

CHECKLIST TO OBTAIN A BUILDING PERMIT & OTHER USEFUL INFORMATION

- PROOF OF ZONING APPROVAL** - If we are not your municipality's Zoning Administration, this may be obtained from your zoning official by calling your township, city or village and asking for information regarding how to get a zoning permit for your project.
- SITE PLAN** - A drawing of your project shown from a "birds-eye-view", depicting measurements to property lines and distances to existing structures from your proposed project. Ground elevations and the 100 year flood elevation (if applicable) should also be shown.
- PLANS/PRINTS** – 3 sets of plans are required. 1 set will be returned to you after the plan reviewer has reviewed them. Plans must depict the following: Footing information (depth below grade, thickness & width of footing, material used for footing), wall section and roof construction cross section, and a floor plan (rooms labeled as bathroom, bedroom, etc.) for all floors, including basement. These plans must also depict the window sizes in each bedroom. Each plan/print for commercial projects must contain an **original** seal and signature by a State of Michigan registered architect or engineer.
- PROOF OF PROPERTY OWNERSHIP** – May be established by providing a copy of your tax bill. If you have recently purchased/obtained your property and the tax bill is not yet in your name, provide us with a copy of the tax bill in the previous owner's name and a copy of a signed sales agreement between you and the seller and a legal description of the property.
- MISS DIG** – This is not a permit and you do not have to provide proof to our office that you called. However, if you plan to do **ANY** digging, you might consider calling 811 three working days prior to digging. Their website is www.call811.com for additional information. This service will provide vital information as to the location of underground utilities.

MUNICIPALITY	<input type="checkbox"/> PROOF OF PROPERTY ADDRESS (For new houses)	<input type="checkbox"/> COPY OF SEPTIC AND/OR WELL PERMIT	<input type="checkbox"/> COPY OF DRIVEWAY PERMIT (new houses or buildings without current driveway)	<input type="checkbox"/> SOIL EROSION PERMIT (within 500 ft of lake, stream, pond, marsh, swamp, drain OR 1 or more acres of land)	<input type="checkbox"/> FLOODPLAIN PERMIT (if near, in part or whole, the floodplain of a river, swamp, creek, marsh or county drain)	<input type="checkbox"/> WETLAND PERMIT (if project is on the edge of or within a body of water)
Berrien County 269.983.7111	269.983.7111 X8300	269.927.5623	269.925.1196	269.983.7111 X8261	John Bayha 269.568.2680 BayhaJ@Michigan.gov	John Bayha 269.568.2680 BayhaJ@Michigan.gov
Branch County 517.279.4301	Dean Walrack 517.279.6926	District Health 517.279.9561	Road Commission 517.278.2022	517.279.4310	Jason Combs (DEQ) 269.568.2693	Jason Combs (DEQ) 269.568.2693
Calhoun County 269.781.0700	Road Commission Erin Cummings 269.781.9841	269.969.6341	Road Commission Erin Cummings 269.781.9841	Public Works 269.781.9841	John Bayha 269.568.2680 BayhaJ@Michigan.gov	John Bayha 269.568.2680 BayhaJ@Michigan.gov
Manistee City 231.398.2801	Manistee County Planning Dept 231.723.6041	N/A – Public Utilities	Katie Mehl 231.398.3525, kmehl@manisteecountymich.gov reviewed by Jeff Mikula DPW Dir 231.723.7132 ext 504 jmikula@manisteemi.gov	Mike Szokola 231.398.3527 mszokola@manisteecountymich.gov	Shawn Middleton 231.794.5620 shawnm@spicergroup.com	Shawn Middleton 231.794.5620 shawnm@spicergroup.com or Jeff Mikula, DPW Dir 231.723.7132 ext 504 jmikula@manisteemi.gov
Paw Paw Village 269.657.3148	269.657.3148 Paw Paw Village Hall Leonard Lux	<u>1st level:</u> Village Hall 269.657.3148 <u>2nd level:</u> Van Buren County 269.621.3143	Road Commission 269.674.8011	269.657.8200	Derek Haroldson (EGLE) 269.567.3567 haroldsond@michigan.gov	Derek Haroldson (EGLE) 269.567.3567 haroldsond@michigan.gov
St. Joseph County 269.467.5500	Land Resource Center 269.467.5576	269.273.2161	269.467.6393	Drain Commissioner 269.467.5600	Blake Winstead (EGLE) 269.716.6060 winsteadb@michigan.gov	Blake Winstead (EGLE) 269.716.6060 winsteadb@michigan.gov
Three Rivers City 269.273.1075	GIS Dept 269.273.1845	269.273.1845	269.273.1845	Drain Commissioner 269.467.5600	John Bayha 269.568.2680 BayhaJ@Michigan.gov	John Bayha 269.568.2680 BayhaJ@Michigan.gov
Van Buren County 269.657.8200	269.657.8243 Land Management Vacant parcels only	269.621.3143	269.674.8011	269.657.8241 X3	EGLE 269.568.2680 bayhaj@michigan.gov	Derek Haroldson (EGLE) 269.567.3609 haroldsond@michigan.gov