

# BUILDING PERMIT PROCESS

# SAUGATUCK TOWNSHIP

## Application

- Building permit application (available on line) submitted to the Township with all required fees/escrow deposits
- Zoning permit application (available on line) submitted to the Township with required fee, Zoning Permit Application includes final plans with any conditions included
- Projects located outside of the A-1, A-2, R-1, R-2, R-3, R-3B, or R-4 districts may require Site Plan Review by the Planning Commission prior to building permit
- Staff (building code officer or Zoning Administrator/Planner) review for completeness

## Zoning Review

- Zoning Administrator (and often building inspector) review application for compliance with zoning requirements
- If any aspect of the application conflicts with zoning, applicant is contacted to revise the application, or apply for a variance or site plan review. See also flow chart for Variances, Site Plan, Special Approval Use, or Planned Unit Development

## Building Review

- Application is forwarded to the Building Inspector who reviews for compliance with the Michigan Building Code
- If any aspect of the application conflicts with zoning, applicant is contacted to revised the application, or apply for a variance, special approval use, planned unit development or site plan review
- Building Inspector contacts applicant for clarification or changes if necessary

## Fire District Review

- Applicant provides set of plans and application to Fire District so that they can provide review at same time as Building Inspector
- Applicant pays all required fees to Fire Department
- Fire District conducts review to determine compliance with the International Fire Code
- Fire District contacts applicant for clarification or changes if necessary
- A formal letter will be issued to the applicant after review is complete

## Permit Issuance

- Changes submitted by applicant for final sign off from Fire District and Building Inspector
- Trades permits also applied for (if necessary), and fees paid

## Inspections

- Contractor/applicant contacts Building Inspector to schedule required inspections
- Contractor/applicant contacts Fire District to schedule required inspections
- Inspections are conducted by the Building Inspector, Fire District, and others as applicable
- After all inspections are passed, and all fees are paid, a certificate of occupancy will be issued
- If any inspections are failed, contractor/applicant must schedule a re-inspection

## CONTACT INFO:

Zoning Administrator  
Saugatuck Township  
3461 Blue Star Highway  
Saugatuck, MI 49453  
(269) 857-7721  
Lynee Wells, AICP  
[lwells@saugatucktownship.org](mailto:lwells@saugatucktownship.org)  
Cell: (616) 648-3534

Building Inspector  
Eric Davis  
Cell: 616-218-3462  
Office: 269-857-7721 Ext 108  
[Building@saugatucktownship.org](mailto:Building@saugatucktownship.org)

Fire District  
3342 Blue Star Highway  
Saugatuck, MI 49453  
Chris Mantels  
(269) 857-3000  
[inspections@saugatuckfire.org](mailto:inspections@saugatuckfire.org)

Electrical Inspector  
Gord Bosch  
996 College Street  
Holland, MI 49423  
(616) 396-1448 (ph and fax)

Plumbing and Mechanical  
Bob Modreske  
2644 15<sup>th</sup> Avenue  
Hopkins, MI 49328  
(616) 477-4940 ph  
(269) 793-7140 fax

For on-line forms visit [www.saugatucktownship.org](http://www.saugatucktownship.org), and Click the *Permits & Forms* menu

To view the zoning map and ordinance, visit [www.saugatucktownship.org](http://www.saugatucktownship.org), and click on Departments, Planning & Zoning