

NEW HOME CHECKLIST

Shiawassee County Building & Zoning Departments
201 N. Shiawassee St., Third Floor, Corunna, MI 48817
(989) 743-2396

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT REQUIRED DOCUMENTATION

ZONING PERMITS

Payment Due With Completed Application

- ___ 1.) Completed Zoning Permit Application with Notarized signature.
- ___ 2.) New Address Request from the Shiawassee County Building Department.
- ___ 3.) Approved, signed, Septic Permit from the Environmental Health Dept.
- ___ 4.) Approved, signed, Well Permit from the Environmental Health Dept.
- ___ 5.) Approved, signed, Driveway Permit from the Shia. Co. Road Commission
- ___ 6.) Proof of ownership: a recorded Land Contract or Deed (with liber and page number) with a legal description of the property.
- ___ 7.) Acceptable, legible, Plot Plan, which must include property dimensions; side & rear setbacks from property lines & front setbacks from road right-of-way. Also include distances from other structures on the property, overhead wires, drains, etc.
- ___ 8.) Certificate of Land Division approval or Tax Payment History.
- ___ 9.) A Soil Erosion and Sedimentation Review is requested by the Shiawassee County Drain Office (located within the Old Court House). Verification of this process is required.
- ___ 10.) Copy of a floor plan to verify square footage requirements.

BUILDING PERMIT

Contractors must be registered with the Building Department

- ___ 1.) Completed Building Permit Application.
- ___ 2.) Completed set of building & foundation plans/specifications, including a cross section.
- ___ 3.) Completed Michigan Uniform Energy Code Form on conventionally built homes.
- ___ 4.) When applicable, a Roof Loading Data Sheet.