

NOTICE

To all property owners connected to or connecting to the Saugatuck Township Sewer System.

It is illegal to discharge any storm water, surface water, ground water, roof runoff or subsurface drainage to any sanitary sewer. No footing drain pumps or sump pump shall be connected to the sanitary sewer.

Violation of this provision of the sewer use ordinance carries with it a fine of \$1,000 or imprisonment of 90 days or both. Each day in which such violation continues shall be deemed a separate offense.

This notice to be provided to all plumbing contractors and building contractors along with any permit.

Phil Quade, Saugatuck Township Manager

Laboratories certified for testing parameters of regulated volatile organic compounds.

Many labs are capable for limited wet chemistry testing such as for fluorides, nitrates, and sulfates and some testing for organic compounds. The Saugatuck Township Ordinance requires that wells be tested for regulated VOC's.

There are 3 certified labs in the area

KAR Laboratories, Inc.
4425 Manchester
Kalamazoo, MI 49002
Phone (269) 381-9666

Trimatrix Laboratories, Inc.
5560 Corporate Exchange Court, S.E.
Grand Rapids, MI 49512
(616) 975-4500

Prein & Newhof
3260 Evergreen Dr., N.E.
Grand Rapids, MI 49525
Phone (616) 364-7600

Prein & Newhof
365 84th St. S.W. Ste.4
Bryon Center, MI 49315
Phone (616) 878-9296

The State of Michigan Department of Environment Quality also tests for most compounds, inorganics, and organics, including VOC's.

MDEQ-DWRPD-Water Analysis
3500 MLK Blvd.
Lansing, MI 48909-8130
Phone (517) 355-8184

Saugatuck Township does not recommend a certified lab for testing, and all property owners are free to use either labs listed herein or another of their choice. It is anticipated and known that some people are interested in having their well water tested for no other reason than verification that their drinking water is safe. Property owners with shallow wells might be advised to have their water tested.

The Township office also has a supply of test bottles available for property owners to use and return directly to the township office. The sample should be taken between 1:00 and 4:00 p.m. and dropped off at the Township before 4:00 p.m. the same day where it will then be refrigerated. The person dropping off the sample should then contact Prein & Newhof at 616-878-9296 by 2:00 p.m. the same day to inform us the sample will be waiting for pickup. Nancy Forrester will then pickup the sample at the Township office the next morning for submittal to our lab. (The sample(s) must be run within 24 hours from the time of collection.) No samples will be accepted at the Township on Fridays as there is not pickup on the weekends.

There is set of four bottles with written instructions regarding the proper method for taking samples. One bottle is for testing total coliforms, one bottle for nitrates and nitrites, and two bottles for VOC's. The cost for all of the above is \$140.00

TOWNSHIP OF SAUGATUCK
Alfred J. Ellingsen
Building Inspector/Zoning Administrator

Township Office
3461 Blue Star Hwy
Saugatuck, MI 49453
(269) 857-7721
Fax (296) 857-4542

Home Office
6295 116th Ave.
Fennville, MI 49408
(269) 236-5788
Mon-Fri: 8-9:30am

REQUIREMENTS NEEDED TO OBTAIN A BUILDING PERMIT

1. Filled out application form
2. Site diagram showing
 - a. Lot size
 - b. Proposed construction with dimensions
 - c. Setbacks from road right-of-way, side yards, rear yards
 - d. Position of: well, septic system, driveway, electrical and gas equipment, ect. (A current survey sheet which is overdrawn, the back of the permit application, or a separate sheet of paper can be used for the above diagram.)
3. Two complete sets of building plans.
 - a. One set of plans will be returned after plan review, and should be on the job site at all times for reference by contractors and inspectors. A residence over 3500 sq. ft. or a commercial or industrial building requires sealed plans by an architect or engineer. Contact individual inspectors to determine if electrical, plumbing, or mechanical plan review is required. If manufactured trusses are used in the project, please submit truss diagrams prior to rough-in inspections.
4. A copy of well and septic permits from the Allegan County Health Department; call (269) 673-5411. The Health Dept. also assigns house numbers to new residences; ask for an application.
5. Check with Allegan County Road Commission if a culvert is needed; call (269) 673-2184. They will issue a driveway permit
6. A copy of a permit from the Department of Environmental Quality if the project is in the High Risk Erosion Area (Lake Michigan only); call (269) 567-3561.

