

# BUILDING APPROVAL REQUIREMENTS - FLOW CHART

## PERMIT AND APPROVAL PROCESS

Prior to applying to the Department of Building Safety for a Building Permit, you will need one or more of the following Agency approvals.

### COMMUNITY DEVELOPMENT DEPARTMENT

www.cheboygancounty.net

### OTHER PERMIT AGENCIES

#### PROPERTY ADDRESS

GIS Department  
Cheboygan County  
Building, Room 106  
870 South Main St  
Cheboygan

Sheri Staffan

231-627-8465

#### PLANNING & ZONING

Cheboygan County  
Building, Room 103  
870 South Main St  
Cheboygan

Steve Schnell  
Scott McNeil  
Debbie Tomlinson

231-627-8489

- Zoning Permit
- Special Use Permit
- Site Plan Review

#### SOIL EROSION

Planning & Zoning Dept  
Cheboygan County  
Building, Room 103  
870 South Main St  
Cheboygan

Hank Jankoviak

231-627-8489

- Soil & Sedimentation
- Stormwater
- Floodplain

#### DISTRICT HEALTH DEPARTMENT #4

Doris Reid Building  
825 South Huron St  
Cheboygan

Mike Kavanaugh  
Kyle Keller

231-627-8850

- Septic Permit
- Well Permit

#### DEQ

2100 West M-32  
Gaylord  
Scott Rasmussen  
989-731-4920

#### ARMY CORPS OF ENGINEERS

Sault Ste Marie  
906-635-3461

- Floodplains
- Shoreline Stabilization
- Wetland Protection
- High Risk Erosion Area
- Seawalls
- Docks

#### CHEBOYGAN COUNTY ROAD COMMISSION

5302 South Straits Hwy  
Indian River

231-238-7775

- Driveway/Culvert Permit (County Rds)

#### MDOT

Justin Wing  
989-344-1903 x323

- Driveway Permit (State Hwys)

#### CONSTRUCTION PERMITS

Department of Building Safety  
Cheboygan County Building, Room 102  
870 South Main St, Cheboygan

Allan Hoard      Regina Couture  
Brian King      Dan Chase      Steve Sackett

231-627-8813

- Building Permits
- Mechanical Permits
- Plumbing Permits
- Electrical Permits

