

**CHECK LIST TO OBTAIN A  
CHIPPEWA COUNTY BUILDING PERMIT**



**1. ADDRESSES** Equalization Department (906) 635-6304  
319 Court Street  
Sault Ste. Marie, MI 49783 (906) 635-6372 Fax

**2. TOWNSHIPS WITH ZONING**

- Bay Mills Joe VanDosen (906) 437-5437 or (906) 440-1642
  - Bruce Michael Pins (906) 635-3058
  - Darter Robert Brown (906) 630-5363
  - Kinross Township Office (906) 495-5381
  - Pickford Ken Waybrant (906) 647-3361
  - Raber Paul Warner (906) 297-3805 or (906) 322-2873
  - Rudyard Township Office (906) 478-5041
  - Soo Jim Callon (906) 203-7346
  - Sugar Island Burt Menard (906) 635-5105
  - Superior Rick Orsborne (906) 248-5213 Ex 107 (906) 203-7157
  - Whitefish Edson Forrester (906) 492-3452 Ex 6
- Chippewa County Health Department (906) 635-3620  
508 Ashmun Street  
Sault Ste. Marie, MI 49783

**4. WETLANDS DEQ** Sean Soucy (906) 250-0588  
SoucyS@michigan.gov

**6. Erosion Control Permit Required When Disturbing More Than an Acre of Property Or Within 500 Feet of Lake, River or Natural Waterway**  
Soil & Sedimentation Control  
2847 Ashmun Street  
Sault Ste. Marie, MI 49783  
Contact Mike McCarthy (906) 635-1278  
Information available on line at [www.clmcd.org/soilerosion1.asp](http://www.clmcd.org/soilerosion1.asp)

**7. Docks & Dredging (if necessary)** Ed Arthur (906) 635-3461  
Corp of Engineers Sue Bright (906) 635-3462  
(906) 632-3311 (906) 635-3463

**8. Culverts** Chippewa County Road Commission (906) 635-5295  
3949 S. Mackinac Trail  
Sault Ste. Marie, MI 49783

**9. Construction Permit For All of Chippewa County** Building Inspector (906) 635-6362  
319 Court Street  
Sault Ste. Marie, MI 49783  
building@chippewacounty.mi.gov  
Frank Sims Cell (906) 630-0298

**10. Flood Plain** Linda D. Hansen, PE, PWS. (906) 483-3896  
DEQ Water Resources Division  
427 US Highway 41N  
Baraga, MI 49908  
hansenl6@michigan.gov

**11. STATE OF MICHIGAN PERMITS State Inspectors**  
Electrical Inspection Ben Bourque (906) 241-3424  
Electrical for Detour Fred Bryner (906) 484-4554  
Plumbing Inspection Craig Cole (906) 235-8417  
Mechanical Inspection Keith Olson (906) 241-0730  
STATE PERMITS ONLINE AT [www.michigan.gov/bcc](http://www.michigan.gov/bcc)

**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. Contractors name, address, phone number and email address. 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 too 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 well 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. SELECTED CHARACTERISTICS 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. ENVIRONMENTAL CONTROL APPROVALS**

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



**CHIPPewa COUNTY BUILDING DEPARTMENT**  
**CONSTRUCTION CODE ENFORCING AGENT**  
 319 COURT STREET - SAULT STE. MARIE, MI 49783  
 Phone: (906) 635-6362 - [www.chippewacounty.mi.gov](http://www.chippewacounty.mi.gov) - Fax: (906) 635-6867

**APPLICATION MUST BE COMPLETE - SEE INSTRUCTIONS ON FINAL PAGE OF APPLICATION**

**I. JOB SITE LOCATION**

ADDRESS	CITY	ZIP	TOWNSHIP
PROPERTY ID# 17-			

**II. IDENTIFICATION**

**A. OWNER**

NAME	ADDRESS	CITY	ZIP	EMAIL ADDRESS	HOME PHONE	CELL PHONE

**B. CONTRACTOR (LEAVE BLANK IF NONE)**

NAME	ADDRESS	CITY	ZIP	EMAIL ADDRESS	BUSINESS PHONE	CELL PHONE

**C. ARCHITECT (LEAVE BLANK IF NONE)**

NAME	ADDRESS	CITY	ZIP	EMAIL ADDRESS	BUSINESS PHONE	CELL PHONE

**III. TYPE OF IMPROVEMENT**

<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> CHANGE IN USE	<input type="checkbox"/> REPAIR	<input type="checkbox"/> REPLACE	<input type="checkbox"/> TOWER
<input type="checkbox"/> ADDITION	<input type="checkbox"/> RE-ROOF	<input type="checkbox"/> FOUNDATION ONLY	<input type="checkbox"/> MOBILE HOME	
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> SPECIAL INSPECTION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> 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

Name:

Permit Number:

FLOOR AREA: _____ BASEMENT: _____ 1 <sup>ST</sup> /2 <sup>ND</sup> FLOOR: _____ GARAGE: _____ LOFT: _____ DECK/PORCH: _____	<input type="checkbox"/> SLAB ON GRADE <input type="checkbox"/> CRAWL SPACE <input type="checkbox"/> PARTIAL BASEMENT <input type="checkbox"/> FULL BASEMENT <input type="checkbox"/> FINISHED BASEMENT <input type="checkbox"/> UNFINISHED BASEMENT <input type="checkbox"/> FIREPLACE/CHIMNEY <input type="checkbox"/> AIR CONDITIONING	BUILDING WIDTH (FT): _____ BUILDING HEIGHT (FT): _____ BUILDING LENGTH (FT): _____ TOTAL SQUARE FEET: _____ NUMBER OF FLOORS: _____ NUMBER OF BEDROOMS: _____ # OF FULL BATHROOMS: _____ # OF HALF BATHROOMS: _____
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**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**

**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: \_\_\_\_\_

**B. NON-RESIDENTIAL OR COMMERCIAL USE**  
 ASSEMBLY, RESTAURANT, ETC.     HAZARDOUS MATERIALS  
 PARKING/SERVICE GARAGE  
 BUSINESS, OFFICE, ETC.     HOTEL, MOTEL, ETC. - # ROOMS \_\_\_\_\_  
 STORAGE, WAREHOUSE, ETC.     TOWER, BRIDGE, BARN ETC.  
 CHURCH, RELIGIOUS, ETC.     INSTITUTIONAL, HOSPITAL, JAIL, ETC.  
 EDUCATIONAL, SCHOOL, ETC.     MERCANTILE, STORE, RETAIL, ETC.  
 FACTORY, INDUSTRIAL, ETC.     MULTI-FAMILY - # DWELLINGS: \_\_\_\_\_  
 PUBLIC UTILITY  
 OTHER: \_\_\_\_\_

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



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

