

SHERIDAN TOWNSHIP

13355 29 Mile Road

Albion Michigan

Telephone (517) 629-2604
Fax (517) 629-8945

CHECK LIST FOR OBTAINING A CONSTRUCTION PERMIT

BEFORE ANY PERMITS WILL BE ISSUED THE FOLLOWING ITEMS MUST BE FURNISHED TO SHERIDAN TOWNSHIP

All items listed below must be furnished on any new home construction .. Most items listed below do not need to be furnished on construction inside an existing building. All construction outside of an existing structure or the addition of structures on the property will require Zoning before any permits will be issued.

The following items must be furnished on new home construction before any permits are issued.

1. **Certificate of Title to Property (Deed), along with Tax I.D. Number.**
2. **Zoning Approval.** The Zoning application will include a **Site Plan** showing the property lines and any existing buildings; along with the location of the new construction, with the setbacks to all property lines. The location on the property will be staked to show the new construction.
3. **Property Address.** This shall be obtained from the Calhoun County Road Dept.
4. **Driveway Permit.** This shall be obtained from the Calhoun County Road Dept.
5. **Septic and Well Permits.** This shall be obtained from the Calhoun County Health Department.
6. **Soil Erosion Permit.** Will be required under the following conditions. If one or more acres of land is disturbed or if the change is within 500 Feet of a lake, stream, swamp, marsh, pond, county drain or any standing water. This permit shall be obtained from the Calhoun County Department of Public Works.
(Owner Initials - Required Y/N) _____
7. **Flood Plain Permits.** If the project is located in part or whole within the 100 year regulatory flood plain of a river, creek, drain or a body of water, DEQ permit is required. **ALLOW 4 - 6 Weeks for processing.**
(Owner Initials - Required Y/N) _____
8. **Wetland Protection Act.** If your project is located in or neat wetlands contact the DNR and they will determine whether or not a parcel falls under this act. Telephone Number (517) 373-3328.
(Owner Initials - Required Y/N) _____
9. **Miss Dig. Optional.** Before digging on your property, any underground utilities should be located for your protection. Telephone Number (800) 482-7171.
10. **Plans and Specs.** when the above items are furnished, the township may issue' building permits, provided one complete set of plans is submitted with, the permit applications, for plan review.

By initialing line numbers 6, 7, 8, and signing below, you acknowledge you met all the requirements needed to fulfill the application process to obtain a building permit.

Owner/Contractor Signature: _____ Date: _____