

**CHECK LIST FOR OBTAINING A BUILDING PERMIT FROM**  
**SCMCCI, 113 S. Capitol Ave., P.O. Box 509, Athens, MI 49011 269-729-5355**

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

- \_\_\_\_\_ **ZONING APPROVAL** Areas serviced by SCMCCI include Brady Twp, Burlington Village, Climax Twp, Pavilion Twp, Prairie Ronde Twp, Schoolcraft Twp, Tekonsha Twp, Wakeshma Twp, Sherman Twp, Village of Vicksburg and Marengo Twp. Zoning permits that may be needed but are not issued by this office include: Burlington Township, Paul Walker, 269-317-0869; Leonidas Twp, Barry MacDonald, 269-496-7837; Homer Twp, Erich Gilg, 269-986-5592. This applies to all structures. Only work done inside of existing building may be exempt.
- \_\_\_\_\_ **SITE PLAN**, showing property lines, proposed project, existing buildings, ground elevations and the 100 year flood elevation (if it applies). Distances from proposed structure to all property lines must be shown.
- \_\_\_\_\_ **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 is handled by Road Commission, 269-781-9841; Sherman Twp is handled by SCMCCI 888-249-7077; Leonidas Twp is handled by the Township 269-496-7837; Brady Twp, Climax Twp & Wakeshma Twp, Ben Brousseau (Assessor) 269-655-1144; Prairie Ronde Twp, Supervisor 269-679-5666; Schoolcraft Twp, Assessor 269-649-1276; Pavilion Township, Township Hall 269-327-0462.
- \_\_\_\_\_ **PROPERTY CODE OR TAX I.D. NUMBER** This can be obtained from your tax bill, your township/city/village offices or the Equalization office at the County Courthouse; Calhoun County 269-781-0745; St. Joseph County 269-467-5576; Brady Twp, Climax Twp, Prairie Ronde Twp and Wakeshma Twp, Ben Brousseau 269-655-1144; Schoolcraft Twp, Nate Brousseau 269-649-1276; Pavilion Twp, Brian Story 269-327-0462.
- \_\_\_\_\_ **SEPTIC AND/OR WELL PERMIT** For: Calhoun County, 269-969-6341; St. Joseph County, 269-273-2161; Kalamazoo County, 269-373-5210
- \_\_\_\_\_ **DRIVEWAY PERMIT** For: Calhoun County call 269-781-9841; St. Joseph County call 269-467-6393; Kalamazoo County call 269-381-3171
- \_\_\_\_\_ **SOIL EROSION PERMIT** 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 Drain Commissioner 269-467-5600; Kalamazoo County Drain Commissioner, 269-384-8117
- \_\_\_\_\_ **DEPARTMENT OF ENVIRONMENTAL QUALITY** issues floodplain and wetland permits. If the project is located in part or whole within the floodplain of a swamp, marsh, river, creek, county drain or body of water, a DEQ permit is required as per **NREPA Floodplain Part 31**. For Floodplain permits in the counties of Calhoun, Kalamazoo & St. Joseph Counties, call Ernie Sarkipato (Kalamazoo Office) at 269-567-3564. Under **NREPA Wetland Law Inland Lakes and Streams Act Part 301** construction of a seawall, dock, or any project on the edge of or within a body of water will require a permit from the DEQ. For Wetland permits in Calhoun, Kalamazoo and St. Joseph Counties, call the Kalamazoo office at 269-567-3500.
- \_\_\_\_\_ **MISS DIG**, must be contacted when any digging is done for the marking of all underground lines on proposed site, call 800-482-7171.
- \_\_\_\_\_ **RESCHECK** or equivalent for energy efficiency.