

BRANCH COUNTY BUILDING DEPARTMENT

23 East Pearl Street, Coldwater, MI 49036

www.countyofbranch.com

Dept. Hours Mon. – Fri. 8:00 a.m. to 4:30 p.m. **Ph: 517-279-4303 Fax: 517-279-6494**

NOTE: YOU MAY NEED ELECTRICAL, MECHANICAL, AND PLUMBING PERMITS DEPENDING ON YOUR PROJECT.

BEFORE A BUILDING PERMIT IS ISSUED YOU MUST HAVE THE FOLLOWING INFORMATION:

- **ZONING APPROVAL** - Obtain from the Zoning Official of each zoned township, city or village in Branch County. IF THEIR ORDINANCE IS MORE STRINGENT THAN THE STATE CONSTRUCTION CODE, THEIR ORDINANCE WILL TAKE PRECEDENCE
- **PROOF OF LAND OWNERSHIP** – Provide copy of tax statement or for \$1.00 obtain a parcel sheet from the Equalization office, 23 E. Pearl St, Coldwater. Ph: 517-279-4312. Copies of land split approval may also be obtained at their office.
- **PROPERTY CODE OR TAX NUMBER** – Obtain from your tax bill or the Equalization office, 23 E. Pearl St., Coldwater, Ph: 517-279-4312.
- **JOB SITE ADDRESS** – New addresses for your property are assigned by Chad Burke at the City of Coldwater Engineering Department located within the Henry L Brown Municipal Building, One Grand Street, Coldwater, Michigan, 49036 Ph: 517-279-6933
- **SITE PLAN (2 copies)** – Show property lines, existing buildings, and new project with distance in feet to property lines.
- **PRINTS OF YOUR PROJECT (2 sets)** - This includes:
 1. Cross sectional view.
 2. Foundation plan.
 3. Floor plan.
- **WELL AND/OR SEPTIC PERMIT** – Obtain from the Branch County Health Department, 570 Marshall Rd, Coldwater. Ph: 517-279-9561.
- **DRIVEWAY PERMIT** – Obtain from the Branch County Road Commission, 23 E. Garfield Rd., Coldwater. Ph: 517-278-2022.
- **IF PROJECT HAS PLUMBING** (water-sewer-floor drains, etc.) Plumbing permit required.
- **IF PROJECT HAS ELECTRICAL** (service-lights-circuits, etc.) Electrical permit required.
- **IF PROJECT HAS MECHANICAL** (gas-LP tanks-furnace-a/c units, outdoor wood furnace, etc.) Mechanical permit required. (Note: LP tank companies are responsible for their mechanical permits.)
- **SOIL EROSION PERMIT** – If applicable a permit is required for all earth change activities which disturb one or more acres of land OR if the earth change is within 500 feet of a lake or stream. **Obtain the soil erosion permit from the Drain Commissioner's Office at 31 Division St. before you have received your building permit.** Ph: 517-279-4310.
- **MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ)** – If your project is located within the 100 year regulatory floodplain of a river, creek, drain or a body of water a DEQ permit may be required. Contact Ernie Sarkipato at 269-567-3564. If your project is located in or near wetlands contact the Land and Water Management Division at 269-567-3500.