

## OBTAINING A PROPERTY ADDRESS FOR A BUILDING PERMIT

The process starts by obtaining a property address at the Equalization Department. **(Located at 1064 Cross Street. GAYLORD, MI 49735 (989) 731-7410 (PHONE) OR (989) 731-7418 (FAX))** This department issues property addresses for Inhabitable Structures, Well Sites, Tower Sites, Temporary Addresses for RVs, temporary electrical service, and for Special Requests.

**If the property is not a split,** complete an ADDRESS APPLICATION.

**If the property is a split,** you will need Township approval of the Land Division.

**Bagley Township** contact the **Township Assessor**

**All other Townships** contact the **County Zoning Office**

When you receive the Land Division Approval, you may apply for a Property Address.

### **You will need:**

1. A fully completed **Address Application** including a sketch.
2. A copy of the **Approved** Land Division Application from the Township.
3. All **Survey** and **Description** Information pertaining to the Land Division.

Following the issuance of a Property Address and prior to the issuance of a Building Permit, **you must contact** the following Departments **if applicable**.

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|--|---------------------|
| 1. Health Department, (for Well and Septic approval).  | <b>989-732-1794</b> |
| 2. Road Commission, (for Road Names and Driveway Permits).<br>If there will be more than one (1) inhabitable structure on the same driveway, the driveway will need a Road Name. | <b>989-732-5202</b> |
| 3. Zoning Department, (for Zoning approval).   | <b>989-731-7420</b> |
| 4. Building Department, (for Building Permits).  | <b>989-731-7400</b> |

For Well and Tower Sites and temporary location of Recreational Vehicles, please contact:

- |                        |                     |
|------------------------|---------------------|
| 1. Zoning Department   | <b>989-731-7420</b> |
| 2. Building Department | <b>989-731-7400</b> |

SEE ATTACHMENTS

1/28/02