

BUILDING PERMIT PROCESS



APPLICATION



- Submit the **Building Permit Application Packet** (available online or at the Township office) to the Township, including all required documents and applicable fees.
- Projects *outside* the A-1, A-2, R-1, R-2, R-3, or R-4 zoning districts may require **Planning Commission Site Plan Review** prior to permit issuance.
- The **Building Official** and/or **Planner & Zoning Administrator** will review your submission for completeness before processing.
- Applications must include all items from the **Building Permit Application Checklist**.
- **Applicants** are responsible for contacting relevant departments and submitting all required permits or correspondence to ensure the application is complete.

ZONING REVIEW



- The **Planner & Zoning Administrator** and/or **Building Official** will evaluate the application for compliance with zoning regulations.
- If any aspect of the proposal does not meet zoning requirements, the applicant will be notified and may be required to revise the application or pursue additional approvals, such as a **variance**, **site plan review**, **special land use**, or **planned unit development**.
- For guidance on these processes, refer to the corresponding **process charts** provided by the Township.

FIRE DISTRICT REVIEW



- The **applicant** submits the required plans and documents to the **Saugatuck Township Fire District** (contact the Fire District for details).
- The Fire District reviews the plans for compliance with the **International Fire Code** and contacts the applicant for any needed revisions.
- **Applicants** are responsible for paying all Fire District review fees.
- A written review is prepared by the Fire District and will be issued to the applicant after review is complete.

BUILDING REVIEW



- The **Building Official** will review the application for compliance with the **Michigan Building Code**.
- If clarification or revisions are needed, the applicant will be contacted directly.
- Should any zoning issues become apparent during this review, the applicant may be required to pursue additional approvals such as a **variance**, **special land use**, or **site plan review**.

PERMIT ISSUANCE



- Once all required revisions have been submitted and approvals secured from the **Saugatuck Township Fire District**, **Building Official**, and **Planner & Zoning Administrator**, the building permit will be issued.
- If applicable, separate **trade permits** (electrical, plumbing, mechanical) must also be obtained, and all associated fees must be paid prior to beginning work.

INSPECTIONS



- The contractor or applicant is responsible for scheduling all required inspections with the **Building Official** and the **Saugatuck Township Fire District**. Depending on the project scope, additional inspections by other agencies may be required.
- A **Certificate of Occupancy** will be issued once all inspections are successfully completed and all outstanding fees are paid, if requested by the applicant or property owner.
- If any inspection fails, necessary corrections must be made and a **re-inspection** scheduled.