

# Stockbridge Township

P.O. Box 565 Stockbridge, Mi. 49285

Phone: (517) 851-9362, Fax: (517) 851-7530

# Zoning & Building

**The following is required information that must accompany all applications in order to obtain a Zoning, Building, Address, Electrical, Plumbing and/or Mechanical permit:**

- a. Property Tax Identification Number, Section number. Proof Property Taxes are paid to current.
- b. Address is applied for through Stockbridge Township Building Department.
- c. Proof of ownership (Registered survey or proof of taxes paid), with Address of property
- d. Driveway permits from Ingham Co. Road Commission for a county road or a permit from Michigan Department of Transportation for a State highway (M-52, M-36 or M-106).
- e. Well and Septic permit from Ingham County Health Department.
- f. Soil Erosion /Sedimentation control permit/waiver from Ingham Co. Drain Commission. (We can fax signed permit application to them).
- g. Two copies of Blue Prints. 1 reg. draft size, 1 reduced copy (11" X 17") (Of the purposed development or improvements) all copies will be signed and approved. Any residential structure over 3500 sq ft must have Engineered or Architectural prints-- STAMPED and SIGNED. 3 copies of truss design drawing or truss design data sheet, as per Sec. R 802.10 M.R.C. or Sec. 2303.41 M.B.C.
- h. A drawn site plan indicating the distance from the structure to the following: road right of way, rear property line, and the side property lines (8 ½" x 11).
- i. Any variances that may have been granted from Stockbridge Zoning Board of Appeals.
- j. *Zoning Permit Fee*. Check made out to: Stockbridge Township

**Zoning is required for all buildings; however, a Building Permit is not required when building an accessory building of 200sq ft or less. NOTE: Property lines and proposed development must be visibly staked.**

**Required setbacks are as follows: 108' from the center of a (County or private Road) to the structure. 130' from the center of a (State Highway) to the structure. NOTE: A corner lot must meet the required setbacks along both roads. Minimum side yard setbacks are 15'. Minimum rear yard setbacks are 25'.**

**Driveways >100 feet must be installed prior to construction or must post a bond for the construction from a written estimate prior to issuance of permits. The estimated amount must be made payable to Stockbridge Township. Certificate of Occupancy permits **will not** be issued prior to completion of proposed driveways. **Please allow 3 days for issuance of C of O after FINAL inspection is complete.****

**All Construction sites MUST have temporary stairs constructed and maintained as described in the MIOSHA Construction Standard (Part 21, Guarding of Walking and Work Areas)**

**Contacts and Numbers of Interest:**

<b>Bldg. Dept. Clerk:</b>	<b>Jill Marie Ogden</b>	(517) 851-9362 <a href="mailto:building.stockbridgetwp@gmail.com">building.stockbridgetwp@gmail.com</a>
<b>Zoning Admin. For Bldg:</b>	Katrina Griffith	(517) 985-6017 <a href="mailto:zoning.stockbridgetwp@gmail.com">zoning.stockbridgetwp@gmail.com</a>
<b>Building Inspector:</b>	Rohn Tripp	(517)-206-7043 <a href="mailto:rohntripp@yahoo.com">rohntripp@yahoo.com</a>
<b>Electrical Inspector:</b>	Matt Wood	(517)569-2003 Electrical Permits and Inspections
<b>Mechanical Inspector:</b>	Tim Basore	(517) 623-6257 Mechanical Permits and Inspections
<b>Plumbing Inspector:</b>	Tim Basore	(517) 623-6257 Plumbing Permits and Inspections
<b>Driveway/Road Inspector:</b>	Katrina Griffith	(517) 985-6017 Private Road / Driveway inspections

Soil erosion permit/waiver - Jason Lynn (517) 676-8395 [JLynn@ingham.org](mailto:JLynn@ingham.org) [inghamsec.org](http://inghamsec.org)

County road driveway permit - Kelly Jones (517)-676-9722 X2336 [permits.ingham.org](http://permits.ingham.org) [roads.ingham.org](http://roads.ingham.org)

Well and Septic permits – Jennifer Dack (517)-887-4348 [JDack@ingham.org](mailto:JDack@ingham.org)

Driveway Permits on M-52 & M-36 & M-106 – MDOT Larry Thelan (517) 749-8733 [thelanl3@michigan.gov](mailto:thelanl3@michigan.gov)

**Miss Dig** (800) 482-7171 Before you dig. Free location of public utilities.

**NOTE: Building permits are good for one year. A 3-month extension is available when applied for. After one year of No Activity there will be a \$125 renewal fee, this includes an assessment Inspection.**

