

PERMIT DEPARTMENT
GRANT & SHERIDAN TOWNSHIP- CLARE COUNTY
3022 E. SURREY ROAD CLARE, MI 48617
Phone: 989-339-4274
buildingofficial@grant-township.org
www.grant-township.org

Building Permit Checklist

*Failure to submit necessary documents will **DELAY** your permits.*

PLANS AND/OR DRAWINGS: One set of plans must be submitted prior to issuance of the building permit, residential plans with as much information as possible, plans do not have to be drawn to scale. Dwellings- Foundation & floor plans, sections view. **Garage/ Utility Building-** Floor plan& section view. **Commercial plans must be stamped by a design professional.**

MOBILE HOMES: Mobile homes are not permitted older than 1978. All mobile homes require a certified home inspection to be completed prior to issuance of the building permit. Notice; all permits are required to be pulled. Building, Electrical, Mechanical and Plumbing, well and septic approvals.

[Mobile-Home-Ordinance.pdf](#)

PLOT PLAN/SITE PLAN: A drawing showing the location of the proposed structure on your property. Show the distance from all property lines. Show the existing structures and their dimensions. Show the distance between all structures.

SEWAGE& WELL PERMIT: Copies of well & septic permits issued from the Clare County Environmental Health Department must be furnished. If well & septic exists, approval of existing system must be obtained prior to issuance of building permit. For permit or questions please call Clare County Health Department at **(989)539-6731**.

HOUSE NUMBER: An Address Application is to be filled out for all new and old construction requiring an address, this can be obtained prior to issuance of the building permit.

[New-Address-Request-Application-Updated.docx](#)

ZONING: Grant & Sheridan Township- Clare County, do not have zoning, but, do have set back requirements for any structures. (10' side; 20' easement) [Building-Setback-Ordinance.pdf](#)

DRIVEWAY PERMIT: A driveway permit must be obtained from the Clare County Road Commission for all new driveways prior to issuance of the building permit **(989)539-2151**.

BUILDING, ELECTRICAL, PLUMBING & MECHANICAL PERMITS: A homeowner may secure these permits **IF** the homeowner is doing all the work. All rental units and commercial buildings must have a licensed contractor securing the permits and completing the work. **(989)339-4274**

[Permits and Inspections | Grant Township](#)

MANDATORY BLOWER DOOR TEST: Required for all **NEW** constructions and additions on home.

FINAL OCCUPANCY: The Certificate of Occupancy will be issued upon approval of all inspections. The electrical, mechanical and plumbing inspectors must have approved all inspections before the building inspector is called to approve the structure of occupancy. (Note: When well and septic permits have been issued, they must have a final inspection from the Clare County Health Department)

IT IS ILLEGAL TO OCCUPY/ USE THE STRUCTURE PRIOR TO OBTAINING AN OCCUPANCY PERMIT.