Residential New House Application Checklist

- Application Fee - $250.00
- Completed and signed Building Permit Application with estimated cost of construction
- Contractor Registration
- Plot Plans - three sets
- Energy Calculations – two sets
- Energy Code Worksheet
- Soil Erosion permit or exemption (if available)
- Truss Diagrams (if available)
- Address Request Form
- Residential Request for Water, Sanitary Sewer and Sump Line Charges
- Construction Drawings - two sets
  - Is this a clone plan?
    - Address of clone master
    - Plan number of clone master
  - Is the house over 3,500 sq. ft.?
    - Construction/plumbing plans – signed and sealed by Michigan Architect or Engineer
  - Is this a modular home?
    - Approved plans from State of Michigan – two sets
    - Letter of approval from State of Michigan – two sets
    - Foundation plans – two sets

- Is this in a Historic District?
  - Certificate of Appropriateness