

**DICKINSON COUNTY  
CONSTRUCTION PERMIT PROCEDURES**

Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Site Address \_\_\_\_\_ Fire # \_\_\_\_\_

Site Location \_\_\_\_\_  
                  1/4     1/4     1/4   Section    Town     Range     County

Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_

Project Description \_\_\_\_\_

The following approvals may be required to be obtained by the property owner prior to making the application for a building permit. If a signature of a specific official does not apply, please respond by signifying "N/A" (not applicable.)

Signature approvals must be obtained in the following order:

1. Zoning \_\_\_\_\_
2. REScheck –Must be done for all New Homes and Large Additions. Complete REScheck on-line at <https://energycode.pnl.gov//REScheckWeb>.
3. Health Department \_\_\_\_\_  
(906) 774-1868
4. Road Commission \_\_\_\_\_  
(906) 774-1588
5. Soil Erosion & Sedimentation Control \_\_\_\_\_  
(906) 774-4885 (Signature required if building w/in 500 ft. of any body of water)
6. Dickinson County Construction Code \_\_\_\_\_  
Phone (906) 774-4885 Fax (906) 828-1032
  - a. Building Permit
  - b. Electrical Permit
  - c. Plumbing Permit
  - d. Mechanical Permit

NOTE: Please call each inspector when ready for each inspection.  
Certificate of Occupancy will be provided upon request when all permits are finalized and paid in full.

I hereby certify that the above information is correct and agree to comply with all appropriate Township, County and State regulations.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Signature of property Owner/Representative

## BUILDING PERMIT INFO.

**Building Permits:** In order for a contractor or homeowner to obtain a building permit, he/she must have all proper signatures.

1. **Zoning** - A zoning permit is required for new homes, additions, garages, storage sheds, and decks. (See blue book for zoning administrators and phone numbers)
2. **Health Department** - A signature from Daren, Shelia or Wade are required when a home is being built where City water and sewer are not available and the homeowner is putting in his/her own well and septic. The same rule applies when more than one bedroom/bathroom is being added or constructed. Also, if a home/cabin is being demolished and then rebuilt but is using the same well and septic, the Health Department must still be notified and a signature is required.
3. **Road Commission** - A signature is required from the Road Commission when a driveway has not already been installed.
4. **Soil & Erosion** - A soil and erosion permit is required from the DCCCC when any construction is taking place within 500 feet of **any** body of water or when more than one acre of earth is being excavated.

Once all required signatures have taken place, a building permit may be issued.

**\*\*NOTE\*\*** No Commercial building permits may be issued without plan review approval from Dane (Building), Jim (Plumbing & Mechanical), Ron (Electrical).