CHECKLIST TO OBTAIN CHIPPEWA COUNTY BUILDING PERMIT

☐ **1. ADDRESS**

Equalization Department
319 Court Street
Sault Ste. Marie, MI 49783

Office (906) 635-6304
Fax (906) 635-6372
cced@chippewacountymi.gov

☐ **2. TOWNSHIPS WITH ZONING**

• Bay Mills	Joe Van Dosen	(906) 437-5437 or (906) 440-1642
• Bruce	Louis Perez	(906) 635-3058
• Dafter	Robert Brown	(906) 630-5363
• DeTour Village	Zoning Administrator	(906) 297-5471
• Kinross	Township Office	(906) 495-5381
• Pickford	Kristopher Grove	(906) 286-2090
• Raber	Linda Johnson	(906) 297-3805 or (906) 322-2873
• Rudyard	Township Office	(906) 478-5041
• Soo	Jim Callon	(906) 203-7346
• Sugar Island	Mike Kujat	(906) 632-7199
• Superior	Lori Busha	(734) 748-3854
• Whitefish	Bill West	(847) 477-2963

☐ **3. WELL & SEPTIC**

Chippewa County Health Department
508 Ashmun Street
Sault Ste. Marie, MI 49783

(906) 635-3620

☐ **4. STATE of MI DEQ EGLE**

Aspyn Burch BurchA4@michigan.gov (906) 250-5325

☐ **5. EROSION CONTROL PERMIT***

Information available online:
www.clmcd.org

Mike McCarthy
Soil & Sediment Control
2847 Ashmun Street
Sault Ste. Marie, MI 49783

(906 635-1278

Required when disturbing more than ONE Acre of Property or Within 500 Feet of Lake, River, or Natural Waterway.

☐ **6. DOCKS & DREDGING (If Necessary)**

Army Corp. of Engineers
Rachel H. Antieau
Rachel.H.Antineau@usace.army.mil

(906)635-3461

☐ **7. CULVERTS**

Chippewa County Road Commission
3949 S. Mackinac Trail
Sault Ste. Marie, MI 49783

(906) 635-5295

☐ **8. FLOOD PLAIN**

Linda D. Hansen, PE, PWS. Hansenl6@michigan.gov
DEQ Water Resources Division
427 US Highway 41N
Baraga, MI 49908

(906) 250-3169

☐ **9. BUILDING PERMIT For Chippewa County**

Building Department (906) 635-6362
Mike Ryckeghem (906) 379-7426
building@chippewacountymi.gov

MAKE CHECKS PAYABLE TO: CHIPPEWA COUNTY

☐ **10. STATE OF MI PERMITS**

	State Inspectors	
Electrical Inspection	Ben Bourque	(906) 241-3424
Electrical for DeTour	Steve Harrison	(906) 647-9595
Plumbing Inspection	Craig Cole	(906) 235-8417
Mechanical Inspection	Ben Johnson	(517) 730-8987

State Permits available online at:
www.michigan.gov/bcc

CHIPPEWA COUNTY BUILDING DEPARTMENT
CONSTRUCTION CODE ENFORCING AGENT

319 COURT STREET – SAULT STE. MARIE, MI 49783
Phone: (906) 635-6362 – www.chippewacountymi.gov – Fax: (906) 635-6867

Permit Number: _____

Name: _____

BUILDING PERMIT APPLICATION

APPLICATION MUST BE COMPLETE – SEE INSTRUCTIONS FOR DIRECTIONS

I. JOB SITE LOCATION

ADDRESS			PROPERTY ID# 17- ____-____-____-____
CITY	ZIP	TOWNSHIP	

II. IDENTIFICATION

A. OWNER

NAME			HOME PHONE	CELL PHONE
ADDRESS	CITY	ZIP	EMAIL ADDRESS	

B. CONTRACTOR (LEAVE BLANK IF NONE)

NAME			BUSINESS PHONE	CELL PHONE
ADDRESS	CITY	ZIP	EMAIL ADDRESS	
BUILDERS LICENSE NUMBER			EXPIRATION DATE	

C. ARCHITECT (LEAVE BLANK IF NONE)

NAME			BUSINESS PHONE	CELL PHONE
ADDRESS	CITY	ZIP	EMAIL ADDRESS	

III. TYPE OF IMPROVEMENT

☐ NEW BUILDING	☐ CHANGE IN USE	☐ REPAIR	☐ REPLACE	☐ TOWER
☐ ADDITION	☐ RE-ROOF	☐ FOUNDATION ONLY	☐ MOBILE HOME	
☐ ALTERATION	☐ SPECIAL INSPECTION	☐ DEMOLITION	☐ DECK/COVERED PORCH	

ESTIMATED COST OF CONSTRUCTION $

IV. SIGNATURE OF APPLICANT

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES & CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION. I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT AND I AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.
SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972, 1972 PA230, MCL 125.1523A, PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENTS OF THIS STATE RELATING TO PERSONS WHO ARE TO PERFORM WORK ON A RESIDENTIAL BUILDING OR A RESIDENTIAL STRUCTURE. VIOLATORS OF SECTION 23A ARE SUBJECT TO CIVIL FINES.

