



The Gateway of Michigan

Building and Zoning Department

PERMIT APPLICATION PROCESS

1. Zoning Permit

Permit Fee: \$50.00 per site visit.

A zoning review will be completed prior to the issuance of any building permit for a new structure or addition to an existing structure. Height and setback requirements must be met, as well as any other provisions of the Zoning Ordinance including but not limited to minimum road frontage and lot coverage limitations.

A **site plan** must be provided. The site plan must show the proposed structure and measurements to the lot line. The building site must be staked with proven and visible **iron surveyor stakes** at each corner and at any location where the property changes direction.

Zoning compliance does not preclude additional requirements that may apply through the Berrien County Health Department, Berrien County Drain Commission, or MI Environment, Great Lakes and Energy (EGLE)

2. Building Permit

Step 1 — Application Requirements

The following must be submitted:

- **Site plan**
- **Three (3) sets of blueprints**
 - Stamped and sealed architectural drawings are

required for projects over 3,500 square feet.

- **Electronic copy of the blueprints**
- **Residential Energy Code Compliance (RES check)**
- **All applicable fees paid**

Step 2 — Plan Review

Plans will be reviewed for compliance with applicable building codes and requirements, including **plumbing, electrical, and mechanical** requirements, as applicable.

Step 3 — Permit Issuance

The building permit will be issued upon satisfactory completion of the plan review and approval of the submitted documents.

3. Code Requirements

All permits will be issued and all inspections will be conducted in accordance with the **Michigan Code** in effect at the time of application.

Violations

113.4 Violation Penalties. It is unlawful for any person, firm, or corporation to violate a provision of the code or fail to conform with any of the requirements thereof; or to erect, construct, alter, extend, repair, move, remove, demolish, or occupy any building, structure, or equipment regulated by the code; or to cause work to be performed or done in conflict with or in violation of the

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approved construction documents or directive of the enforcement agency, or a permit or certificate issued under the code.

A violator shall be assessed a fine in accordance with Section 23 of the 1972 P.A. 230, MCL 125.1523.

ADDITIONAL PERMIT REQUIREMENTS

CONTRACTORS

The following must be on file with the Building Department:

- **Contractor Information Sheet**
- **Copy of current Michigan license**
- **Copy of current insurance**

CONTRACTORS AND/OR PROPERTY OWNERS

A. Sanitation

- ☐ Septic Permit from Berrien County Health Department
- ☐ Sewer Permit from New Buffalo Township
- ☐ Existing Service

B. Water

- ☐ Chikaming
- ☐ Michiana
- ☐ New Buffalo Township
- ☐ Private Well
- ☐ Existing

C. EGLE

- ☐ Wetland
- ☐ High Erosion
- ☐ Flood Plain

D. Berrien County Soil Erosion/Sedimentation Permit

A permit is required if there is a possibility of an **earth change** disturbing any land

located within **500 feet of a lake, stream, ditch, or drain.**

If the earth change is more than 500 feet from any body of water, the law applies only when **more than one acre of land is disturbed.**

E. Berrien County Road Commission

- ☐ Driveway Permit
- ☐ Not Required

F. Homeowners' Association Review and/or Impact Fees

Proof of payment or approval is required, when applicable.

Several homeowners' associations require a review by the association board or architectural review committee prior to construction of a new home, addition, or accessory structure.

The Building and Zoning Department does not enforce homeowners' association requirements. However, applicants must obtain approval from their respective homeowners' association **prior to issuance of a permit**, when applicable.

INSPECTIONS

Be sure that you have copy of the "Inspection Checklist"

Contact the Building Department to schedule all required inspections at least 24hrs in advance.

Building Department (269) 469-3112

Mechanical and Plumbing Inspections are conducted on Monday and Wednesday only.

Electrical Inspection are conducted on Tuesday and Thursday only.

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