



4756 Baldwin Street-PO Box 67-Onondaga, Michigan 49264
Office: 517.628.2654 Fax: 517.628.2712 www.onondagatownship.org

PROCEDURES TO BE FOLLOWED TO OBTAIN A BUILDING PERMIT:

Step 1. Apply for and obtain a **PERMIT TO INSTALL WATER SUPPLY WELL AND/OR ON-SITE SEWAGE TREATMENT SYSTEM** from the Ingham County Health Department, 5303 S. Cedar Street, Lansing, MI 48910, 517.887.4312. [Health Department](#)

Apply for and obtain an approved **DRIVEWAY PERMIT** and a **CULVERT PERMIT** from Ingham County Road Department, 301 Bush Street, Mason, MI 48854, 517.676.9722. [Road Department](#)

Apply for and obtain a **SOIL EROSION WAIVER** from the Ingham County Drain Commissioner's Office, 707 Buhl Street, Mason, MI 48854, 517.676.8395. [Drain Commissioner](#)

Onondaga Township's Building Inspector will issue a **HOUSE NUMBER** if needed.

Step 2. SITE ADDRESS and LOT NUMBER (if applicable) shall be posted on a wood board, 24 x 24 inches, at the front edge of the site before site inspection can be completed. **STAKE OUT THE BUILDING ON THE LOT** for the site inspection.

Step 3. Present the following to the Township office:

1. A copy of the legal description of the parcel and copy of last survey of parcel.
2. Two copies of building plans for approval.
3. A site plan showing lot lines and set-back measurements for building to be approved by the zoning administrator.
4. A driveway/culvert permit.
5. A well and septic permit.
6. A building permit application (included in this packet).
7. A signed property line verification form (included in this packet).
8. Copy of the builder's license.

Step 4. When all the above have been submitted, the process for securing a building permit can proceed. Charges will be made as follows:

New Home \$.40 per square foot as determined by the building inspector/minimum \$500
Garage, Pole Barn, Accessory Building \$350
Attached Garage (during house construction) \$250
Additions/Improvements \$350
Decks \$300
Inground Swimming Pools \$300
Mobile Homes \$.30 per square foot as determined by the building inspector/minimum \$300
Solar \$300

Step 5. A permit, which is also your receipt, should be prominently displayed at the site for the use of the Building Inspector. All inspections will be strictly enforced.

A \$70 FEE WILL BE CHARGED IF YOU ASK FOR AN INSPECTION AND YOU ARE NOT READY!

If you have questions about filling out any forms or completing the process, call our office at 517-628-2654.