Instructions for Completion

A Zoning Permit will be required before the Building Inspector will be able to issue a permit. There is no cost to apply for a Zoning Permit from Stannard Township. Zoning Permit Applications are reviewed/approved by the Stannard Township Supervisor in accordance with the Stannard Township Zoning Ordinance.

Health Department Section:

Enter the Sewer or Septic permit number provided by the Western UP Health Department. If you will not be connecting to a sewer or septic system at this time enter "N/A" in the provided space to signify this.

Enter the Water or Well permit number provided by the Western UP Health Department. If you do not have a water connection planned at this time enter "N/A" in the space to signify this.

Site Sketch:

Include a sketch of your site that includes the locations and dimensions of your proposed structure, existing structures, driveways, septic, and well as applicable. Include dimensions relative to your property line.

A grid page has been provided with these instructions for the site sketch if needed.

Complete the Checklist. It is recommended that the Stannard Township Zoning Ordinance is reviewed to understand the zoning requirements. A copy is available on the Township website Stannardtwp.com.

How to Submit Your Application:

Enter your Name in the "Submitted by" line at the bottom of the application and then the date.

Zoning Permit Applications can be left in the drop slot at the Township office, sent by email to supervisor@stannardtwp.com, mailed to Stannard Township PO Box 216 Bruce Crossing Mi 49912 or delivered during office hours. ***The quickest method will be by email***. Please provide a self-addressed and stamped envelope if utilizing the drop slot or mail so the approved permit can be returned to you.

STANNARD TOWNSHIP ZONING PERMIT – <u>No Cost</u>

(REQUIRED FOR NEW STRUCTURES)

Health Department Permits, Obtain from Western UP Health Department if required. Contact WUPHD at (906) 884-4485

Sewer or Septic permit #_____

Water or well permit # _____

Attach Site Sketch to Permit, Minimum Site Plan Requirements:

Property Lines Surveyed? ____Yes ___No

Location and dimensions of buildings, driveway, septic, & well shown with dimensions from property lines? ___Yes ___No

Is the Structure Staked? ___Yes ___No

Are setbacks requirements from property lines met? ___Yes ___No

OTHER REQUIRED PERMITS

Soil Erosion Permit is required if structure is (500' from Water and/or grading greater than 1 acre) – Contact Information Below;

Ontonagon County - CEA
725 Greenland Road
Ontonagon, Michigan 49953
(906) 884-4980
Fax (906) 884-6796
No website available at this time

Driveway Permit - is required if new Driveway is constructed, obtain permit from Ontonagon County Road Commission (884) 884-2332

Electrical Permit – Obtain from State of Michigan if required

Heating Ventilation and Air Conditioning (HVAC) Permit – State of Michigan

Plumbing Permit – Obtain from State of Michigan if required

Submitted by: _____, Date_____

Approved: Date_____ Stannard Township _____

Health Department Requirements

Prior to issuance of either a residential or commercial building permit, both a well and septic permit from the health department are required.

Superior Environmental Health Code:

Section 5.20 Priority over Building and Occupancy Permits - No municipality, township, or other governing body shall issue a building permit or allow construction of any structure on a premise requiring a sewage system until the appropriate construction permit has been issued by the health officer.

Section 6.6 Priority over Building and Occupancy Permits - Where a municipal water supply is not available, a municipality, township, or other agency shall not issue a building permit or otherwise allow construction to commence for any dwelling unless on of the following conditions exist: 1. A water supply construction permit has first been issued. 2. Provisions for a water supply system have been accepted by the health officer. 3. The health officer does not require a water supply system. Approved site evaluations do not count as septic permits. We have had situations this summer where the building inspector has issued a building permit based on an approved site evaluation and then no permit is ever applied for. We have also had a several situations this summer where licensed septic contractors and homeowners tell the building inspector that they already had a septic permit, when in fact we have not even been to the property. And in all of the townships, the building inspectors have been issuing camp building permits without privy or septic permits on a routine basis. I would strongly recommend that the building inspectors have a paper copy of a septic permit from the homeowner or call our office to see if one has been issued. The other issue is occupancy permits, we find all the time that people are living in their home prior to us conducting a final inspection of the septic system. Occupancy should not be granted until the septic is final approved for use.

If a site evaluation for a commercial building is denied by the health department, the appeal would go through Michigan Department of Environmental Quality and possible permit issuance would come from MDEQ.

Building permits for a new or increased use (replacing a mobile home with a new mobile home or a house, increasing the number of bedrooms in a home) require written approval from the health deparment by way of an approved existing system inspection report.

Section 5.9.1 Authorization to use an Existing Sewage System. - No person shall connect a dwelling to an existing sewage system except where allowed, in writing by the health officer. Nor shall any person increase sewage flow to an existing sewage system by greater than one bedroom or one hundred fifty gallons per day except where allowed, in writing, by the health officer.

As far as the well permit, a well permit is not required for a camp situation where we issued a privy/outhouse/composting toilet septic permit and they are not proposing indoor plumbing. Commercial well permits are a priority over building permits. As far as residential, the health department uses discretion depending on the location and whether or not it is known that adequate and good quality water is available.

Prior to issuance of a building permit for a food service facility (restaurant, bar, ice cream shop, gas station with food, grocery, etc.) a plan review must be approved by the health department or Michigan Department of Agriculture (for gas stations and grocery). The plan review process includes not only the well and septic, but approval of the interior building layout, equipment, etc.

Tanya Halquist-Rule R.S.
Registered Environmental Health Sanitarian
Western UP District Health Department
thalquist@hline.org
(906) 884-4485 or (906) 667-0200