SIGNATURE OF APPLICANT	DATE

V. BUILDING USE

A. RESIDENTIAL

☐ SINGLE FAMILY - # OF UNITS __ ☐ HUD RESIDENCE ☐ GARAGE, POLE BUILDING, CARPORT, ACCESSORY BLDG.

☐ TWO OR MORE FAMILY ☐ STATE APPROVED MODULAR ☐ TRANSIENT HOTEL, MOTEL- # OF UNITS ___

☐ OTHER _____ ☐ ADDITION _____

B. NON-RESIDENTIAL OR COMMERCIAL USE

☐ ASSEMBLY, RESTAURANT, ETC. ☐ HAZARDOUS MATERIALS ☐ PARKING/SERVICE GARAGE

☐ BUSINESS, OFFICE, ETC. ☐ HOTEL, MOTEL, ETC.- # ROOMS _____ ☐ STORAGE, WAREHOUSE, ETC.

☐ CHURCH, RELIGIOUS, ETC. ☐ INSTITUTIONAL, HOSPITAL, JAIL, ETC. ☐ TOWER, BRIDGE, BARN ETC.

☐ EDUCATIONAL, SCHOOL, ETC. ☐ MERCANTILE, STORE, RETAIL, ETC. ☐ AGRICULTURAL: _____

☐ FACTORY, INDUSTRIAL, ETC. ☐ MULTI-FAMILY - # DWELLINGS: _____ ☐ PUBLIC UTILITY

☐ OTHER: _____

NON-RESIDENTIAL/COMMERICAL USE - USE THE FOLLOWING SPACE PROVIDED TO DESCRIBE IN DETAIL PROPOSED USE OF BUILDING

VI. SELECTED CHARACTERISTICS OF THE BUILDING

A. PRINCIPAL TYPE OF FRAME

☐ WOOD FRAME ☐ MASONRY ☐ CONCRETE ☐ STEEL FRAME ☐ OTHER: _____

B. PRINCIPAL TYPE OF HEATING FUEL

☐ LP GAS ☐ NATURAL GAS ☐ FUEL OIL ☐ ELECTRICITY ☐ WOOD/COAL ☐ OTHER: _____

C. TYPE OF SEWAGE DISPOSAL

☐ PUBLIC SEWER SYSTEM ☐ PRIVATE COMMUNITY SYSTEM ☐ PRIVATE SEPTIC SYSTEM

D. TYPES OF WATER SUPPLY

☐ PUBLIC WATER SUPPLY ☐ PRIVATE COMMUNITY SYSTEM ☐ PRIVATE OR SHARED WELL

E. BUILDING DIMENSIONS AND OTHER SELECTED DATA

BUILDING WIDTH (FT): _____
BUILDING HEIGHT (FT): _____
BUILDING LENGTH (FT): _____
TOTAL SQUARE FEET: _____
NUMBER OF FLOORS: _____
NUMBER OF BEDROOMS: _____
OF FULL BATHROOMS: _____
OF HALF BATHROOMS: _____

☐ SLAB ON GRADE
☐ CRAWL SPACE
☐ PARTIAL BASEMENT
☐ FULL BASEMENT
☐ FINISHED BASEMENT
☐ UNFINISHED BASEMENT
☐ FIREPLACE/CHIMNEY
☐ AIR CONDITIONING

FLOOR AREA:
BASEMENT: _____
1ST/2ND FLOOR: _____
GARAGE: _____
LOFT: _____
DECK/PORCH: _____

VII. ENVIRONMENTAL CONTROL APPROVALS (LOCAL GOVERNMENT AGENCY TO COMPLETE SEC.)						
	REQUIRED	NOT REQUIRED	APPROVED	DATE OBTAINED	NUMBER	BY:
1- ZONING						
2- ACT 451, PART 91						
3- FLOOD ZONE						
4- HEALTH DEPT.						

