



Columbia Charter Township
Jackson County, Michigan
8500 Jefferson Road
Brooklyn, MI 49230

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www.twp.columbia.mi.us

Office Hours:
Mon. - Thurs.: 7:30am - 5:00pm. Closed: Fri. Sat. & Sun.

BUILDING & ZONING PERMIT **SUBMITTAL REQUIREMENTS CHECKLIST**

Along with the Building/Zoning Permit Application(s) Please submit two (2) sets of plans with the information required below, drawn clearly & legibly.

1. **BUILDING PERMIT APPLICATION COMPLETED.**
2. **ZONING COMPLIANCE PERMIT APPLICATION COMPLETED (If required).**
3. **PROOF OF OWNERSHIP (Warranty Deed/Land Contract-new owner).**
4. **HOMEOWNER AFFIDAVIT – If work being done by homeowner.**
5. **SEPTIC or SEWER – Please provide a copy of the septic permit from the Jackson County Health Department if a new Septic will be installed. If connecting, moving or abandoning Township Sewer, please contact the appropriate person for required applications. If the new structure is within 300 feet of the public sewer, you will be required to connect to the township sewer system. Municipal Services Director: Mike Trout (248)-330-3742.**
6. **WELL – If a new well is being installed please provide a copy of the well permit from the Jackson County Health Department.**
7. **DRIVEWAY – New driveways on all public roads require a permit from the Jackson County Department of Transportation. (not required on private roads). Provide a copy of the driveway permit.**
8. **SOIL EROSION PERMIT – Most construction within 500 feet of a lake/stream/conduit or involving 1 acre or more of land will require a SESC Permit, approved by the Jackson County Department of Transportation.**
9. **SITE PLAN:**
(Required for all projects which require a Zoning Permit)
 - North Arrow.
 - All property lines and dimensions.
 - All required setbacks.
 - All public and private roads, street names, rights-of-way, and on-site easements.
 - Footprint of all existing and proposed buildings and structures with dimensions.
 - Existing and proposed fences and retaining walls.
 - Existing and proposed sanitary sewers, septic systems, and wells.
 - All driveways and other impervious surfaces.
 - All water bodies, floodplains, and wetlands.
 - Property boundaries and project staked on-site prior to issuing a permit and during construction.

10. BUILDING / CONSTRUCTION PLANS:

(Required for all new structures and additions)

One set of construction plans will be kept on permanent file by the Columbia Township Building Department. The second set of plans will be returned with the building permit and must be on site.

- All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, chimneys, etc.
- Include full exterior dimensions of structure (height and width of structure on all sides).
- Building cross section plans indicating building height and eave height to the proposed or existing grade. Show specifications and energy code and basement or crawl space construction.
- Rescue or Egress windows in basement: Must have a minimum clear opening of 5.7 sq. ft. The minimum net opening shall be 24" and the minimum net clearing
- Foundation Plan (with dimensions).
- All proposed usable floor level area (including basements, attics, detached accessory structures, etc.).
- All areas to be demolished with proposed walls and existing walls indicated.
- All proposed rooms clearly identified and labeled for each floor level.
- All proposed decks, balconies, porches, garages, etc.
- Scale of Plans: ¼" to 1'
- Attached Garage: Shall be constructed the same as the house with treated bottom plate.

Important Contacts:

Columbia Charter Township
Municipal Services Director
Mike Trout
(248)-330-3742
mtrout@twp.columbia.mi.us

Jackson County Department of
Transportation
2400 Elm Road
Jackson, MI 49221
(517)-788-4230

Jackson County Health Department
1715 Lansing Ave. Ste. 221
Jackson, MI 49202
(517)-788-4420

Address Assignment:

If the property you are applying for a permit on does not have an address yet, a new address will be created upon issuance of a Building permit.

Electrical & Gas Service Connection:

It is advisable to make application to the appropriate companies for electrical and gas service at the time the building permit is filed. Consumers Energy Request Center telephone number is: (800)-477-5050.

After the Permit is Issued:

Post the permit so that it is visible from the road and the inspections can be noted.

The inspections are not completed until the card is signed by the inspector(s).

For all inspections, please call the appropriate inspector directly. The inspector's phone numbers can be found on the permit which you received from the township.

Extra Inspections:

The Building, Electrical, Mechanical, and Plumbing Permit fees cover the permit cost and necessary inspections. Any permit which has scheduled inspections which have failed, will incur an additional inspection fee to cover cost of the inspector visiting the project site.

Permits are issued for one (1) year. Upon expiration of a permit, if the work is not yet complete, please contact the Township Office to pay for an additional inspection to renew the permit. Renewal permits are issued for up to six (6) months.

Sewer:

If you are in the sanitary sewer district in Columbia Charter Township, please remember there is a 20-foot-wide permanent easement, centered on the grinder pumps, sewer lead and electrical lines of your house. Please keep this Easement clear! You are NOT to construct, build or place any items in this easement, including decks, landscaping, boulders, concrete, rocks, or other permanent immovable items. Doing so is strictly prohibited and you will be penalized for actions if there is a sewer emergency.

Michigan Building Code (ICC):

Action of Application: The Building Official Shall examine or cause to be examined all applications for permits and amendments thereto within a reasonable time after filing. If the application or the plans DO NOT conform to the requirements of all pertinent laws, the application shall be rejected, provided in writing stating the reasons for rejection. If the reviewer is satisfied that the proposed work conforms to the requirements of the Basic Code and all laws and ordinances applicable thereto, a permit shall be issued.

Lake Columbia Property Owners Association (LCPOA):

If the project is within the Lake Columbia Property Owners Association, please be aware of their deed restrictions. Private deed restrictions are not enforced by the Township, it shall be the responsibility of the property owner to follow those.

Certificate of Occupancy:

(for new construction)

Before Columbia Charter Township can issue a Certificate of Occupancy the following must be completed:

- Electrical, Mechanical & Plumbing permits associated with the Building permit must pass final inspections.
- All fees paid. Including: Inspections, Permits, Review, etc.
- Health Department Well & Septic Certificate of Approval.
- Soil Erosion, if necessary.
- Start-up for Sewer Completed by Columbia Charter Twp. if applicable – Date: _____
- Certificate of Occupancy Issued: Builder _____ or Homeowner _____
- Manufactured/Modular Homes: Serial # _____ and/or Model # _____
- Homestead Exemption Form.