

SINGLE SITE RESIDENTIAL DEVELOPMENT CHECKLIST

Please use the following checklist as a guide for the materials needed to issue a zoning permit and a building permit for a single site residential dwelling. All information must be complete and provided to the City in order to issue the appropriate permits and approvals.

- Completed zoning permit
- Written approval for connection to sanitary sewer (Receipt of Connection Fee)
- Approved, signed, well permit from the Environmental Health Department.
- A completed Driveway Permit.
- A new address request Form.
- Proof of Ownership: a recorded land contract or deed with a legal description of the property.
- An acceptable, legible plot plan that shows property dimensions including all setbacks. Setbacks from other structures on the property. Also show all other overhead wires, drains, water edges, etc.
- A soil erosion permit from the Shiawassee County Drain Commission if 100 feet from water or 500 feet from the drain
- A completed building permit application
- A complete set of building and foundation plans.
- A Michigan Uniform Energy Code Form.
- A Roof Loading Sheet
- A Contractor Registration Form