

CHEBOYGAN COUNTY DEPARTMENT OF BUILDING SAFETY

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

PROCEDURES AND REQUIRMENTS TO OBTAIN BUILDNG PERMITS

Please follow the below procedures step-by-step. Building Permit Applications will not be accepted without ALL the necessary information.

- 1.) HOUSE NUMBER:
Contact [Cheboygan County GIS Department](#) 231-627-8465. GIS assigns addresses for vacant land and also will verify an existing address is correct.
- 2.) DEQ PERMITS (Wetland, High Risk Erosion, Flood Plain): Contact the [DEQ](#) in Gaylord 989-705-3437 or in Cadillac 231-775-3960
- 3.) COPY OF APPROVED SOIL & SEDIMENTATION PERMIT:
Contact [Cheboygan County Planning & Zoning Department](#) 231-627-8489. (Required if within 500 feet of water or disturbing more than (1) acre of land.)
- 4.) FLOOD ZONE CONSTRUCTION:
Provide an elevation certificate by a registered design professional establishing flood elevations. ([handout available](#))
- 5.) COPY OF APPROVED ZONING PERMIT:
Contact the [Cheboygan County Planning & Zoning Department](#) 231-627-8489. [Burt Township](#) contact James Larson 231-420-2206 or jlarson@burttownship.org, [City of Cheboygan](#) contact 231-627-9931, [Village of Mackinaw City](#) contact 231-436-5351, Village of Wolverine contact 231-525-8351.
- 6.) COPY OF APPROVED SEPTIC PERMIT:
Contact District Health Department 231-627-8850. We must see an approved septic permit when adding bedrooms to a residence and/or rec room to a garage/pole building.
- 7.) DRIVEWAY PERMITS:
Contact the Cheboygan County Road Commission 231-238-7775.
- 8.) BUILDING PERMIT APPLICATION:
By Whom the Application is Made -- Application for a permit shall be made by the owner or lessee of the building or structure, or by the agent of either.

Residential Structures -- Application must include:

- Completed [Building Permit Application](#)
- Copies of all applicable permits listed in items 2 thru 6 above.
- Two (2) complete sets of plans or readable drawings that include:
 - Foundation Plan
 - 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
 - Residential Specification Sheet ([handout available](#))
 - Energy Code Worksheet ([handout available](#))

- Stair Specification [\(handout available\)](#)
- Deck Specification [\(handout available\)](#)
- Attached Garage Specification Sheet [\(handout available\)](#)
- The plan shall be drawn with sufficient clarity to indicate the nature and extent of the work proposed, and shall show in detail that it will conform to the Construction Code (Public Act 230).
 - ★ Any residence over 3500 square feet of habitable living area must be designed by an architect or engineer registered in the state of Michigan with his or her seal attached.

HUD Single-Wide/Sectional Homes and State Approved Modulares -- Application must include:

- Completed [Building Permit Application](#)
- Copies of all applicable permits listed in items 2 thru 6 above.
- Two sets of plans showing the site plan, the foundation and the method of anchoring the unit to the foundation. {[see handout](#)}
- For State Approved Modular residences, the Building Systems Approval Report together with the approved plans. {[see handout](#)}

Pole Building and/or Detached Garage -- Application must include:

- Completed [Building Permit Application](#)
- Copies of all applicable permits listed in items 2 thru 6 above.
- [Garage Specification Sheet](#) or [Pole Building Specification Sheet](#)
 - ★ Pole Buildings over 12 feet in wall height and/or over 40 feet in width require to be designed by an architect or engineer registered in the state of Michigan with his or her seal attached.

Commercial Structures -- Application must include:

- Two (2) sets of sealed plans. ALL commercial or public assembly must be designed by a registered architect or professional engineer with his or her seal attached.
- Completed [Building Permit Application](#)
- Copies of all applicable permits listed in items 2 thru 6 above.
- 2009 Michigan Uniform Energy Code
 - Required to meet ASHRAE/IESNA Standard 90.1 2007

9.) SUB-TRADE APPLICATIONS –

By Whom the Application is Made – Permits can be applied for by owner of property if the homeowner is performing the work in their own single-family dwelling. If a licensed contractor is hired to perform the work, by law that hired contractor MUST obtain the electrical, plumbing and/or mechanical permit. ALL permits for commercial and/or rental properties MUST be obtained and work performed by a licensed electrical, plumbing and/or mechanical contractor.

- Complete applicable applications listed:
 - [Electrical Permit Application](#)
 - [Plumbing Permit Application](#)
 - [Mechanical Permit Application](#)