**Building Permit Fees are based on the sq. footage and an estimated number of inspections. If there are any additional inspections, you are responsible to pay for them.**

**Revised 11/14/22 by JMO**

Z- \_\_\_\_\_  
 B- \_\_\_\_\_  
 DW- \_\_\_\_\_  
 E- \_\_\_\_\_  
 P- \_\_\_\_\_  
 M- \_\_\_\_\_

**ZONING, BUILDING & ADDRESS  
 PERMIT APPLICATION**  
**Stockbridge Township Building Department**  
 Phone: (517) 851-9362 Fax: (517) 851-7530  
 Hours: 9:00 a.m. – Noon, Monday – Friday

*Office Use Only*  
**Assigned Address:**  
 \_\_\_\_\_  
 Approved  
 by: \_\_\_\_\_  
 Date: \_\_\_\_\_

**I. Location of Development:**

Address		Property I.D. Number	
Township <b>Stockbridge</b>	County <b>Ingham</b>	Zip <b>49285</b>	
Between (cross streets): and		(For addressing) Between (addresses on both sides): and	

**II. Owner Information:**

Name	Phone	Cell	
Address	City	State	Zip

**III. Contractor Information (if applicable):**

Name	Phone	Cell	
Address	City	State	Zip
License No.	Expiration Date		
Federal I.D. No. Reason for Exemption:			
Workers Comp. Insurance. Carrier Reason for Exemption:			
MESC Employer No. Reason for Exemption:	<b>Contractor Signature:</b>		

**IV. Architect or Engineer (if applicable):**

Name	Business Name		
Address	City	State	Zip
License No.	Expiration Date	Phone	

**V. Type of Development: (circle type of project(s)):**

New Home	Manufactured Home	Mobile Home	Addition	Attached Garage	Unattached Garage	Pole Barn
Accessory Building	Porches / Decks	Alteration	Repairs	Renovations	Relocation	Driveway over 100'
Pool: In-ground or Above-ground	Address only	Towers > 200 sq. ft.				

**Building structure 200 square feet and over? YES / NO**  
**Is there an existing home located on the proposed building site? YES / NO**  
**Is the proposed structure to replace an existing structure? YES / NO**  
**Is electrical going to be provided to the mentioned structure? YES / NO**

By checking NO you are responsible for all fines assessed by the inspector for electrical done prior to application of electrical permit.

Stockbridge Township Ordinances prohibit more than one dwelling on a parcel. A Special Use Permit is required prior to issuance of ANY permits for construction of a dwelling on a parcel with an existing dwelling. See Building Clerk for details.

**VI. Proposed use of Building:**

One Family	Duplex	Three or more Families – (No. of units)	Hotel / Motel – (No. of units)
------------	--------	---	--------------------------------

## ZONING & BUILDING

### VII. Non-Residential (if applicable):

Amusement    Service Station    Church / Religion    Industrial    Parking Garage    Storage Bldg.    Hospital    Public Utility  
 Office    Bank    Store / Mercantile    Storage Tanks    Towers    Agricultural use (Provide Documentation)

Non-Residential: Describe in detail proposed use of building, e.g., Food Processing plant, Machine Shop, Laundry Bldg at Hospital, Elementary School, Secondary School, College, Parochial School, Parking Garage for Department Store, Rental Office Bldg., Office Bldg at Industrial plant. If use of Existing Building is being changed, enter proposed change:

### VIII. Characteristics of Building:

<b>Basement Type:</b>	Blocks	Poured	Wood	<b>Frame Type:</b>	Masonry	Wood	Steel	Concrete
<b>Wall Thickness:</b>				Other / Explain:				
<b>Exterior Coverage:</b>	Aluminum	Vinyl	Brick	Wood	Steel	other:		
<b>Roof Coverage:</b>	Asphalt	Fiber Glass	Wood	Steel	other:			
<b>Water Supply:</b>	Public		Private		other:			
<b>Sewage Disposal:</b>	Public		Private		other:			
<b>Mechanical:</b>	Heating	Air Condition	Bath Vents	Elevator	other:			
<b>Heating Type:</b>	Forced Air	Hot Water	Electric Heat	Coal / Wood Burner	Other:			
<b>Heating Fuel:</b>	Natural Gas	Propane	Oil	Electricity	Wood / Coal	Other:		
<b>Dimensions:</b>	<b>Square Footage:</b>			<b>No. of Floors:</b>				
<b>Lot Size:</b>	<b>Acreage:</b>		<b>Estimated Cost:</b>					

### IX. Applicant Information: Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Note: Fees are based on square footage & estimate of number of inspections. If any additional inspections are incurred, you must pay for them.**

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, Being Section 125,1523A of the Michigan Compiled Laws, Prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential structure. Violators of Section 23A are subject to Civil Fines.

