

BATH CHARTER TOWNSHIP

Public Checklist

14480 Webster Road, P O Box 247, Bath, Michigan 48808
Phone: 517-641-4238 Fax: 517-641-4170

Permit Application (Job Address) _____

Owner: _____ Contractor: _____

Before a Building Permit may be issued, all of the following documentation must be submitted or justified as (N/A) not applicable. Please indicated by a check mark the items which are enclosed with the permit application.

- ___1. **THREE (3) SETS OF BLUE PRINTS and/or DRAWINGS** shall be submitted to this Department for plan review in accordance with the 2015 State Construction Code.
- ___2. **PLOT PLAN/SITE PLAN** shall be provided on the *back of the first page* of the building permit application. This site plan shall include all pertinent information that is outlined within the form. Areas having local zoning shall submit a copy of the Zoning Compliance to this Department
- ___3. **PROOF OF OWNERSHIP** shall be submitted for all building projects in accordance with the Bath Township Ordinance. This may be either a *Recorded Land Contract or a Recorded Deed* for the subject parcel.
- ___4. Provide the **PROPERTY CODE/TAX IDENTIFICATION NUMBER** for the subject parcel.
- ___5. **ZONING PERMIT.**
- ___6. A **DRIVEWAY PERMIT** from the County Road Commission shall be submitted along with the permit application for all new driveway installations.
- ___7. **SANITATION & WATER SUPPLY PERMITS** (County Health Department or Permits from Bath Township).
*****SEE BELOW*****
- ___8. A **SOIL EROSION PERMIT** may be needed. The Park Lake Area and downtown area need Soil Erosion permits and all properties located around County drains or wetlands require Soil Erosion Permits. Check with Clinton County Community Development for Permit Or Exemption.
- ___9. The **ENERGY CODE** (insulation) of all building shall be designed in accordance with Michigan Energy Code 2015. Documentation shall be submitted for new construction demonstrating compliance.
- ___10. **HOUSE NUMBERS** shall be included on the permit application for all projects. New house numbers will be issued by the Clinton County Equalization Department upon request.

___yes ___no Is the subject parcel located in a wetland or floodplain. Where these conditions exist, a building permit shall not be issued without approval from the Michigan Department of Environmental Quality.

___yes ___no Is one acre or more of soil being eroded in the construction process.

___yes ___no Where an earth change encompasses 5 acres or more in area, a **STORM WATER DISCHARGE** permit shall be obtained from the Michigan Department of Environmental Quality. No site work shall begin until a valid permit has been issued by this Department.

It is the legal responsibility of the applicant to post the address and call for all required inspections as indicated on the Plan Review. No Electrical, Mechanical, Plumbing or Structural components shall be concealed until approval has been granted. *Separate permits shall be required for all Electrical, Mechanical, and Plumbing installations through this Department.*

*****Note: Final sewer connection must be approved by Southern Clinton County Municipal Utilities Authority (SCCMUA) before a Certificate of Occupancy will be issued. *****

Signature: _____

Date: _____

PROOF OF OWNERSHIP

Register of Deeds-----989-224-5270
100 State St. Suite #2500
St. Johns, MI 48879

SEWER PERMIT

Southern Clinton County Municipal Sewer Authority-----517-669-8311
3671 W. Herbison Rd.
DeWitt, MI 48820

ON-SITE SEWAGE DISPOSAL PERMIT

Mid-Michigan Health Department -----989-224-2195
306 Elm St.
St. Johns, MI 48879

DRIVEWAY PERMIT

Clinton County Road Commission -----989-224-3274
3536 S. US-27
St. Johns, MI 48879

SOIL EROSION AND SEDIMENTATION CONTROL

Clinton County Community Development-----989-224-5248
100 State St. Suite #1300
St. Johns, MI 48879
hoarda@clinton-county.org

HOUSE NUMBERING

Equalization Department -----989-224-5170
100 State St. Suite #1200
St. Johns, MI 48879

ELECTRICAL PERMIT

MECHANICAL PERMIT

PLUMBING PERMIT

Bath Charter Township Building and Zoning -----517-641-4238
14480 Webster Rd. – PO Box 247
Bath, MI 48808
Office Hours: 1:00-5:00 Monday, Tuesday, Thursday & Friday – Wednesday 8:00-5:00
Inspector’s Office Hours: 8:00-9:00 Monday through Friday

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (M-DEQ)

Lansing, MI 48909-7742 -----517-243-6956
website: www.michigan.gov/deq

Wetlands -----517-284-5531