

**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 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).
- \_\_\_\_\_ ZONING PERMITS THAT MAY BE NEEDED BUT NOT ISSUED THROUGH THIS OFFICE. Leonidas Twp, Barry MacDonald, 269-496-7837; Homer Twp, Jeff Anderson, 517-262-0665; Lockport Twp and Park Twp, Doug Kuhlman 269-651-3130
- \_\_\_\_\_ 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; St. Joseph County is handled by the Land Resource Centre, 269-467-5576; Brady Twp & Wakeshma Twp, Ben Brousseau (Assessor) 269-655-1144; Prairie Ronde Twp, Thomas Swiat Jr (Supervisor) 269-679-4822; Schoolcraft Twp, Nate Brousseau (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, Prairie Ronde Twp and Wakeshma Twp, Ben Brousseau 269-655-1144; Schoolcraft Twp, Nate Brousseau 269-649-1276; Pavilion Twp, Kevin O'Toole 269-327-0462.
- \_\_\_\_\_ SEPTIC AND/OR WELL PERMIT For: Calhoun County, 269-966-1241; 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.