

MORTON TOWNSHIP PERMIT PROCEDURES

ZONING

1. Acquire a Zoning Permit Application from the Morton Township Office, complete the application and return it to the Zoning Administrator for approval.
 - A site plan must be drawn on the application.
 - Please include a North directional arrow.
 - Parcel Tax Number and Address must be on Application.
 - Date indicating when property will be staked for zoning inspection must be included.After physical inspection of the property, the Zoning Administrator shall approve/disapprove the application and notify the applicant. If a zoning permit is not required, the Zoning Administrator will sign off on the application.

SOIL EROSION and/or HEALTH DEPARTMENT

2. If the Zoning Administrator or Building Official indicate that a soil erosion permit or Health Department approval is required, they must be obtained from Mecosta County or District 10 Health Department and copies given to the Township. Soil Erosion - (231) 592-0130 Health Department - (231) 592-0178

BUILDING

3. Once the Zoning Permit Application is approved, then applicant must complete and submit a Building Permit Application with 2 sets of plans, which **must** (required) include the dollar value of the project, be drawn to scale, and clearly indicate the proposed work.

The plans will be reviewed and the applicant will be notified:

 - (a) needing additional information
 - (b) permit is ready to be picked up.

There are four mandatory inspections required by the Morton Township Building Department:

- (1) Foundation and/or Footing
- (2) Sheathing
- (3) Rough - Before insulating
- (4) Final - (After all other permits have been finalized)

A Certificate of Occupancy will be issued when **all** permits are finalized.

Final Building Inspections are only done on Tuesday and Friday. All other building inspections are done on a daily basis.

Five (5") inch or larger house numbers, on a contrasting background, must be posted on structure, visible from the street, prior to the final inspection.

Each inspection must be approved by the Morton Township Building Department before the next construction step can begin. You may call and request these inspections at (231) 972-7138.

ELECTRICAL, MECHANICAL, PLUMBING

4. If Electrical, Mechanical and Plumbing permits are required, they may be obtained at the Information Window at the Morton Township Offices or on the Morton Township website. These permits are required before starting any work in these related areas. If any of these permits are required, they must have a final inspection before a final building inspection can be performed.

Electrical Inspections can be requested for Tuesday.

Mechanical and/or Plumbing Inspections can be requested for Tuesday or Thursday.

The Township Building Official and the Township Zoning Administrator are in the office from 8:00 A.M. until 11:00 A.M., Monday through Friday. They may be called at (231) 972-7138 or faxed at (231) 972-2002.