



107 S. Capital Ave., P.O. Box 190, Athens, MI 49011

Office: 269-729-9244 Fax: 269-729-9254 Email: athensmi@safebuilt.com

Website: www.cornerstonemi.net

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 "bird's-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 ADDRESS** (for new houses) May be obtained from the following entities: Calhoun County via the Road Commission @ 269-781-9841 via Erin Cummings; City of Three Rivers via GIS Dept. @ 269-273-1845; St. Joseph County via the Land Resource Center @ 269-467-5576
- 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.
- COPY OF SEPTIC AND/OR WELL PERMIT** May be obtained at the following entities: Calhoun County @ 269-969-6341; St. Joseph County @ 269-273-2161; City of Albion @ 517-629-7189; City of Three Rivers @ 269-273-1845
- COPY OF DRIVEWAY PERMIT** (for new houses or new buildings not accessed by current driveway) May be obtained at the following entities: Calhoun County via the Road Commission @ 269-781-9841; St. Joseph County @ 269-467-6393; City of Albion @ 517-629-7189; City of Three Rivers @ 269-273-1845
- SOIL EROSION PERMIT** You may or may not need this permit, but if you are building a project within 500 ft. of a lake, stream, pond, marsh, swamp, county drain or standing water OR if your project will involve the disturbance of one (1) or more acre(s) of land, check the following entities for obtaining a permit: Calhoun County Public Works @ 269-781-9841; St. Joseph County Drain Commissioner @ 269-467-5600 or email at drains@stjosephcountymi.org
- FLOODPLAIN PERMIT** - DEQ (Dept. of Environmental Quality) You may or may not need this permit, but if your project is located in or near, in part or in whole, the floodplain of a river, swamp, creek, marsh or county drain, it may be required. Enforcement criteria of this permit can be referenced in the NREPA Floodplain Part 31. Calhoun, Kalamazoo, & St. Joseph Counties are to call John Bayha @ 269-567-3564 or email at BayhaJ@michigan.gov
- WETLAND PERMIT** - DEQ (Dept. of Environmental Quality) You may or may not need this permit, but if your project is on the edge of or within a body of water, in part or in whole, it may be required. Seawalls and docks are considered candidates for this permit, but are not the only projects under scrutiny. Enforcement criteria of this permit can be referenced in the NREPA Wetland Law Inland Lakes & Streams Act Part 301. Calhoun, Kalamazoo & St. Joseph Counties are to call 269-567-3500
- 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.

USE THE LINES BELOW TO DOCUMENT ANY OTHER INFORMATION YOU MAY NEED.

WE LOOK FORWARD TO ASSISTING YOU THROUGHOUT YOUR PROJECT.