7. The following permits are also required depending upon the scope of the project:
 - a. Plumbing Permit - Saugatuck Township Office – (269) 857-7721
 - b. Electrical Permit – Saugatuck Township Office – (269) 857-7721
 - c. Mechanical Permit – Saugatuck Township Office – (269) 857-7721
 - d. Earth Change Permit – Issued by the Allegan County Drain Commissioner through Michigan Township Services; call 1-800-626-5964 or (269) 673-3239. A permit is required whenever an earth change will take place within 500ft. of lake/stream/waterway/and/or disturbs one or more acres of land.
8. Payment of applicable fees.
9. A copy of the water analysis for VOM (Volatile Organic Materials) if the parcel is not serviced by a public water supply.
 - a. The sample should be taken between 1:00 and 4:00 p.m. and dropped off at the Township before 4:00 p.m. the same day where it will then be refrigerated. The person dropping off the sample should then contact Prein & Newhof at 616-878-9296 by 2:00 p.m. the same day to inform us the sample will be waiting for pickup. Nancy Forrester will then pickup the sample at the Township office the next morning for submittal to our lab. (The sample(s) must be run within 24 hours from the time of collection.) No samples will be accepted at the Township on Fridays as there is not pickup on the weekends.

If the project is in compliance with the Saugatuck Township Zoning Ordinance, plan review is approved, and the above requirements are submitted, a building permit will be issued. Permits may take up to 10 days depending upon the complexity of the project. Failure to obtain permits prior to construction may result in fines or the removal of the structure. An occupancy permit will be issued prior to use or occupancy of the building and after all final inspections are completed approved by each individual inspector.

REQUIRED INSPECTIONS

THE CONTRACTOR, PROPERTY OWNER, AND/OR AGENT IS RESPONSIBLE FOR CONTACTING THE PROPER INSPECTOR AT EACH STAGE OF THE CONSTRUCTION PROCESS. PLEASE CALL THE INSPECTOR PRIOR TO THE NEXT CONSTRUCTION STAGE AND ALLOW SUFFICIENT TIME TO COMPLETE THE INSPECTION.

CALL THE TOWNSHIP HALL @ (269) 857-7721 TO REQUEST ALL INSPECTIONS

CONVENTIONAL CONSTRUCTION (House-Garage-Addition-Accessory Building)

1. Site Inspection (Before issue of permit)*
2. Footing Forms (Before pouring concrete)
3. Foundation walls (After forms are removed, coating applied, drain tile added but before backfill)
4. Rough-in Electrical (Before covered)**
5. Rough-in Plumbing (Before covered)**
6. Rough-in Mechanical (Before covered)**
7. Rough-in Framing (After rough-in electrical, mechanical, and plumbing but before insulation and wall covering.)
8. Final inspections by all inspectors (When project is completed)

PRE-MANUFACTURED CONSTRUCTION (Modular/Double Wide)

1. Site inspection (Before issue of permit)*
2. Footing forms – slab forms – pillar forms (before pouring concrete)
3. Rough-in electrical, plumbing and mechanical (before block or skirting)**
4. Rough-in building – Piers and tie downs (before block or skirting)
5. Final inspection by all inspectors (when project is completed)

POLE CONSTRUCTION (Barns – Utility Building)

1. Site inspection (Before issue of permit)*
2. Post Holes (Before concrete and posts are set in place)
3. Rough-in frame (Before covering)
4. Final (When project is complete)

* site inspection may or may not be necessary depending upon many factors, such as the size and location of the lot, type of soil, location of lot lines (if current survey is available), etc.. The Zoning Administrator and /or Building Official will determine is necessary.

** Occasionally plumbing, electrical, and mechanical systems may be encased in concrete; please contact the appropriate inspector for approval prior to covering.

WHEN IN DOUBT, PLEASE CONTACT THE APPROPRIATE INSPECTOR FOR GUIDANCE. IT IS EASIER TO ASK A QUESTION THAN TO CORRECT A VIOLATION.