

Building Permits

Thank you for choosing to invest in Mason. Building permits from the City of Mason are required for:

- Roofing and siding,
- New construction, additions, remodeling, window replacements involving structural modifications, demolition (entire structure, partial, or interior only), moving of structures, decks, sheds, garages and carports,
- Any type of residential swimming pool capable of holding 24 vertical inches of water, including inflatable pools,
- Permanent signs, and
- Fencing over 6 feet in height.

Exceptions are as follows*:

- One-story, detached accessory structures 200 square feet or less for residential, or 120 square feet or less for non-residential (commercial, office, manufacturing, etc.),
- Retaining walls not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (earth),
- Painting, tiling, carpeting, cabinets, counter tops and similar finish work,
- Prefabricated residential swimming pools that are designed to hold less than 24 vertical inches of water, and
- Fences 6 feet or less in height. Additional requirements do apply. Please see 'Fences' brochure or call Customer Service at 517-676-9155.

*Even when a building permit is not required, other zoning requirements may apply. Non-residential projects may require zoning approval by the Planning Commission regardless of size. See City of Mason Code of Ordinances Part II. Chapter 100 – Reference tables and figures.

Other Permits

Your project may require additional permits in the City of Mason including:

- A soil erosion permit or waiver from the Ingham County Drain Commission is required for all building projects and must be submitted with your Building Permit Application to the City of Mason.
- Certain uses requiring a Special Use Permit or Site Plan Review – See City of Mason Code of Ordinances Part II. Chapter 94 – Zoning.
- Any construction in the right of way such as driveways, water, sewer, and storm sewer repair; authorization from the Ingham County Road Department or Michigan Department of Transportation may also be required depending on location of work.

Permit Fees

Permit fees are based upon an estimated value of the work being done and the "cost per square foot" guidelines set by the International Code Council's Building Valuation Table. Once the building permit has been approved, you will receive a call from staff. **Permit fees are required to be paid at the time you submit your application.** Our current schedule of fees is printed in our Directory of Charges, available at the Customer Service desk or on our website.

Know Your Zone

Use the **Zoning Map** at the Customer Service desk or online to determine what zoning district your project is in.

Did you know?

You can download your **Building Permit Application** at <http://mason.mi.us/buildingdept.htm>.

Completed applications may be mailed or returned in person to the Customer Service desk at City Hall.

Your project is important to us!

On average, it takes between 2-5 days to get a building permit.

Please help us process your permit as quickly as possible. To avoid delays, review the application carefully and submit all required documents.

Questions?

We are happy to help. Call Customer Service at 517-676-9155 or visit <http://mason.mi.us>.

The City of Mason **Master Plan**, **Zoning Map**, and **City Ordinances** can be found on our website.

Electrical, Plumbing and Mechanical Permits

Permits for electrical, plumbing and mechanical (heating and cooling) projects are issued and administered through the State of Michigan Department of Labor and Economic Growth, Bureau of Construction Codes.

The following State of Michigan Permitting Divisions may be reached at the following numbers, or online at www.michigan.gov:

Electrical Division (517) 241-9334

Mechanical Division (517) 241-9325

Plumbing Division (517) 241-9330

Boiler Division (517) 241-9334

Ingham County Drain Commissioner

A soil erosion permit or waiver from the Ingham County Drain Commission is required for all building projects and must be submitted with your Building Permit Application to the City of Mason. They can be reached at (517) 676-8395 or <http://dr.ingham.org/>

Construction Codes in Effect for Mason

2015 Michigan Building Code

2015 Michigan Residential Code

2015 Michigan Rehabilitation Code for Existing Buildings

2015 Michigan Uniform Energy Code

State Building Codes are available for viewing at the Mason City Hall upon request or online at www.michigan.gov/bcc.

Always call before you dig!

Contact **MISS DIG** at least three (3) business days prior to excavating on your property. Visit www.missdig.org or call **811** or **1-800-482-7171**.

WHY DO I NEED A PERMIT?

Permits help to ensure the safety, health and welfare of our community. When you obtain a permit, your project is reviewed to make sure work is completed according to the most recent safety standards and zoning ordinances.

What we do as individuals has an impact on the places we share in common.

Obtaining a permit and keeping your property in good shape is one of the many ways you contribute to making Mason a great community!

OUR COMMUNITY VISION

Mason is a community founded upon a respect for our historic past, while encouraging an atmosphere that values family, business, the environment and arts, creating a sense of place for present and future generations.

City of Mason Master Plan 2014

WHEN DO I NEED A PERMIT?

Your quick reference guide to building permits in the City of Mason.

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City of Mason, Michigan
201 West Ash Street
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Follow us online @ City of Mason

