

# CHEBOYGAN COUNTY DEPARTMENT OF BUILDING SAFETY

870 South Main Street ♦ P.O. Box 70  
Cheboygan, Michigan 49721  
Telephone: (231) 627-8813 ♦ Fax: (231) 627-8454  
www.cheboygancounty.net

## BUILDING PERMIT PROCESS FOR NEW RESIDENCE AND/OR RESIDENCE ADDITION

### CONTRACTORS SHALL PROVIDE ALL REQUIRED INFORMATION PRIOR TO STARTING CONSTRUCTION.

- A) **BEFORE** submitting Building Permit Application and construction documents you **MUST PROVIDE A COPY** of the following:
1. Approved Zoning Permit and Site Plan
  2. Approved Soil & Sedimentation Permit (if required)
  3. Approved Septic Permit (if required)
- B) Contractors **SHALL** provide **ALL** the following information when applying for a Building Permit:
1. Copy of **ALL** required permits listed above in Step A
  2. Completely filled out Building Permit Application
  3. Construction Drawings, Specifications and Product Information
- SUBMIT:** Two (2) complete sets of plans or readable drawings that include:
- ★ Foundation Plan (handout available)
  - ★ Foundation Anchor Strap Specifications (if required)
  - ★ Floor Plan(s) with **ALL** rooms identified
  - ★ Bearing Wall Cross Section (handout available)
  - ★ Gable Wall Cross Section (required with extensive glass)
  - ★ Elevations
  - ★ Roof Loading Data Sheet
  - ★ Truss Specifications (following placement of order)
  - ★ Floor Girder or Ridge Beam Specification(s)
  - ★ Window Schedule
  - ★ Material Specification Sheet (handout available)
  - ★ Energy Code Worksheet (handout available)
  - ★ Stair Specification (if required) (handout available)
  - ★ Deck Specification (if required) (handout available)
  - ★ Garage Specification Sheet (if required) (handout available)
- C) Following approval of Plan Review the permit fee will be calculated and you will be invoiced. Upon receipt of full payment your permit will then be issued and construction may **BEGIN!**