

# CHIKAMING TOWNSHIP

## BUILDING PERMIT REQUIREMENTS

- Building permits are required for every excavation, construction, moving, alteration or change in type of use or occupancy.  
(Includes demolition, decks, screen porches, swimming pools, hot tubs, gazebos, etc)
- Zoning Permits are required for one-story detached accessory structures if the floor area does not exceed 200 sq. ft., fences, and agricultural buildings.
- A completed "Application for Site Plan Examination and Building Permit" form.
- A completed site plan either on the space provided on the application form or a separate sheet showing the location of the structure and existing structures on the property. Front, rear, and side setbacks must be shown, distances of new structures from existing structures and percent (%) of lot coverage. In some cases, a survey may be required.  
Refer to Ordinance 87, Article 21 - Site Plan Review & Approval
- Two sets of construction documents showing: foundation/footing plan, wall section, wind & snow loads, height of structure, square footage, floor plan, window & door schedule, egress windows, smoke alarms, and any additional information as requested by the building official. If construction plan is over 3,500 sq. ft, two complete sets of architectural plans signed and sealed by a registered design professional are required.
- Proof of water and sewer
  - EITHER - 1. Public (Municipal) water and sewer
  - OR - 2. Proof of well (Berrien County permit) AND
  - 3. Perc test by Berrien County Health Dept.  
Berrien County will issue a septic permit.
- Conformance with Zoning Ordinance No. 87 and 2006 Michigan Building Code and 2006 Michigan Residential Code.
- If required, Michigan Dept. of Environmental Quality permit and/or a Berrien County Drain Commission Soil Erosion permit.
- Permit fee paid. (Fee schedule attached)

- Separate Electrical Permit issued by Chikaming Township is required.  
Electrical Inspector: **Leroy Pinkston 269-426-3155**
- Mechanical and Plumbing Permits are issued by Chikaming Township.  
Mechanical & Plumbing Inspector: **Ed Wainwright 269-663-8542**
- Demolition permit fee \$30.00 - Cap and cover sewer connection, notify Galien River Sanitary District (269-469-3434). Protect water meter pit.  
If rebuilding, sewer reinspection fee \$25.00

VISIT: [www.chikamingtownship.org](http://www.chikamingtownship.org) Click on the Bldg. Dept. Tab on top of home page for additional information

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## PROCEDURES FOR ADMINISTRATION AND ENFORCEMENT OF CODES

Permit applications are reviewed and approved by the applicable designated Inspector. No permit is issued until this has been done. All zoning questions and issues are reviewed and approved by the Township Zoning Administrator, or appealed to the Township Board of Appeals.

As plans are reviewed, any violations are identified and resolved prior to issuance of the permit.

Permits are issued in writing by the Township office. Files are maintained in the Building Dept of the Township.

Inspections may be scheduled with each inspector by calling him 24 hrs. prior to each inspection. Inspectors keep a written record of their inspections in their files.

Code violations are identified to the owner/contractor and must be corrected prior to issuance of a Certificate of Occupancy.

Records are maintained for each permit. The files are maintained in the Building Department of the Township.

Final inspections, approvals and Certificates of Occupancy are issued by the Inspectors and filed in the Building Dept. of the Township.

# The 2006 Michigan Residential Code

Effective August 1, 2008

**When a permit is required:** Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

**Application for permit:** To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required by Section R106.1.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the building official.

**By whom application is made:** Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either or by the *registered design professional* employed in connection with the proposed work.

If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the owner or the qualified applicant or a signed statement of the qualified applicant witnessed by the code official or his designee to the effect that the proposed work is authorized by the owner in fee and that applicant is authorized to make such application. The full names and addresses of the owner, lessee, applicant and the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

All Contractors must hold valid licenses issued by the State of Michigan. To check on a valid license or builder visit [www.michigan.gov/dleg](http://www.michigan.gov/dleg) for the Department of Labor and Economic Growth Licensing Services and other State of Michigan information.

**Description of work:** The application shall contain a general description of the proposed work, location of the proposed work, the occupancy of all parts of the building or structure and of all portions of the site or *lot* not covered by the building or structure, and such additional information as required by the code official.

**Construction documents:** The application for permit shall be accompanied by not less than two sets of *construction documents and other related information*. The code official is permitted to waive the requirements for filing *construction documents* when the scope of the work is of a minor nature. When the quality of the materials is essential for conformity to this code, specific information shall be given to establish such quality, and this code shall not be cited, or the term "legal" or its equivalent used as a substitute for specific information.

**Site Plan:** The application for permit shall be accompanied by a site plan showing to scale the size and location of all new construction and all existing structures on the site, distances from *lot lines*, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot.

**Private sewage disposal system:** The site plan shall indicate the location of a private sewage disposal system where a public sewer is not available. All technical data and soil data required by the private sewage disposal code.

**Engineering details:** The code official shall require to be filed adequate details of structural, mechanical and electrical work, including computations, stress diagrams and other essential technical data. All engineering plans and computations shall bear the signature and seal of the engineer or architect responsible for the design as required by Section 106.

**Amended Construction Documents:** Work shall be installed in accordance with the reviewed construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. (Section 106.4)

**Time limitation of application:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

The applicant shall provide estimated construction value with permit application.

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**Attention: Contractors, Builders and Owners:**

It is your responsibility as permittee to know what codes apply, to know the codes and when to call for inspections. Failure to do so may result in a work stop order and/or fine.

**Inspections are due:**

- 1. Footings/Foundations**
- 2. Rough Electric**
- 3. Rough Plumbing**
- 4. Rough Mechanical**
- 5. Framing**
- 6. Final Electric**
- 7. Final Plumbing**
- 8. Final Mechanical**

**or as determined by the Building Official**

Upon completion of all of the above a **final building inspection is required**.  
Upon satisfactory completion, *a certificate of occupancy will be issued.*

We require a minimum of 24 hours notice for inspections.

**CHIKAMING TOWNSHIP BUILDING INSPECTOR  
CLARK STREICHER  
(269) 266-6386 cell**