



Charter Township of Monitor

2483 MIDLAND ROAD ≈ BAY CITY, MICHIGAN 48706 ≈ PHONE (989) 684-7203 ≈ FAX (989) 684-9234

Requirements for all Contractors and Homeowners

The following items will be required before a building permit is issued.

1. A set of accurate signed and sealed Construction plans
Commercial minimum 24" x 36", Residential 11" x 17".
PDF of construction plans required before Certificate of Occupancy will be issued.
Email to building@monitortwp.org.
2. A detailed plot plan depicting all dimensions from all property lines and any existing buildings.
3. Proof of Address – address assignment letter (from utility company)
4. Michigan Energy Code Compliance form (Found at www.energycodes.gov/rescheck)
5. Water and Sewer taps must be initiated in the Building Department which is open from 8 am- Noon, Monday through Friday.
6. Copy of Manual J Report from mechanical contractor before C of O is issued.
7. Blower Door Test results before C of O is issued
8. Water service inspection application and fee (\$55) shall be submitted prior to applying and paying for water and sewer taps.
9. An Engineer's Construction Observation fee for water line installation, to be held in escrow, must be paid before a Building permit is issued.
The unused amount will be returned after inspection is complete.
10. A recorded easement for the water line.
11. A copy of the Sewer and Water permits.
12. Sewer Connection Fee --When construction plans are received, a copy will be sent to the Township Engineer who will calculate the REUs for your Sewer Connection Fee.
If sewer is not available a copy of the Septic permit from the Bay County Health Dept.
13. A Soil Erosion permit from the Bay County Drain Office, if required.
14. A Driveway Permit from the Bay County Road Commission.
15. Plan Review fees for Building, Electrical, Plumbing, & Mechanical, paid in full.
16. When a permit is issued, it will be valid for a period of one year. After one year, your permit will become invalid and a new permit must be issued in the amount as required by the Monitor Township Ordinance No. 52.

After all required documents have been compiled; this information shall be turned over to the Assessor's Office and filed by the Parcel ID number. This includes the Occupancy Permit and a copy of all inspections.

Dave DeGrow
Building Inspector



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BUILDING PERMITS AND CHECK LIST FOR NEW HOME CONSTRUCTION

ONE COMPLETE SET OF WORKING DRAWINGS AND SITE SKETCH

SEWER PERMIT	MONITOR TOWNSHIP OFFICE	684-7203
SEPTIC PERMIT	BAY CO. HEALTH DEPT.	895-4006
SOIL EROSION PERMIT	BAY CO.—DRAIN OFFICE	895-4290
DRIVEWAY PERMIT	BAY COUNTY ROAD COMMISSION	686-4610

NEW WATER LINE INSPECTION FEE (\$55) SHALL BE APPLIED FOR AND PAID AT THE BUILDING DEPARTMENT OF MONITOR TOWNSHIP AT THE TIME OF OBTAINING WATER AND SEWER TAP FEES.

MICHIGAN ENERGY CODE COMPLIANCE FORM SUBMITTED

WATER TAP FEES ARE PAYABLE AT THE OFFICE OF YOUR WATER DISTRICT. IF YOU ARE UNSURE IN WHICH WATER DISTRICT YOU ARE BUILDING, CALL THE TOWNSHIP OFFICE AT 684-7203. IF YOU DO KNOW, CALL YOUR WATER DISTRICT OFFICE:

MONITOR #1 DISTRICT	BAY CO. DEPT. OF WATER & SEWER	684-3883
MONITOR #2 DISTRICT	MONITOR TOWNSHIP OFFICE	684-7203
BANGOR/MONITOR DISTRICT	BANGOR/MONITOR METRO WATER DISTRICT	684-2570
KAWKAWLIN METRO DISTRICT	KAWKAWLIN METRO WATER DISTRICT	684-5900
SAGINAW-MIDLAND WATER DISTRICT	SAGINAW-MIDLAND WATER SUPPLY CORP	684-2220

ELECTRICAL, MECHANICAL, AND PLUMBING PERMITS ARE ALSO REQUIRED FOR NEW HOME CONSTRUCTION.

ZONING ADMINISTRATOR	DAVE ROCHOW	450-0194
BUILDING INSPECTOR	DAVID DEGROW	450-0191
ELECTRICAL INSPECTOR	FRANK BRYDEN	894-5053
PLUMBING/MECHANICAL INSPECTOR	DELL BEDFORD	272-5108

Please submit copies of all applicable permits: sewer, water, soil erosion, etc.

Be aware that the setbacks are measured from the survey pins located on your property. Check the setback requirements in the Zoned District in which you plan to construct. Complete the site sketch plan.