**Note:** Stockbridge Township does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

I hereby certify that the owner of record authorizes the proposed work and that the owner to has authorized me to complete this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

\_\_\_\_\_  
 Signature of Applicant:

\_\_\_\_\_  
 Date

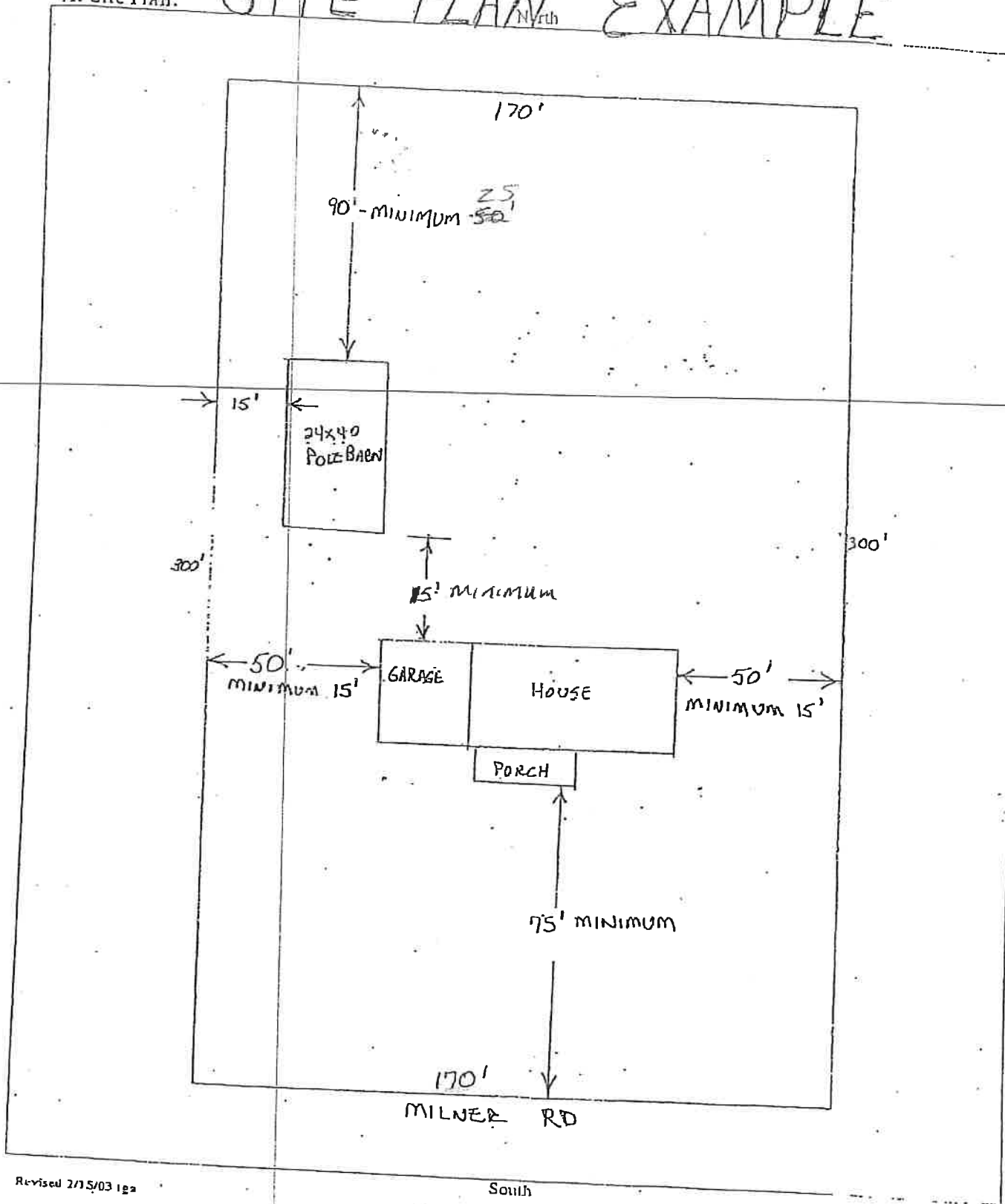
#### Office use only:

