

TO APPLY FOR A BUILDING PERMIT, APPLICANT WILL NEED:

- Proof of ownership of property.
- Will building cause “an earth change of one acre or more in area or an earth change within 500 feet of a lake or stream?” If so, submit a soil erosion and sedimentation control plan from Jackson County Health Dept. 1715 Lansing Avenue, Ste. 221, Jackson, MI 49202 Phone: (517) 768-1659 Insp: Steven Hall
- Elevation Certificate – As of September 29, 2010 FEMA has ordered enforcement of flood plain elevations for homes built within the 100 year flood plain.

NO CONSTRUCTION ABOVE OR BELOW GROUND WITHIN FIFTY (50) FEET OF A LAKE OR STREAM IS PERMITTED IN NORVELL TOWNSHIP.

- Driveway Permit from Jackson County Road Commission, 2400 Elm St., Jackson, MI 49202 Phone: (517) 788-4230
- Well Permit from Jackson Co. Health Department, 1715 Lansing Ave., Jackson, 49202 Phone: (517)788-4420
- Septic Tank Permit from Jackson County Health Department (see above)
- Site Plan (Where house, garage, etc. will sit on property and how close you are to property lines)
- “Application for Plan Examination & Building Permit” (obtained at Norvell Township office).
- 2 complete sets of Building Plans for proposed project. (1 for Building Insp. & 1 for Assessor)
- New homes – R Factor of Insulation must accompany permit application.

* * * You must have your property staked out and a 2 ft. x 2 ft. board on a post with your address and last name on it at the end of your driveway viewable to the inspector. The permit must be posted at the job site.

INSPECTIONS: When an inspection is needed (footing, rough, etc.), the inspector must be notified at least 48 hours in advance.

Mechanical (furnace, wood burners and stoves for heating), plumbing and electrical permits may be issued as needed to homeowner or licensed contractor.

No persons may occupy any part or all of a new home under construction until all inspections by the trades have been made and a legal C of O (Certificate of Occupancy) is issued (under full penalty of the law). **NOTE:** all extra inspections must be paid in full before final C of O is issued.

LIFE OF PERMITS Suspension of permit: Any permit that is issued shall become invalid if the authorized work has not commenced within 6 months after issuance of the permit, or, if authorized work is suspended/abandoned for a period of 6 months after commencing the work.