

CHECK LIST FOR OBTAINING A BUILDING PERMIT

BEFORE THIS OFFICE CAN ISSUE YOUR BUILDING PERMIT, THE FOLLOWING ITEMS WILL HAVE TO BE FURNISHED TO THIS OFFICE:

\_\_\_\_\_ ZONING APPROVAL, this can be obtained from the zoning official of your township, city or village. This applies to all structures. Only work done inside of existing building is exempt.

\_\_\_\_\_ SITE PLAN, showing property lines, proposed project, existing buildings, ground elevations and the 100 year flood elevation (if it applies).

\_\_\_\_\_ ZONING PERMITS THAT MAY BE NEEDED BUT NOT ISSUED THROUGH THIS OFFICE. Leonidas Twp, Tom Hughes, 269-496-7837; Burr Oak Twp, Dale Hutson, 269-432-2834; Colon Twp, 269-432-3371; Homer Village, 517-568-4321; City of Albion, Barry Hicks, 517-629-7451; Homer Twp, Jeff Anderson, 517-568-4027.

\_\_\_\_\_ PLAN AND SPECS, three (3) sets of plans must be submitted with application for plan review process. One (1) set will be returned to you along with your printed plan review. Prints must show the following; proposed footings, wall section, roof construction and floor plan. All prints for commercial and industrial must be signed by a State of Michigan registered architect/engineer.

\_\_\_\_\_ PROPERTY ADDRESS, may be obtained from the following: Calhoun County area is handled by Road Commission, 269-781-9841; City of Albion, Rick Knapp 517-629-7193; St. Joseph County is handled by the Land Resource Centre, 269-467-5576; Burr Oak Village, Village Hall 269-489-5258; Brady Twp, Ben Brousseau 269-655-1144; Springport Village, Village Hall 517-857-2510.

\_\_\_\_\_ PROPERTY CODE OR TAX I.D. NUMBER, this can be obtained from your tax bill, your township/city/village offices or Equalization office at the County Courthouse; Calhoun County 269-781-0745; St. Joseph County 269-467-5576; Brady Twp, Ben Brousseau 269-655-1144; City of Albion, Rick Knapp 517-629-7193; Springport Village, Village Hall 517-857-2510.

\_\_\_\_\_ SEPTIC AND/OR WELL PERMIT, this can be obtained as follows: for Calhoun County, Battle Creek MI, 269-966-1241; City of Albion, 517-629-7451; in St. Joseph County, Three Rivers, MI. 269-273-2161; in Kalamazoo County, 269-373-5210; Springport Village, 517-857-2510.

\_\_\_\_\_ DRIVEWAY PERMIT, this can be obtained as follows: for Calhoun County call Marshall MI, 269-781-9841; in St. Joseph County call 269-467-6393; in Kalamazoo County call 269-381-3171; City of Albion call 517-629-7451; Springport Village call 517-857-2510.

\_\_\_\_\_ SOIL EROSION PERMIT, if applicable. A permit is required for all earth change activities which disturb ONE (1) or more acres of land, OR if the earth change is within 500 feet of a lake, stream, swamp, marsh, pond, county drain or any standing water. This can be obtained as follows: Calhoun County, Calhoun County Public Works, Marshall MI, 269-781-9841; St Joseph County, Conservation District, 269-467-6088; Kalamazoo Twp, Drain Commissioner, 269-384-8117.

\_\_\_\_\_ DEPARTMENT OF ENVIROMENTAL QUALITY issues floodplain permits. If the project is located in part or whole within the 100 year regulatory floodplain of a river, creek, drain or a body of water, a DEQ permit is required. Call 269-567-3500 for Calhoun County, Kalamazoo County, St. Joseph County call 517-780-7690 for Jackson County. ALLOW 4-6 WEEKS FOR PROCESSING.

\_\_\_\_\_ GOEMAERE-ANDERSON WETLAND PROTECTION ACT... if your project is located in or near wetlands contact the DNR. They will determine whether or not a parcel of land is under the jurisdiction of the Wetland-Protection Act. Call 517-241-8485.

\_\_\_\_\_ MISS DIG, must be contacted when any digging is done for the marking of all underground lines on proposed site, Call 800-482-7171.