



PERMIT APPLICATION CHECKLIST - (Return with Application)

Project address/location of proposed work: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Before a permit may be issued, all of the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- \_\_\_\_\_ 1.\* ZONING APPROVAL DOCUMENTATION (provided by AGS unless listed on reverse).
- \_\_\_\_\_ 2. LOT DIAGRAM on back of first page of the application. (Required for **ALL** applications - NEW HOMES, ADDITIONS, INTERIOR REMODEL, GARAGES AND ACCESSORY BUILDINGS & STRUCTURES)
- \_\_\_\_\_ 3. BLUE PRINTS or DRAWINGS - wall section, foundation plan, and floor plan required on all applications. See reverse for further information. Two (2) complete sets of drawings are required with any permit application (3 sets in the Villages of Augusta, Paw Paw and Schoolcraft, and the Townships of Almena, Charleston, Paw Paw and Ross).
- \_\_\_\_\_ 4. MICHIGAN UNIFORM ENERGY CODE COMPLIANCE - for all site-built, new residences, documentation must be provided demonstrating compliance with the energy code.
- \_\_\_\_\_ 5. PROOF OF OWNERSHIP (Provide copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...) RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PRE-MANUFACTURED. THE RECORDING DATE OF THIS DEED MUST BE PRIOR TO 4/1/97.
- \_\_\_\_\_ 6. PROPERTY TAX I.D. NUMBER
- \_\_\_\_\_ 7.\* SANITATION & WATER SUPPLY PERMITS (County Health Dept. and/or Sewer & Water Authority) \*
- \_\_\_\_\_ 8.\* DRIVEWAY/SIDEWALK PERMIT - County Road Commission, MDOT, City or Village \*
- \_\_\_\_\_ 9.\* Is the structure within 500 feet of water (lake, river, stream, county drain)? YES / NO  
If YES, a SOIL EROSION PERMIT IS REQUIRED.\*
- \_\_\_\_\_ 10.\* Is property located in wetlands or floodplain? YES / NO  
No building permit may be issued if in a flood plain without DEQ\* approval.
- \_\_\_\_\_ 11.\* OTHER PERMITS EVENTUALLY NECESSARY: \_\_\_ Electrical \_\_\_ Mechanical \_\_\_ Plumbing \_\_\_ Sign  
Applicant or licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any plumbing, electrical, mechanical or building permits.

BUILDING DEPARTMENT OFFICE HOURS are 8:00 am to Noon and 1:30 - 4:30 pm, Monday through Friday. A VOICE MAIL SYSTEM operates 24 hours a day at 1-800-627-2801 to receive requests for forms and inspections. A representative is also available at regularly scheduled hours in CITY, VILLAGE, OR TOWNSHIP HALL. HOME OFFICE is located at 110 East Cass Street, in Schoolcraft. By MAIL at P.O. Box 662, Schoolcraft, MI 49087.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(applicant signature)

\* See reverse side for address and phone number of appropriate agencies.