

ALPENA CHARTER TOWNSHIP - REQUIREMENTS FOR HOMES / ADDITIONS / ACCESSORY BUILDINGS

1. Obtain an Existing System Evaluation, Septic Tank, and Well Permit from the Health Department (989) 356-4507 unless services are available from the Alpena Township Water Department (989) 356-2851.
2. If wetlands contact DEQ, Roxanne Ramirez (989) 705-3442. Wetland regulations are between you and the DEQ or the Army Corp. of Engineers (313) 226-6813.
3. If you are building on the river, contact DEQ, Susan Conradson at (231) 876-4443. If you are building in a flood plain, then an elevation benchmark will be required at the jobsite in order to obtain a Footing Inspection. **Upon placement of lowest floor, including basement, an Elevation Certificate** from a licensed surveyor stating that the lowest floor be at least 12 inches above the 100 Year Flood Plain.
4. A Soil Erosion Permit is required if building within five hundred (500) feet of lake or stream or if disturbing more than one (1) acre of ground. Contact Alpena Conservation District, Don Gilmet, (989) 916-5180.
5. Compliance with Michigan Energy Code 2015.
6. Driveway-Culvert Permits need to be obtained at the Alpena County Road Commission (989) 354-3252 or MDOT (989) 356-2231.
7. Private Driveway: A privately owned and maintained property, which is used for vehicular ingress and egress serving seven (7) or fewer residential building sites and is not less than fourteen (14) feet in width and cleared to a minimum height of fifteen (15) feet. In order to accommodate emergency vehicles, private driveways longer than three hundred (300) feet shall be designed with turn around space for such vehicles.
8. Two (2) sets of Plot Plans or Electronic PDF (preferred) showing all buildings on property and distances from lot lines and distances between buildings. Show size of buildings and identify new buildings or additions. Contractors pulling Permits should be prepared to fill out the Act 135 Form.
9. Two (2) sets of drawings or Electronic PDF (preferred) of all proposed construction, showing floor plans, cross-sections, roof construction, and foundation details.
10. Electrical, Mechanical and Plumbing Permits are handled by Alpena Charter Township. All permit applications are available at our office or at www.alpenatownship.com.

Inspectors:	Electrical	Frank Rosinski	8-9 am	(989) 356-2908
	Mechanical	Bruce Tillinger		(989) 464-0985
	Plumbing	Bruce Tillinger		(989) 464-0985
11. Building Rough Inspections are made after ALL Rough Inspections are approved. Final Inspections are made only after approval of State/Local Inspections. The five (5) required Building Inspections are footing, rough, insulation, drywall and final. It is your responsibility to call when ready: (989) 356-0297, Ext 4.
12. For accessory buildings - delete item numbers 1, 3 and 4. Note: No Permits are required for agriculture and/or storage buildings 10' X 10' or less. However, zoning laws must still apply.

Alpena County Soil Erosion	(989) 916-5180	Don Gilmet	
Alpena County Drain Commission	(989) 354-9888	Gerald Fournier	720 W Chisholm St
Alpena County Road Commission	(989) 354-3252		1400 North Bagley
Alpena Township Water Department	(989) 356-2851		4385 US 23 North
Army Corp. of Engineers	(313) 226-6813		
DEQ - Flood plains	(231) 876-4443	Susan Conradson	120 W. Chapin, Cadillac
DEQ - Wetlands	(989) 705-3442	Roxanne Ramirez	2100 W M32, Gaylord
Health Department	(989) 356-4507		100 Woods Circle
MDOT	(989) 356-2231		1540 Airport Road