

Eaton County  
Department of Construction Codes

1045 INDEPENDENCE BOULEVARD  
CHARLOTTE, MICHIGAN 48813  
TELEPHONE: (517) 543-3004 FAX: (517) 543-9924

"OUR GOAL IS TO PROVIDE A SAFER PLACE TO LIVE, WORK AND PLAY"

NEW HOME (Site Built)  
CHECK SHEET

1. **Signed Contract:** If the property owner is going to hire a general contractor we must have a copy of the signed contract between the general contractor and the property owner. The contract does not have to include any monetary information.
2. **Letter of Authorization:** If the property owner or contractor is not the permit applicant, or there is no written contract, we must have a letter of authorization signed by the property owner. The letter of authorization must contain the following information: The Deed Holder's name, current address and telephone number. The authorized agent's name, address, telephone number, and in the case of a Residential Builder, his license number. A statement giving the authorized agent permission to build and sign for all required permits. Acknowledgement that the drawings and specifications are an accurate and true copy of the proposed work.
3. **Proof of Ownership/Legal Description:** A copy of the legal description of the parcel and an approved property code number is required for all permits. If the property was split after March 31, 1997, a recorded deed or land contract and a recorded boundary line survey is required. The survey must show the original parcel and all new splits. However, if the Eaton County Equalization Department has already approved the parcel and issued a property code number, we will accept the computer print-out and a copy of the survey. In Windsor Township a full property code number is required, but a survey is not required.
4. **Site Plan:** A SCALED site plan, required by this department, and the Eaton County Community Development Department, the Eaton County Road Commission, the Barry-Eaton District Health Department and the Eaton County Drain Commissioners Office showing all property lines (with dimensions). The site plan must show the exact location and dimensions of all buildings (existing and proposed) and their distance from each property line and each other. It must also show the driveway location and give a dimension to the nearest side property line. The site plan shall also give the distance from one of the property corners to the nearest section or quarter section line (*IN FEET*). The site plan shall also specify the scale of the drawing (any acceptable engineering scale) and the top of the drawing shall always be North.
5. **Driveway Permit:** If you are changing the use or installing a new driveway, you will need a driveway permit from the City, Village, County or State authority having jurisdiction over the road right-of-way where the driveway is, or will be located. This permit must have been issued within the last 12 months. If you are building on an approved *PRIVATE ROAD* please ask for a copy of *Article 14.28 of the Eaton County Land Development Code* (you must comply with all requirements in this article). The Eaton County Community Development staff can help you with any questions you may have. *You can contact the Eaton County Road Commission at (517) 543-1630 Ext. 3.*
6. **Septic and/or Well Permit/Review:** For all new buildings, and buildings that are adding bedrooms, or other additions (including porches), accessory buildings (pole barns, garages, sheds, etc.), swimming pools (above and below ground) or other structures that occupy additional land area must have a review of the existing sanitary facilities, or a permit for a septic and/or well permit, issued within the last twelve months from the Barry-Eaton District Health Department, or a letter of commitment from a municipal water and/or sewer provider, is required. Beginning June 1, 2004, if the building has a well and/or septic system, documented final approval of the well and/or septic system by the Barry-Eaton District Health Department will be required before an occupancy certificate will be issued. *Contact the Barry-Eaton District Health Department at (517) 541-2615. Health Department office is closed from 11:30-1:30 daily.*
7. **Zoning Referral:** If your project area ***IS NOT*** within the corporate boundaries of a City, Village or, Windsor Township you will need a zoning referral obtained from the Eaton County Community Development Department indicating that your construction project complies with all applicable Eaton County zoning requirements. There is a charge for the zoning referral and it is only good for 6 months from the date it was issued. If the project area ***IS*** within the corporate boundaries of a City, Village or, Windsor and Benton Townships a zoning referral from that local unit of government is required. Zoning referrals are not required in a state approved manufactured home park. *Contact the Eaton County Community Development Department at (517) 543-3689 or Windsor Township at (517) 648-3528 or Benton*

Township at (517) 627-8068.

  

8. **Soil Erosion Permits:** Any soils being disturbed that is larger than 1 acre, or within 500 feet of a lake, pond, natural stream, river, open county drain, or within a wetland, the Eaton County Drain Commissioner must approve a site management plan that addresses both the quantity and quality of runoff generated by the project. The Eaton County Drain Commissioner (enforcement agent) requires a separate copy of the site plan that shows the type of soil, the location of hills, ditches, ponds, creeks, rivers, etc. It must also show the location of any water lines, sewer lines, drain fields, septic tanks, and wells. *Contact the Eaton County Drain Commissioners Office at (517) 543-3809.*
  
9. **Building Permit Application:** A properly and completely filled out application, provided by this department. *EVERYONE* making application for a building permit for a new house must complete a Michigan Energy Code/New Home Affidavit, provided by this office. (Other requirements may also apply)
  
10. **HVAC Sizing Calculations:** HVAC sizing calculations based on ACCA manual S and manual J or other approved heating and cooling calculation methodologies shall be submitted with the Building Permit Application.
  
11. **Building Drawings:** Two copies of the building plans. The plans shall give proper dimensions and be drawn to *SCALE (1/8" or 1/4" per foot ONLY)*. The plans shall include, but are not limited to, a floor plan of each floor giving room sizes and uses, rear, all sides and front elevations, and at least 1 foundation-wall-roof cross section. Most commercial and industrial buildings will require more detailed information and may be required by law to be sealed and signed by either a Professional Engineer or Architect registered in the State of Michigan. Please see Section 1603 of the Michigan Building Code and the plan review requirements in our *Permits And Inspections Booklet* for more details. Two sets of required building plans shall be legible and provided to this office. One set shall be provided on 11 inch x 17 inch size paper or a \$3.00 per sheet archive fee will be charged.
  
12. **Trade Permits:** If the new building includes any electrical, mechanical and plumbing work, fixtures, wiring, or equipment you will need a permit for that work as well. See our *Permits and Inspections Booklet* for more details.