

# ZONING ADMINISTRATORS AND ASSESSORS

**Phone: 989-831-7394 Email: [building@montcalm.us](mailto:building@montcalm.us)**

**ZONING**, Definition of: The reservation of certain specified areas within a community or city for building & structures, or use of land, purposes with other limitations such as height, lot coverage and other stipulated requirements.

**MONTCALM COUNTY** in reference to **ZONING**: Zoned townships within Montcalm County enforce their own zoning restrictions along with issuing their own zoning permits. See your township Zoning Administrator for information concerning your property and the restrictions pertaining to the property.

*Information is available on the Montcalm County web site or contact the Building Official at [mkalka@montcalm.us](mailto:mkalka@montcalm.us)*

<b>VILLAGES, CITIES AND LAKE ASSOCIATIONS</b>		<b>CONTACT FOR LAND DIVISIONS</b>	
<b>CITY OF STANTON</b>	225 S. Camburn St., City Hall, 989-831-4440	<b>Edith Hunter</b>	<b>989-831-4440</b>
<b>CITY OF CARSON CITY</b>	Jean Southward, City Hall, 431 S Second Street, Carson City (work) 989-584-3515 (Someone is at City Hall to Issue)	<b>Chuck Zemla</b>	<b>517-320-4167</b>
<b>VILLAGE OF CRYSTAL</b>	Sewer Connections—Craig Fellows 989-235-4274	<b>Chuck Zemla</b>	<b>517-320-4167</b>
<b>VILLAGE OF EDMORE</b>	209 S. Sheldon St. PO Box: 170 Edmore 989-427-5641	<b>Chuck Zemla</b>	<b>517-320-4167</b>
<b>CITY OF GREENVILLE</b>	City Hall in Greenville - 616-754-5647, fax 616-754-6320	<b>City Hall</b>	<b>616-754-5647</b>
<b>VILLAGE OF HOWARD CITY</b>	231-937-4311 Ext6 Monday-Thursday 7:00—4:30 Friday 7:00-11:00	<b>Dennis Wright</b>	<b>989-560-6448</b>
<b>VILLAGE OF LAKEVIEW</b>	Shay Gallagher, PO Box: 30, 315 N Lincoln, 989-352-6322	<b>Lisa Verburg</b>	<b>989-304-0250</b>
<b>VILLAGE OF PIERSON</b>	call and leave message, 616-636-5101 (Maxine) fax 616-918-6012	<b>Carl Schuitema</b>	<b>616-636-8570</b>
<b>HONEYMOON HGTS LK ASSOC</b>	Richard Koone 6447 Birch Dr. 989-352-6982		
<b>INDIAN LAKES LAKE ASSOC.</b>	John Westveer, 17415 Thunderbay, H.C. 616-937-5280		
<b>TWP. ZONING ADMINISTRATORS -</b>			
<b>BELVIDERE</b>	Dave Kelsey, Phone Number 989-289-2268	<b>Chuck Zemla</b>	<b>517-320-4167</b>
<b>BLOOMER</b>	Tony Brown 989-506-0264 – 989-584-6113	<b>Chuck Zemla</b>	<b>517-320-4167</b>
<b>CATO</b>	Dave Kelsey 989-289-2268 (Junk-Contact Dave first)	<b>Lisa Verburg</b>	<b>989-304-0250</b>
<b>DOUGLASS</b>	Dave Kelsey 989-289-2268	<b>Chuck Zemla</b>	<b>517-320-4167</b>
<b>EUREKA</b>	Darcia Kelley—Township Hall 616-754-5053	<b>Megan VanHoose</b>	<b>608-799-3805</b>
<b>FAIRPLAIN</b>	Tom Sova, 616-835-7677 or 616-225-1050 (Town hall) 8383 S. Grow Rd	<b>Chuck Zemla</b>	<b>517-320-4167</b>
<b>HOME</b>	Dave Kelsey 989-289-2268) After 5:00 pm	<b>Catlin Zemla</b>	<b>989-292-1906</b>
<b>MAPLE VALLEY</b>	Scott Baas 231-354-6774	<b>Michael Beach</b>	<b>231-354-6774 Hall Tuesdays 9:30 -11:30</b>
<b>MONTCALM</b>	Mike Nelson—Township Hall 616-754-5133	<b>Chuck Zemla</b>	<b>517-320-4127</b>
<b>PIERSON</b>	Lance Gates 616-636-8570 - ext.204 <a href="mailto:zoning@piersontwp.org">zoning@piersontwp.org</a>	<b>Carl Schuitema</b>	<b>616-636-8570</b>
<b>PINE</b>	Steven Buchholz (W) 989-831-5727—(H) 989-352-7717	<b>Chuck Zemla</b>	<b>517-320-4167</b>
<b>REYNOLDS</b>	Township Hall 231-937-6739 Dave Kelsey 989-289-2268	<b>Dennis Wright</b>	<b>989-560-6448</b>
<b>RICHLAND</b>	Twp. Office: 8755 3 <sup>rd</sup> St, Vestaburg — Jody Penrod - 989-268-5286	<b>Dennis Wright</b>	<b>Cell 989-560-6448</b>
<b>SIDNEY</b>	Dale Main 616-788-3250	<b>Chuck Zemla</b>	<b>989-328-3535 Township hall</b>
<b>WINFIELD</b>	Dave Kelsey 989-289-2268	<b>Andy Ross</b>	<b>989-291-3630</b>
<b>NON-ZONED TOWNSHIPS LAND DIVISIONS</b>			
<b>Bushnell</b>	<b>Chuck Zemla</b>		
<b>Crystal</b>	<b>Catlin Zemla</b>		
<b>Day</b>	<b>Chuck Zemla</b>		
<b>Evergreen</b>	<b>Chuck Zemla</b>		
<b>Ferris</b>	<b>Heather Foffman</b>		

