



CITY OF ST. JOSEPH
INSPECTION DEPARTMENT
700 Broad Street
St. Joseph, MI 49085
Phone (269) 983-1212
www.sjcity.com

Site Plans – A Simple Explanation

There seems to be some confusion about what a site plan is and how to do one when applying for a permit with the Inspection Department. Please call 269-983-1212 with specific questions.

Please take a moment to review the following information:

What is a Site Plan? A site plan is a drawing of a lot (or parcel) that shows a building footprint, driveways, or parking areas, accessory buildings (sheds, garages, etc.), decks, stairs, or anything above 6" off existing grade. It basically shows the plan view of a lot. A site plan is a key element for providing adequate information when applying for a permit.

Why would I need a site plan? A site plan is necessary for building permits, fence & shed permits, or any project that involves lot coverage. It helps to show lot coverage and setback dimensions.

How do I get a site plan? You can draw a site plan yourself or hire a surveying company. Sometimes the mortgage company will require a survey, so it may be in your documents from a lending institution:

1. Determine property boundaries and your lot dimensions (in this example the lot is 50' by 100').
2. Show roads and sidewalks, and show a "North" arrow.
3. Determine the location of structures for anything that is 6 (six) inches above grade, and remember to measure from the drip edge (eave to eave), NOT the wall.
4. Determine your zoning district and the respective requirements. (go to www.sjcity.com)

Below is a simple generic Site Plan. Contact the Inspection Department if you need additional assistance or have specific questions.

