

BUILDING PERMIT APPLICATION CHECKLIST-ADDITIONS/ALTERATIONS

The following items must be completed and submitted to this office along with your application. Applications submitted incomplete will not be reviewed until all required documents have been submitted.

- Building Permit Application - completed, signed & dated application
- Site plan showing dimensions of structure & all front, rear & side set backs (this information may be included on your grade plan if you wish)
- Absolutely NO mechanical equipment may be placed within the side yard setback. Example: Generators and air conditioning units
- Detailed grade plan must be prepared by a licensed surveyor or civil engineer & must be signed & sealed. If you are doing ANY type of excavation, this is required. In some cases, a grade plan is not necessary, please contact our office for further information by calling (810) 629-1537.

SITE PLAN & GRADE PLAN MUST MATCH YOUR CONSTRUCTION PLANS

- Soil Erosion Permit issued by Genesee County Water & Waste Services call (810) 732-7870 for questions
- Three (3) sets of detailed construction plans. Your plans must include details on floor joist & truss systems, wall section, any engineering must be indicated specifications/documentation provided.
- Flood Plain Certification is required if you are constructing on a lake, river, or channel. A surveyor can provide you with this information.

**We will not accept construction plans larger than 24 x 36 in size.
A PDF file or thumb drive is acceptable if your plans are larger.**

REQUIRED INSPECTIONS: (In most cases)

- Footing
- Rough Framing
- Insulation
- Final

Electrical, mechanical & plumbing permits are done by the State of Michigan. Call (517) 241-9313 for questions. All three (3) applications are available in our office.

FEES ARE AS FOLLOWS:

- Grade Plan Review \$200.00
- Grade inspection \$100.00
- Building Permit .50¢ per sq ft living space
.40¢ per sq ft garage space
\$100.00 per deck, balcony, porch
\$350.00 Bond/Deposit