*See back of this sheet for requirements to obtain a building permit*

**MONTCALM COUNTY BUILDING DEPARTMENT** issues Building, Electric, Plumbing and Mechanical Permits for all of Montcalm County, except for the City of Greenville, where we issue Electric, Plumbing and Mechanical permits only. The City of Greenville issues their own Building Permits.

The **MONTCALM COUNTY BUILDING DEPARTMENT** enforces the State Construction Code Act No. 230 of the Public Acts of 1972, which includes Michigan Building Code 2015, Michigan Residential Code 2015, and the State amendments as published in the Building Code Rules, Parts 1, 2, 3 & 4.

The **MONTCALM COUNTY BUILDING DEPARTMENT** requires a Permit for the following work:

- All new construction, alterations, additions, change of use, demolitions, etc.
- All swimming pools above or below ground that are 24" or deeper.
- Any deck, floor area or enclosure of a pool area.
- All garages, carports, storage sheds, yard buildings, etc. (except residential accessory structures not greater than 200 square feet and entryway additions to existing dwellings where no horizontal dimension exceeds 7 feet).
- All decks, porches, or floor surfaces 30 inches or more above grade.
- All mobile home installations and replacements.
- All roof systems (excluding re-roofing that does not involve any structural repairs).
- Window replacements only when the window opening is made larger.
- Building permits *are not* required for re-siding of a structure.

**MONTCALM COUNTY BUILDING DEPARTMENT** provides timely inspections on regularly scheduled basis by qualified, experienced inspectors. Each inspector has scheduled days each week on the road, and we perform unscheduled special inspections upon request when manpower allows. All inspectors are State Certified; State licensed in their field and have many years of experience. Inspectors are required by State law to attend continuing education state approved code classes over three-year cycles to maintain certification.

**MONTCALM COUNTY BUILDING DEPARTMENT** permit fees are based on the size of the project and the actual work that is being performed. Each permit applicant pays only the amount required for the work they are doing, smaller jobs have smaller fees, larger jobs have larger fees. The State Construction Code requires that all permit fees collected shall be used for the operation of the Building Department. The **MONTCALM COUNTY BUILDING DEPARTMENT** operates entirely on the permit fees it collects and pays the County of Montcalm for all office space and administrative services provided to assist in the operations of the department. **MONTCALM COUNTY BUILDING DEPARTMENT** does not operate from the county general fund or use any county tax dollars.

#### **What is required to obtain a Building Permit?**

- ZONING PERMIT** – *Zoning approval is required for all building projects, including solar/wind energy projects, in zoned townships. Zoning approval may also be required for RV poles & temporary poles. Check with township.*
- SEWAGE AND WELL PERMIT** – Mid Michigan District Health Department, Stanton, 989-831-5237
- ADDRESS** – Equalization Department, Stanton, 989-831-7492
- DRIVEWAY PERMIT** – Montcalm County Road Commission, 989-831-5285 / Driveways on a State Highway shall obtain a permit from MDOT (local office in Grand Rapids) 616-464-1800
- SOIL AND SEDIMENTATION PERMIT** – (if excavating within 500 feet of a lake, stream, drainage ditch, Etc.) Building/SESC Department, 989-831-7394
- LOCATION OF PROPERTY** – township, section, parcel number, lot number, legal description, road, etc.
- Res-Check**—([energycodes.gov/rescheck](http://energycodes.gov/rescheck))
- PLANS** – (blueprints or drawings) – *All new house plans shall include a "Res Check" or equivalent documentation prior to issuing the permit and a "blower door test" is required prior to occupancy. Plans shall have enough detail to allow a builder to completely construct the project. All plans shall show the type and detail of foundation, lumber size and spacing (floor joist, wall studs, etc.), roof construction (rafter/truss details, hips, valleys, etc.) window and door locations and size. A minimum of a site plan (show all buildings on property and distances from property lines), foundation, floor plan, elevation and cross section plan are required. A copy of the plans shall be retained by the Building Department. Commercial plans shall be signed and sealed by a State of Michigan registered architect or engineer.*