

OBTAINING A PROPERTY ADDRESS FOR A BUILDING PERMIT

The process starts by obtaining a property address at the Equalization Department.

LOCATED: 800 Livingston Blvd Ste 1-D Gaylord, MI 49735

PHONE: (989) 731-7410 OR FAX: (989) 731-7418

This department issues property addresses for *Inhabitable Structures, Well Sites and Tower Sites, temporary addresses for RVs, temporary electrical service and 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, Charlton, Corwith, Dover, Elmira and Otsego Lake Township residents contact the **Township Assessor**;

Chester, Hayes and Livingston Township residents contact the **County Zoning Office**.

When you receive 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 (Well and Septic approval) | 989-732-1794 |
| 2. Road Commission (Road Names and Driveway Permits) | 989-732-5202 |
| ***If there will be more than one (1) inhabitable structure on the same driveway, the driveway will need a Road Name*** | |
| 3. Zoning Department (Zoning approval) | 989-731-7423 |
| 4. Building Department (Building Permits) | 989-731-7400 |

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

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| 1. Zoning Department | 989-731-7423 |
| 2. Building Department | 989-731-7400 |