

CONSTRUCTION PERMIT CHECKLIST
(For all construction other than New Homes)
Shiawassee County Zoning and Building Departments
201 North Shiawassee Street, 3rd Floor, Corunna, MI 48817
(989/743-2396)

Applications will not be taken unless all documents are submitted at the time of application.

ZONING PERMIT

(Commercial construction requires Site Plan Review approval.)
(Permit fee submitted at time of application request.)

- _____ 1. **Zoning Permit Application:** A completed Zoning Permit application with Notarized signature.
- _____ 2. **Proof of Ownership:** A **recorded** land contract, deed (with Liber and Page Number), or a tax billing statement that includes a full legal description.
- _____ 3. **Plot Plan:** An acceptable, legible, plot plan, which must include directional arrow, property dimensions; front yard from road right-of-way, side and rear yards, setbacks from other structures on the property, overhead wires, County drains, water's edge, location of well and septic area.
- _____ 4. **Soil Erosion and Sedimentation Review:** Soil Erosion Review is requested by the Shiawassee County Drain Office (located within the Old Court House) if you meet any of the first four bullets on the Soil Erosion Information Sheet.
- _____ 5. **Septic/Sewage Permit:** If the construction project includes the addition of a bedroom or bedrooms, the Environmental Health Division must be contacted with regard to the existing septic system, bedrooms are used as a sizing factor. Copies of any permit/waiver by the Environmental Health Division must be provided.

BUILDING PERMIT

(Contractors must be registered with the department.)

- _____ 1. **Building Permit Application:** A completed building application form.
- _____ 2. **Blueprints/Plans:** A **complete** set of building and foundation plans/specifications, including a cross-section of proposed construction project.
- _____ 3. **Proof of Ownership:** Proof of Ownership must be provided when no Zoning permit is required.
- _____ 4. **Zoning Permit:** When applicable.