VALIDATION – OFFICE USE ONLY

BUILDING PERMIT FEE: $_____ CERTIFICATE OF OCCUPANCY ISSUED: _____

APPROVAL:

*PLEASE CONTACT BUILDING DEPT. FOR PERMIT FEES – FOLLOWING BUREAU OF CONSTRUCTION CODES SQ. FT. CONSTRUCTION COST TABLE. FEES SUBJECT TO UPDATED RATES. MINIMUM FEES APPLY

NOTICE: ELECTRICAL, PLUMBING AND MECHANICAL PERMITS ARE DONE BY THE STATE OF MICHIGAN.

CHIPPEWA COUNTY BUILDING DEPARTMENT
BUILDING OFFICIAL: MICHAEL RYCKEGHEM
OFFICE PHONE: (906) 635-6362
CELL PHONE: (906) 379-7426
EMAIL: BUILDING@CHIPPEWACOUNTYMI.GOV

319 COURT STREET – SAULT STE. MARIE, MI 49783
PHONE: (906) 635-6362 – WWW.CHIPPEWACOUNTYMI.GOV – FAX: (906) 635-6867

INSTRUCTIONS AND REQUIRED SUBMITTALS WITH YOUR BUILDING PERMIT APPLICATION

ALL SECTIONS OF THE BUILDING PERMIT APPLICATION APPLICABLE TO YOUR PROJECT MUST BE COMPLETED. FILL OUT APPLICATION FOR *ONLY* THE CONSTRUCTION BEING COMPLETED WITH THIS PERMIT. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT FOR COMPLETION AND RE-SUBMITTAL.

SECTION I. JOB SITE APPLICATION

- All information must be provided, full job site address, township, and property id#.

SECTION II. IDENTIFICATION

A. Property owners name, address, phone number and email address.
B. Contractor's name, address, phone number and email address. Current builders license number is required. Leave section blank if a contractor is not being used.
C. Architects name, address, phone number and email address. Leave section blank if an architect is not being used.
EMAIL WILL BE THE PRIMARY DELIVERY METHOD OF ALL PERMITS AND CERTIFICATES. IF EMAILED, A HARD COPY WILL NOT BE ISSUED TO THE APPLICANT UNLESS REQUESTED.

SECTION III. TYPE OF IMPROVEMENT

- Mark the type of improvement – Remember to include the projects estimated cost figure on the line provided.

SECTION IV. SIGNATURE OF APPLICANT

- All applications must be signed and dated by the applicant.

SECTION V. BUILDING USE

A. Residential – Mark the use of the residential building
- (One and two- family dwellings with less than 3,500 sq. ft. of calculated floor area and accessory)
- Submittals – copies of all other applicable permits including: zoning, flood plain zone elevation (if required), drive, septic, well, soil erosion, wetlands, critical dunes, or high-risk erosion permits.
- One set of plans that include: site plan, foundation plan, floor plans, building and wall sections, building elevations.
- Dwellings over 3,500 sq. ft of calculated floor area require sealed plans
- Accessory buildings over 12 feet in wall height or buildings width over 36' & building length of 60' require sealed plans.

HUD Residences and State Approved Modular Residences:
- Completed Building Permit Application (*Complete all sections of the application applicable to the project)*
- If the project is an alteration of an existing building – remember to include the Alteration Estimated Cost figure on the line provided in the box labeled: "Type of Improvement"
- Copies of all other applicable permits including: zoning, flood plain zone elevation, drive, septic, well, soil erosion, wetlands, critical dunes, or high-risk erosion permits
- For HUD residences, one set of plans showing the site plan, the foundation, and the method of anchoring the unit to the foundation.
- For state approved Modular residences, the Building Systems Approval Report is to be submitted together with the approved plans.

B. Commercial Structures
(Including one and two-family dwellings with more than 3,500 square feet of calculated floor area)
- Completed Building Permit Application (*Complete all sections of the application applicable to the project)*
- If the project is an alteration of an existing building – remember to include the Alteration Estimated Cost figure on the line provided in the box labeled: "Type of Improvement"
- Copies of all other applicable permits including zoning, flood plain zone elevation, drive, septic, well, soil erosion, wetlands, critical dunes, or high-risk erosion permits
- Two set of plans and specifications with original signature and seal of an architect or professional engineer registered in the State of Michigan.

