

# 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](mailto: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](http://www.michigan.gov/deq)

Wetlands -----517-284-5531