



## **Residential Construction Building Permit Process**

### **Required Submittals**

1. Site Plan showing compliance of all property lines and setbacks for the structure on the lot.
2. House Plans including:
  - a. Footing/foundation details including reinforcement
  - b. Framing and elevation details
  - c. Floor plan (room sizes, window locations, smoke detectors, etc.)
  - d. Engineering documents for all LVL's, trusses, beams or joists
  - e. Site Plan/Grading/Utility Service Connection details
3. Energy Documents
  - a. Examples: ResCheck, or 3<sup>rd</sup> party testing showing 2015 MI Energy Code compliance
  - b. Blower Door testing required before a Certificate of Occupancy is given.
4. Copy of Soil Erosion Permit from Berrien County Drain Commission
5. Copy of Right-of-Way Permit Application (if applicable)

When all submittals are received and accepted, and permits are paid for, you are on your way to starting construction!



### **Residential Construction Permitting Process**

1. Obtain Building Permit application approval and pay the fees.
2. Obtain Plumbing Permit and pay the water tap & meter fees to the Water Department.
3. Obtain Plumbing, Mechanical and Electrical permits
4. Obtain Right of Way permit – Contact City Engineer 269.983.5541



### **Required Inspections (May be subject to additional inspections based on conditions)**

1. Building Permit Inspections:
  - 1.Location 2.Footing 3.Foundation 4.Prior to Backfill 5. Frame
  - 6.Insulation 7.Final
2. Plumbing Permit Inspections:
  1. Water and Sewer Service 2. Underground 3. Rough-In 4. Final
3. Mechanical Permit Inspections:
  1. Rough-In 2. Final
4. Electrical Permit Inspections:
  1. Temporary Service 2. Service 3. Rough-In 4. Final
5. Right-of-Way Permit Inspection
  1. Forms set 2. Final

**Please complete the information below to insure compliance with zoning setbacks**

Property Address: \_\_\_\_\_ Property Code #: 11-76-\_\_\_\_\_

The following table is based on the \_\_\_\_\_ Zoning District. Dimensions listed below must be included on the site plan. Zoning District information is summarized below, for complete information please call or go to [www.sjcity.com](http://www.sjcity.com)

	Minimum Code Requirements	Proposed Development
Lot Size		
Lot Width		
Building Height & Number of Stories		
Front Yard Setback		
Corner Side Yard Setback		
Interior Side Yard Setback		
Rear Yard Setback		
Maximum Lot Coverage (measured to drip lines) provide actual SQ, & % coverage		
Total Building Square Footage		
Parking Requirements (Article 18)		
Accessory Structure Information Mechanical equipment must be 3 feet from the lot line.		

**Article V  
Schedule of District Regulations**

**Section 5.2 Table 5-1  
City of St. Joseph  
Schedule of District Regulations**

RESIDENTIAL DISTRICTS								
District	Minimum Lot Size in Sq. Ft.	Minimum Lot Width in Feet	Maximum Building or Structure Height in Feet	Minimum Front Setback in Feet	Minimum Side Setback in Feet <sup>2</sup>	Minimum Rear Setback in Feet	Minimum Floor Living Area in Sq. Ft/Unit <sup>3</sup>	Maximum Lot Coverage in % of Lot
<i>Single or Two-Family Requirements</i>								
<b>R1 – A</b>	6,000	60' <sup>8</sup>	35'	30' <sup>9</sup>	7' <sup>5</sup>	30'	1,000	35%
<b>R1 – B</b>	5,000	44' <sup>7</sup>	35'	25' <sup>9</sup>	7' <sup>5</sup>	30'	1,000	40%
<b>R1 – C</b>	5,000	44' <sup>7</sup>	35'	20' <sup>9</sup>	7' <sup>5</sup>	30'	1,000	40%
<b>R1 – D</b>	5,000	44' <sup>7</sup>	35'	15' <sup>9</sup>	7' <sup>5</sup>	30'	1,000	40%
<b>R1 – E</b>	4,000	33' <sup>8</sup>	35'	10' <sup>9</sup>	7' <sup>5</sup>	30'	1,000	45%
<b>R2</b>	4,000	33' <sup>6</sup>	35'	10' <sup>9</sup>	7' <sup>5</sup>	30'	800	45%
<b>R3</b>	6,000	66'	35'	25'	7' <sup>5</sup>	25'	800	40%
<i>Multiple-Family Requirements</i>								
<b>R3</b>	6,000	66'	60'	25'	10' <sup>10</sup>	25'	400	50%
NON-RESIDENTIAL DISTRICTS								
District	Min. Front Setback in Feet	Minimum Rear Setback in Feet	Min. Rear Setback when Adjoining R District	Min. Side Setback when Adjoining R District	Min. Side Setback when not Adjoining R District	Min. Street Side Setback in Feet	Max. Building Height in Feet	Max. Lot Coverage in % of Lot
<i>Office and Commercial Requirements</i>								
<b>C</b>	15'	5'	7'	7'	0'/7' <sup>4</sup>	5'	35'	50%
<b>D</b>	0' <sup>2</sup>	0'	7'	7'	0'/7' <sup>4</sup>	0'	80'	100%
<b>CO-A</b>	15'	0'	7'	7'	0'/7' <sup>4</sup>	5'	35'	90%
<b>CO-B</b>	0' <sup>2</sup>	0'	7'	7'	0'/7' <sup>4</sup>	0'	80'	90%
<i>Industrial Requirements</i>								
<b>I1</b>	15'	15'	30'	30'	7' <sup>4</sup>	15'	50'	75%
<b>I2</b>	40'	30'	30'	30'	20'	40'	80'	75%
<i>Special District Requirements</i>								
<b>OS</b>	7'	7'	7'	7'	7'	7'	35'	35%
<b>W</b>	15'	5'	7'	7'	7' <sup>4</sup>	5'	50'	50%