

**NEW SINGLE FAMILY HOME BUILDING PERMIT
SUBMITTAL REQUIREMENTS
CITY OF SOUTH HAVEN
BUILDING DEPARTMENT
539 PHOENIX STREET, SOUTH HAVEN, MICHIGAN 49090
FOR INFORMATION CALL 269-637-0760**

PROJECT ADDRESS: _____ DATE: _____

APPLICANT NAME: _____

THE FOLLOWING ITEMS ARE REQUIRED AS PART OF A COMPLETE APPLICATION PACKET FOR CONSTRUCTION OF A NEW SINGLE FAMILY HOME:

1. SUBMITTAL REQUIREMENTS WORKSHEET (THIS DOCUMENT)

SIGNATURE OF APPLICANT

2. BUILDING PERMIT APPLICATION

COMPLETED FORM

3. SURVEY AND LEGAL DESCRIPTION OF PROPERTY

INCLUDE ANY DEED RESTRICTIONS AND EASEMENTS

TAX ID NUMBER

FOR PROJECTS WHERE STRUCTURE IS LESS THAN ONE FOOT FROM SETBACKS, PROVIDE A SURVEY DRAWING BY A REGISTERED SURVEYOR DETAILING THE OUTLINE OF THE PROPOSED STRUCTURES ON THE LOT.

4. SITE PLAN SKETCH INCLUDING:

11 X 17 FORMAT, FOLDED TO 8-1/2 X 11

TWO (2) COPIES

DATE OF DRAWING, PROPERTY ADDRESS, NAME, ADDRESS, AND PHONE OF PREPARER

SHOW DIMENSION OF LOT(S), PROPERTY LINES

SHOW EXISTING STRUCTURES (LABEL EXISTING)

SHOW PROPOSED STRUCTURES AND ADDITIONS (LABEL PROPOSED)

SHOW BUILDING SETBACKS, FRONT, REAR, BOTH SIDES

SHOW AREA COVERED BY STRUCTURES (IN SQUARE FEET), AREA OF LOT, PERCENTAGE OF LOT COVERED

SHOW DIMENSIONS, LOCATION AND PAVING MATERIAL OF DRIVEWAY

SHOW ANY RIGHT OF WAY STRUCTURES (HYDRANTS, ELECTRIC POLES, SIGNS, ETC.)

SHOW CURBING AND DRIVEWAY FLARE

SHOW DISTANCE TO NEAREST INTERSECTION

SHOW DIMENSIONS OF TWO 9'X20' PARKING AREAS ON PARCEL

SHOW SIDEWALK LOCATION AND DIMENSIONS, LABEL EXISTING OR TO BE BUILT

SHOW DIRECTION OF STORMWATER RUNOFF FLOW

SHOW GENERAL LOCATION AND SIZE OF WATER, SEWER, ELECTRIC, GAS AND OTHER UTILITIES

SHOW PROPOSED ACCESSORY BUILDINGS

5. BUILDING ELEVATIONS (SKETCH)

11 X 17 FORMAT, FOLDED TO 8-1/2 X 11

TWO (2) COPIES

DATE OF DRAWING, PROPERTY ADDRESS, NAME, ADDRESS, AND PHONE OF PREPARER

SHOW THE ELEVATION OF AN EXISTING STRUCTURE (CURB, SIDEWALK, HYDRANT OR OTHER BENCHMARK)

SHOW AVERAGE FINISHED GRADE IN FRONT YARD

SHOW HEIGHT OF ROOF EAVE, AND HEIGHT OF ROOF RIDGE FROM AVERAGE FINISHED GRADE IN FRONT YARD

SHOW HEIGHT OF HALF STORY FLOOR FROM AVERAGE FINISHED GRADE IN FRONT YARD

SHOW DEPTH OF BURY OF BASEMENT AROUND STRUCTURE FOUNDATION

IDENTIFY FIRST STORY, SECOND STORY, THIRD STORY AND ANY HALF STORY OR BASEMENT, IF APPLICABLE

EXISTING STRUCTURES (LABEL EXISTING)

PROPOSED STRUCTURES AND ADDITIONS (LABEL PROPOSED)

6. BUILDING PLANS

I have provided all of the required items for the application packet and understand that if the packet is incomplete, it will not be accepted.

APPLICANT SIGNATURE: _____ DATE: _____