

Arvon Township Building Department
Important Information Before You Build
May, 2024

If you are planning to build on your property in Arvon Township, please review this document completely for required steps before you start your project.

Questions on this information may be directed to the township Building Inspector Rich Schneider at 906.250.9000 or kblh@up.net

1. When is a building permit required?

- All new construction of dwellings, additions, alterations, remodels and new or replacement plumbing, mechanical or electrical systems
- Demolition or removal of buildings
- Changing an existing use, for example, garage conversions, converting a house into an office or an apartment

2. For what building activities is a building permit NOT required?

- Construction of farm buildings which are not for human habitation and are strictly used for agricultural use
- Ordinary maintenance and repairs not involving structural changes
- Construction of one-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet

3. How do I apply for a Township building permit?

- Required items before you apply for a building permit are:
 - o Baraga County 911 address for your property (Reference number 5 on this document)
 - o Approved well and septic plan from Western Upper Peninsula Health Department (Reference number 7 on this document)
 - o Approval from Baraga County for soil erosion (Reference number 8 on this document)

- Submit the following items to the Township Building Inspector
 - o Construction plans that include site/plot plan, floor plan, truss design drawings and specification sheet for type of construction
 - o Copies of approved well and septic plans
 - o Permit fees must be paid before the building permit can be issued. The Building Inspector will determine the permit fee based on a standard fee schedule at the time of application.
 - o [The township building permit can be found here.](#)

4. What is included in a building permit issued by the township?

- Township building permits do not include permits for plumbing, mechanical or electrical work. These must be obtained from the State of Michigan.
- The building permit includes overall approval of the project, interim inspections for code during construction and the final Certificate of Occupancy (COO).

5. How do I get a street address or fire number?

- All properties must obtain a 911 address before a permit can be approved. Contact Baraga County 911 at 906.524.6911 to request your address.

6. How can I get approval for my plans before I apply for the building permit?

- Arvon Township enforces its local zoning ordinance which is based on the Township Master Plan and approved by the Township Board. The Ordinance is available on the Township website [Arvon Township – Jewel of the U.P.](#)
- Contact the Zoning Administrator, Buddy Sweeney at buddysweeney16412@gmail.com or 906.395.7075 to discuss your plans.
- The Zoning Compliance Permit Application, can be found [here.](#)

7. How do I get a permit for well and septic?

- The Western Upper Peninsula Health Department issues all septic and well permits. Contact them at 906.482.7382 at their office in Hancock.
- The application process for approval will include a site visit by a representative of the department to do a site evaluation to determine the location of well and septic.
- A Township building permit will not be issued until there is an approved sewage system permit.
- Please note that it is unlawful to occupy a dwelling that is not equipped with an approved sewage system.

8. When do I need a permit for soil erosion and where can I get it?

- If your project involves work within 500 feet of a lake, river or stream, or if disturbing more than 1 acre of land, you will need to have approval from Baraga County.
- Applications may be obtained at the Baraga County Administrative Building in L'Anse or call 906.524.6100 Ext. 696 for more information.
- More information on this topic can be found at [Microsoft Word - Baraga-SESC-Application.doc \(b-cdn.net\)](#)

9. How do I apply for mechanical, electrical and plumbing permits?

- These permits are obtained from the State of Michigan Licensing and Regulation Affairs department. [Licensing and Regulatory Affairs \(michigan.gov\)](#) Once you apply, an inspector will be assigned to your project.

10. How do I receive a Certificate of Occupancy (COO) for my project when it is complete?

- Once all inspections are complete from the State of Michigan and County departments, the Township Building Inspector will issue the COO as part of the final inspection.