



Columbia Charter Township
Jackson County, Michigan
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Zoning & Building Permit

Submittal Requirements Checklist

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

1. SITE PLAN:

(Required for all projects)

- 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 for the new building, structure, or addition.
- 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.

2. BUILDING / CONSTRUCTION PLANS:

(Required for all new structures and additions)

- All proposed exterior elevations showing existing and proposed exterior walls, roof, architectural features, doors, windows, etc.
- Include full exterior dimensions of structure (height and width of structure on all sides).
- Building section plans indicating building height and eave height to the proposed or existing grade.

3. FLOOR PLANS:

(Required for accessory structures over 200 square feet, additions, and new homes)

- 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.
- Doors, windows, bay windows, chimneys, stairways, etc.