**POST**” permits as required.

Once Permits Are Issued:

It is the responsibility of the applicant to call for all required inspections **BEFORE** any structural, electrical, mechanical or plumbing work is concealed or covered.

WHAT INFORMATION WILL I BE ASKED TO SUBMIT?

Township and State construction codes require that all of the following documentation be submitted (or justified as non-applicable).

Before a Permit Can Be Issued:

1. Obtain a “Zoning Clearance” from the Zoning Administrator.
2. Complete “Application for Building Permit”.
3. Complete Building, Electrical, Plumbing, and Mechanical (heating & air conditioning) permits.
4. Provide the following:

Proof of Ownership

Tax ID of Site

Address of site

Lot Diagram with dimensions. Show structure sizes and setbacks from property lines

Drawing and/or Blue Prints (structures over 3500 sq. ft. require a plan review by the Building Inspector)

Sanitation & Water Supply Permits

Driveway Permit

Soil Erosion Permit (if the structure is/will be located within 500 feet of water – lake, river, or county drain)

Wetland/Floodplain Approval

Proof of Compliance with Michigan Uniform Energy Code

WHEN TO CALL FOR AN INSPECTION

Please call the Building Inspector at least two (2) days prior to the time you need an inspection. A minimum of three (3) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to construction being covered.

REQUIRED INSPECTIONS

FOUNDATION INSPECTION

Call for an inspection prior to pouring the footings. The foundation inspection is to be made after the footings, walls, waterproofing, and drain tile is installed. The Building Inspector may want to perform a footing and backfill inspection.

ROUGH INSPECTION for ELECTRICAL, PLUMBING , and MECHANICAL

The rough inspection for electrical, plumbing, and mechanical is to be made before the Building Rough Inspection is performed and before the insulation is installed.

BUILDING ROUGH INSPECTION

The rough inspection is to be made after roof, all framing, fire stopping, AND bracing is completed and after the electrical, plumbing, and mechanical rough inspections are completed, and before the insulation is installed.

ENERGY INSPECTION

The Energy Inspection is to be made when all energy items are completed.

FINAL INSPECTION for ELECTRICAL, PLUMBING, and MECHANICAL

The final inspections for electrical, plumbing, and mechanical are to be made after all the work is completed and before the Building Final Inspection.

BUILDING FINAL INSPECTION

The Building Final Inspection is to be made upon completion of the building or structure, and before occupancy occurs.

CONGRATULATIONS on starting construction of your construction project in Penn Township

In order to make construction go as smoothly as possible, we offer the following tips:

1. All contractors are responsible to call in for inspections. If as the homeowner you are the contractor, it is your responsibility. We may not honor requests from owners for inspections since the contractor may not be ready and it results in a wasted trip.
2. All structures require a ***Certificate of Occupancy*** before the structure is occupied. We recommend that you require an original copy of the Certificate of Occupancy (issued by this department) from your General Contractor before final acceptance of the structure.
3. If you do not receive a final ***Certificate of Occupancy*** from your General Contractor, it is possible that you are occupying the structure in violation of State and local building codes and ordinances.
4. Our inspectors are acting in your best interest. All codes are established as "minimum standards". We do not make up the rules: we only inspect to make sure your contractor is giving you what the appropriate building code requires. This is your right; it is our job to help protect it.
5. Certain applications may require approval or design by a Michigan registered engineer or architect. In some cases, this is required by law. In other cases it may be required because the construction is unique and is not covered by certain code requirements. Again, if the Building Department requires additional design it is to help guarantee the structural integrity and longevity of your building(s)!

Please feel free to contact us if you have any questions. We believe that owners should have the opportunity to inquire about these matters.

Building & Zoning
Administrator Office:
269-228-0108

Contacts For Obtaining Building Permits
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Penn Township Supervisor	269-476-8866
• Contact for issues (Dick Mickey)	
Penn Township Zoning Administrator	269-228-0108
• Zoning Clearance (Roger Leach)	
Penn Township Building Inspector	269-476-8887
• Building Permit (Richard Drews)	
Penn Township Electrical Inspector	269-663-3429
• Electrical Permit (Ron Bellaire)	
Penn Township Plumbing & Mechanical Inspector	269-663-8542
• Plumbing Permit (Ed Wainwright)	
• Mechanical Permit (Heating & Air Conditioning)	
Cass County Road Commission	269-445-8611
• Driveway Permit	
State of Michigan Highway Commission	269-244-5808
• Driveway Permit if located on state highway	
Cass County Court House Information Systems	269-445-4447
• Street Address for House (must have county or state Driveway Permit first)	
Cass County Court House Water Resource Commissioner	269-445-4428
• Soil & Sedimentation Permit (if applicable)	
Cass County Health Department	269-445-5280
• Septic Permit	
• Well Permit	
Cassopolis Area Utilities Authority	269-445-8648
• Sewer Connection Permit	
City of Dowagiac	269-782-8427
• City Water Connection Permit	
Department of Environmental Quality	800-662-9278
• Wetlands (if applicable)	