

1309 CLEAVER RD  
CARO MI 48723  
989-672-3750  
FAX: 989-672-3814

**CHECK LIST FOR OBTAINING A BUILDING PERMIT**  
**BEFORE THIS OFFICE CAN ISSUE A 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).

\_\_\_ **PLANS & SPECS**, two (2) 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 print for commercial and industrial must be signed by a State of Michigan registered architect/engineer.

\_\_\_ **PROPERTY ADDRESS**, may be obtained from your serving utility company, Detroit Edison (DTE) at 989-872-6107 or Thumb Electric Cooperative at 800-327-0166.

\_\_\_ **PROPERTY CODE OR TAX I.D. NUMBER**. This can be obtained from your tax bill, your township, city, village offices or Equalization office at 989-672-3830 located in the annex building behind the Courthouse.

\_\_\_ **SEPTIC AND/OR WELL PERMIT**, This can be obtained from the Tuscola County Health Dept. at 989-673-8114.

\_\_\_ **DRIVEWAY PERMIT**, This can be obtained from the Tuscola County Road Commission at 989-673-2128.

\_\_\_ **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. Applications can be obtained at this office. Permits are issued for all of Tuscola County.

\_\_\_ **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. Contact Joy Brooks at 989-894-6226.

\_\_\_ **GOEMAERE-ANDERSON WETLAND PROTECTION ACT**, if your project is located in or near wetlands contact the DEQ. They will determine whether or not a parcel of land is under the jurisdiction of this Wetland Protection Act, contact Theresa Custodio at 989-894-6223, in office Mondays 8am to 5pm & Thursdays 8am to 12pm (Noon).

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