

ALPENA 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 Merrick (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) 775-3960 X-6363. 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, Dennis Partlo (989) 354-9890.
5. Compliance with Energy Code: *Please see attached sheet.*
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 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 of all proposed construction, showing floor plans, cross-sections, roof construction, and foundation details.
10. All Electrical, Mechanical and Plumbing Permits are handled by the State of Michigan, however, we have application forms available:

Electrical	Jon Marihugh	8-9 am	(906) 495-1390
Mechanical	Rick Cadarette	8-9 am	(989) 354-3231
Plumbing	Kole Meyers	8-9 am	(231) 238-0588
11. Building Rough Inspections are made after ALL State Rough Inspections are approved. Final Inspections are made only after approval of the State Inspections. The three (3) required Building Inspections are footing, rough, and final. It is your responsibility to call when ready: Les Klimaszewski (989) 358-2737.
12. Certificate of Occupancy requests must be submitted in writing. Forms are available per zoning ordinance.
13. 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 Conservation District	(989) 354-9890	Dennis Partlo	603 S 11 th Ave
Alpena County Drain Commission	(989) 354-9888	Don Woods	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) 775-3960 X-6363	Susan Conradson	120 W. Chapin, Cadillac
DEQ - Wetlands	(517) 705-3432	Dave Jentoft	2100 W. M32, Gaylord
Health Department	(989) 356-4507		100 Woods Circle
MDOT	(989) 356-2231		1540 Airport Road