



IRON COUNTY CONSTRUCTION CODE AND APPEALS BOARD

2 South Sixth Street, Suite 14

Crystal Falls, MI 49920

(906) 875-3102 FAX: (906) 875-4045

Website: <http://ironmi.org/departments/construction-code/>

Email: ncurtis@ironmi.org

Dear Clients:

When coming to the Construction Code Office to secure a building permit **it is required** that you have a **paper copy from all sources** of the following information to leave at our office for our records. **If not, you will not receive a building permit at that time and will be asked to retain all of your paperwork until your documentation is in order:**

1. **Zoning Permit** (Land Use Permit) for the jobsite obtained from your local zoning official.
2. **Property Tax ID Number** (Assessor Parcel Number) and job site address and drawn map with directions.
3. **Soil Erosion Permit-** (If within 500 feet of running or standing water body) Permit including the permit number or exemption letter.
4. **Septic Tank and Water Well Permits** from the Dickinson-Iron Health Department.
5. **Fire Number/Address Application** completed (if no **legally** assigned number is already present).
6. **Building Plans-** A copy of your total building plans, all levels and elevations included. (For the Building Inspector to keep in the Construction Code Office.)
7. **Roof Truss Specifications/ Slab Drawing-** When applicable, an architect's engineered signed drawing/plan of project, floor trusses and/or roof trusses, or engineered slab (the inspector will let you know if this is necessary)
8. **Completed Building Permit Application-** An Application for Building Permit form, which is completely filled out and signed by the homeowner and/or contractor.
9. **Contractor Information-** If you are not doing the work yourself, then you must use a **Michigan Licensed Contractor**. The license number, expiration date and liability information must be recorded on the permit application, as well as their mailing address and phone number.
10. **Permit Fee Payment-A** check for the total permit fee. The Inspector will review submitted materials and determine the permit fee.

The Building Inspector will need to review the plans and approve them before a permit is issued.

If you have any questions, please call the Construction Code office at 906-875-3102 or the **Building Inspector** at **(906) 875-0601** or cell phone **(906) 284-7816**.