

ALGOMA TOWNSHIP CHECKLIST  
FOR  
CONSTRUCTION OUTSIDE THE FLOODPLAIN

- \_\_\_\_\_ 1. Parcel of land must meet Algoma Township Zoning Ordinance requirements.
- \_\_\_\_\_ 2. A building site that is suspected of being in designated wetlands must obtain a PERMIT or LETTER OF NO AUTHORITY from the Michigan Department of Environmental Quality (MDEQ).
- \_\_\_\_\_ 3. The Township Building Inspector must determine if the construction site is in the 100 year floodplain. This is done by using the floodplain maps and elevations.
- \_\_\_\_\_ 4. Site must be checked by the Township Building Inspector after the parcel and buildings have been staked out. This is to insure all the Township requirements are met.
- \_\_\_\_\_ 5. A DRIVEWAY PERMIT must be obtained from the Kent County Road Commission.
- \_\_\_\_\_ 6. A SEPTIC PERMIT and WELL PERMIT must be obtained from the Kent County Health Department. If parcel is to be connected to the sewer system, a permit from Algoma Township is required.
- \_\_\_\_\_ 7. If the excavation is within 500 feet of a lake or stream, a SOIL EROSION PERMIT must be obtained from the Kent County Road Commission.
- \_\_\_\_\_ 8. A BUILDING PERMIT can be issued if all the above requirements have been satisfied and two proper sets of plans and proper application has been submitted to the Township Building Inspector.
- \_\_\_\_\_ 9. The following inspections are required after permits have been issued by:
  - A. Algoma Township
    1. Wall & foundation
    2. Rough-in before anything is covered inside the structure
    3. Mechanical rough-in
    4. Electrical rough-in
  - B. State of Michigan
    1. Plumbing rough-in and underground
  - C. Kent County Health Department
    1. Septic system & Well
  - D. Final Inspection:
    1. Building, mechanical, electrical (Township)
    2. Septic system & Well (Kent County Health Department)
    3. Plumbing (State of Michigan)
- \_\_\_\_\_ 10. After all the above permits have been issued; fees paid; inspections have been made; and, the structure is approved, a CERTIFICATE OF OCCUPANCY will be issued by Algoma Township.