SECTION VI. SELECTRED CHARATERISTICS OF THE BUILDING

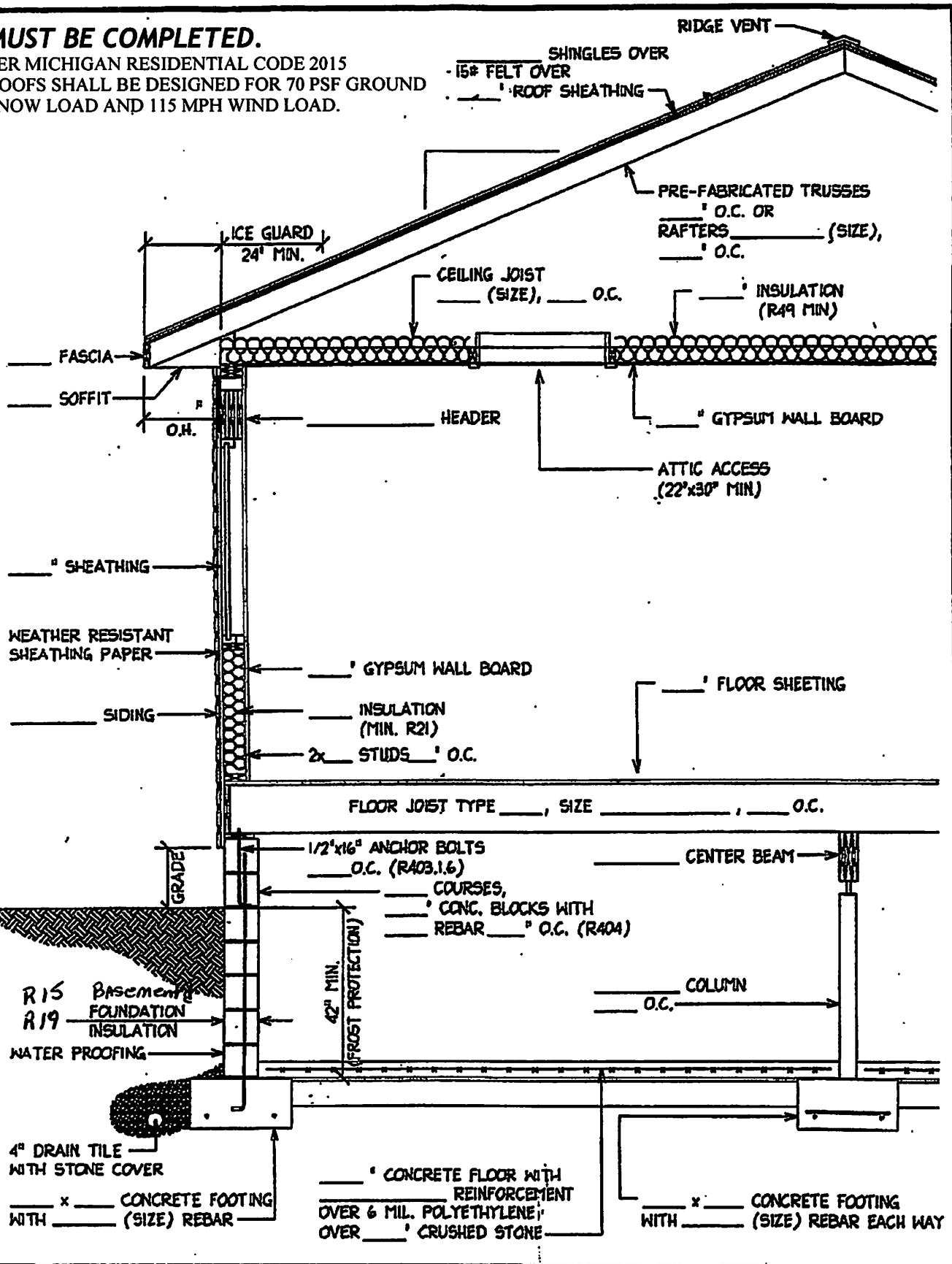
- Complete entire section. Mark all appropriate boxes and fill out all sections. If application is for an addition or alteration, answer the questions for ONLY the work being done, do not include existing structure information.

SECTION VII. ENVIROMENTAL CONTROL APPROVLAS

- Contact and get required approval or permit for all sections of local government. Submit copies of all permits with application.

MUST BE COMPLETED.

PER MICHIGAN RESIDENTIAL CODE 2015
ROOFS SHALL BE DESIGNED FOR 70 PSF GROUND SNOW LOAD AND 115 MPH WIND LOAD.



PROJECT:		DATE:
CROSS-SECTION		SHEET OF.
		JOB NO: