

NAME _____

PERMIT # _____

NO LOT CLEARING, BRUSH, SHRUB, OR TREE REMOVAL WILL BE ALLOWED IN THE VILLAGE UNTIL A BUILDING OR ZONING PERMIT HAS BEEN ISSUED PER ORDINANCE NO. 2010-80 AS AMENDED.

BUILDING PERMIT REQUIREMENTS

All applications for permits must be accompanied by:

- 1. Three sets of plans with survey included, and one smaller sized survey for the building file. Michigan architect necessary if over 3,500 sq. ft. Submitted _____
- 2. ***NEW for 2023: a digital (PDF) copy of plans is required.** Submitted _____
- 3. Construction schedule. Submitted _____
- 4. Three copies of site plan. Septic tank & dry wells precisely indicated. Submitted _____
- 5. State of Michigan contractor license & contractor information sheet. Submitted _____
- 6. Permit application with all pertinent data filled in, including MI contractor license number, signed and dated on page 1 & 2. Submitted _____
- 7. Berrien County Health Department permits for septic, if required. Submitted _____
- 8. Permit fee based on estimated cost of construction and zoning review fee. Submitted _____
- 9. Zoning review fee (if required). Submitted _____
- 10. Water tap fee of \$7,500.00 – if applicable. (A normal tap is \$7,500.00 Unusual circumstances will incur additional fees). Paid _____
- 11. Gravel area at building site before construction begins.
- 12. Storm water management document. Submitted _____
- 13. Storm water system maintenance agreement (Only required for projects disturbing one acre or more of soil). Submitted _____

MAY BE REQUIRED – DEPENDING ON CONSTRUCTION SITE

**** Construction that requires use of Village owned property or beach access must be approved by the Village Council. A hold harmless agreement will be required to be signed by both parties if access is granted.**

- 14. EGLE Critical Dune Permits Application _____ Approved _____
- 15. EGLE Flood Plain Permits Application _____ Approved _____
- 16. Soil Erosion Permits – (Required for all property located within 500’ of any waterway)
 - a. Berrien County Drain Commissioner Application _____ Approved _____
 - b. EGLE Permit-by-rule may also be required Application _____ Approved _____

OTHER PERMITS – MAY BE REQUIRED DEPENDING ON TYPE OF WORK

- 17. Electrical, Plumbing, and Mechanical Inspection Permits – Obtain permits through the State of Michigan.