

Elk Rapids Township
315 Bridge Street, PO Box 365
Elk Rapids, Michigan 49629
(231)-264-9333

**Steps Required to Obtain a Building Permit from the Antrim
County Building Department**

1. Communicate with the Elk Rapids Zoning Administrator regarding the project to determine the Zoning Regulations for the project.
2. Determine the nature of the building project. Size, shape, etc.
3. Develop building plans or a sketch of the project.
4. A property survey is required to obtain a Zoning Permit from Elk Rapids Township. The survey must include the legal description of the property, illustrate property boundaries with dimensions, and all buildings and structures on the property. Existing setback distances from property lines to buildings and structures must be illustrated.
5. Proposed improvements or the location of a new building or structure must be illustrated on the survey map.
6. A Zoning Permit Application can be obtained from the Township Office or on-line at elkrapids.com/zoning.
7. The fee for a Zoning Permit is \$75.00 to be paid at the time the Zoning Permit is picked-up at the Township Office. Cash or check is accepted. Credit Cards are not accepted.
8. A Zoning Permit must be obtained prior to being able to obtain a Building Permit from the Antrim County Building Department

Excerpt from the Elk Rapids Township Zoning Ordinance

Section 19.01 - ZONING PERMIT REQUIRED

It shall be unlawful for any person to commence excavation for, or construction of any building, structure or parking area, or to make structural change, alteration or addition in any existing building or structure or relocate any building or structure without first obtaining a zoning permit from the Zoning Administrator. No permit shall be issued for the construction, alteration, addition or relocation of any building or structure until an application has been submitted showing that the construction proposed is in compliance with the provisions of this Ordinance and any required zoning permit fees paid. No plumbing, building, health, electrical or drainage permit shall be issued until the Zoning Administrator has determined that the plans and designated use indicate that the structure and premises, if constructed as planned and proposed, will conform with the provisions of this Ordinance, and paying the permit fee therefore as established by the Township Board.

Exception to the above requirement of a zoning permit for construction or relocation:

A. Accessory structures not exceeding one hundred (100) square feet and having no permanent foundation provided however that such building shall be placed in accordance with Section 2.06.

B. Decks, porches, and patios not exceeding 150 square feet and less than 12 inches above grade and having no permanent foundation, providing however that such Structure shall be placed in accordance with Section 2.06.

Section 19.02 - ADMINISTRATIVE OFFICIALS

Except as otherwise provided in this Ordinance, the Zoning Administrator shall administer and enforce this Ordinance including the receiving of applications, the inspection of premises, the issuing of zoning permits, and the institution of proceedings for enforcement of the provisions of this Zoning Ordinance. Relative to the issuance of a permit, any decision rendered by the Zoning Board of Appeals, Planning Commission, or Township Board on a matter required to be reviewed by that body shall be binding on the Zoning Administrator.

Section 19.03 - PERMITS

Every application for a zoning permit shall be made as required by the Zoning Ordinance and shall designate the existing or intended use of the structure or premises, or part thereof which it is proposed to alter, erect, or extend, and the number of dwelling units, if any, to occupy it. The application shall be accompanied by two (2) prints or Photostat copies of the drawings, drawn to scale, showing the actual lines, angles and dimensions of the lot to be built upon or used, and the exact size and location on the lot of all existing and proposed structures and uses, together with specifications. The application shall contain other information with respect to the lot and adjoining property as may be required by the Zoning Administrator. One (1) copy of both plans and specifications shall be filed in and retained by the Office of the Zoning Administrator, and the other shall be delivered to the applicant when the Zoning Administrator has approved the application and issued the permit. In cases of minor alterations, the Zoning Administrator may waive portions of the foregoing requirements obviously not necessary for determination of compliance with this Ordinance. Any permit required by this Zoning Ordinance of the Township shall be displayed face out, within twenty-four (24) hours of its issuance by placing the same in a conspicuous place on the premises facing the nearest roadway, and shall be continuously so displayed until all work, or the term for which issued, or purpose for which issued, is completed. Failure to obtain and display any such permit shall constitute a violation of the Zoning Ordinance and shall subject each person or persons or corporations for whose benefit the permit is required, and the owner or owners of the premises involved to prosecution for such violation.

Every permit granted under this section shall become null and void unless the excavation, construction, alteration, erection or extension shall have been commenced within twelve (12) months from the date of issuance of the permit; and every permit so granted shall further become null and void unless all exterior aspects of the construction, alteration, erection or extension shall have been completed within eighteen (18) months from the date of issuance of the permit. However, an extension of time for the commencement of construction or for the completion of construction can be granted by the Zoning Administrator upon proof that an extension of time is justified.