<b>Zoning Permit Fee</b>	<b>Building Permit Fee</b>	<b>Total</b>	
<b>Addressing Inspection Fee</b>		<b>Total</b>	
<b>Cash / Check #:</b>	<b>Receipt #:</b>	<b>Total</b>	<b>Balance</b>
<b>SIGNATURE OF ZONING APPROVAL:</b>		<b>DATE:</b>	

*Additional fees due to additional/failed inspections will be assessed and are not reflected here.*

X. Site Plan:

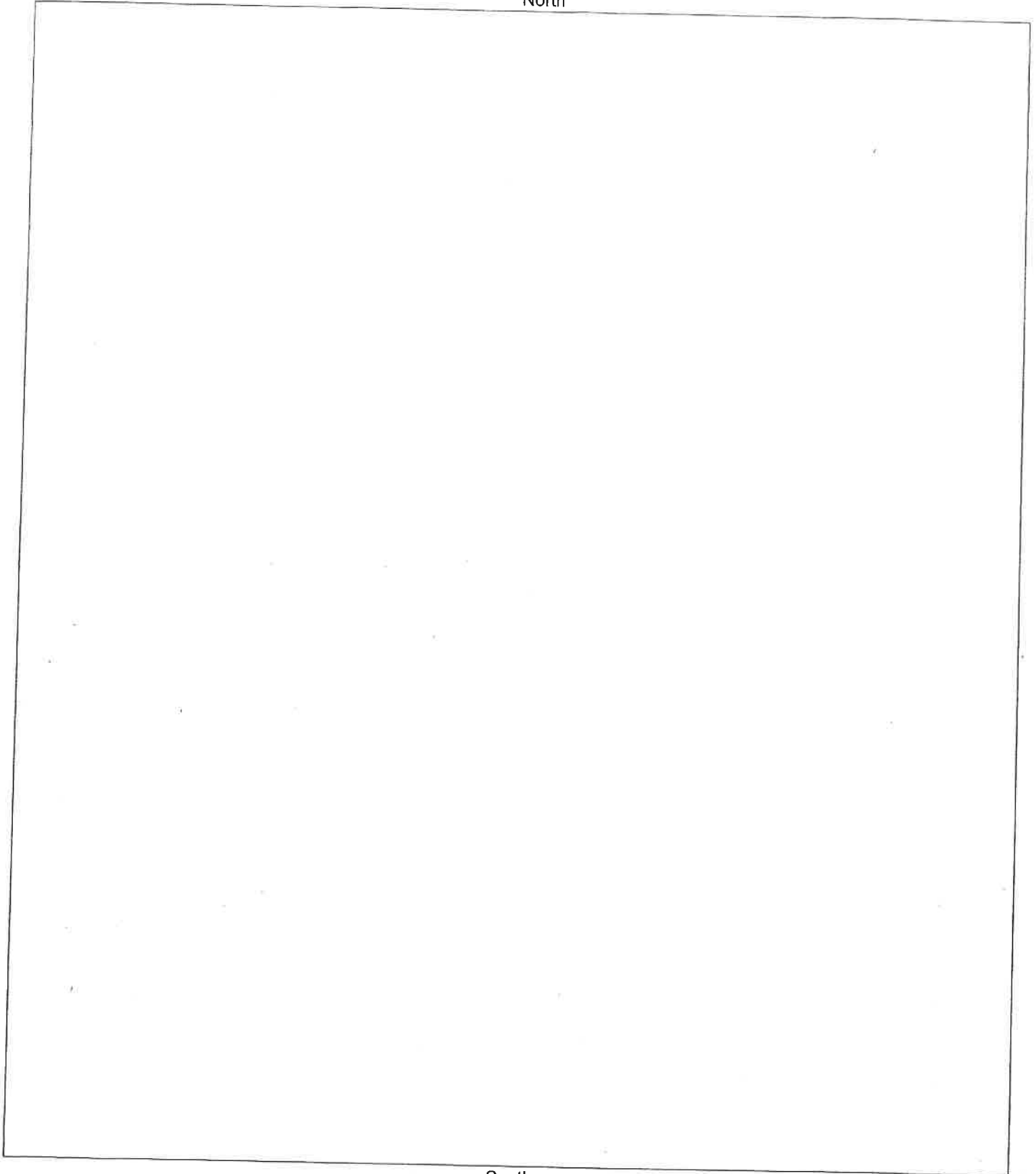
# SITE PLAN EXAMPLE



# ZONING & BUILDING

Site Plan:

North



South