



BERRIEN COUNTY

A Full Service Community

3000 Washington Avenue
P.O. Box 147
St Joseph, MI 49085

Telephone: (269) 429-7703
Fax: (269) 429-2079

Required Submittals for New Residential Construction Building Permit

1. **Site Plan** showing property lines and setbacks for structure on lot.
2. **House Plans** including:
 - a. Footing/foundation detail
 - b. Framing and elevations
 - c. Floor plan (room sizes, window locations, smoke detectors, etc.)
 - d. MEP
 - e. Engineering documents for any lvl, truss, lamb beam, etc.
3. **Energy Documents** (example: ResCheck, or third party meeting Ch.11 MRC)
 - a. Blower Door required
4. Copy of **Soil Erosion Permit** from drain commissioner

Process for New Home Permitting

1. Obtain Building permit application approval
2. Obtain plumbing permit and pay water improvement fee at Township
3. Take document from both plumbing permit and receipt for water improvement fee to the City of St. Joseph in order to get water tap
4. Obtain Mechanical and Electrical permits

Required Inspections

(may be subject to additional inspections based on work)

1. Building Permit Inspections
 - a. 1. Footing 2. Foundation 3. Frame 4. Insulation 5. Final
2. Plumbing Permit Inspections
 - a. 1. Water and Sewer Line 2. Rough-In 3. Final
3. Mechanical Permit Inspections
 - a. 1. Rough-In 2. Final
4. Electrical Permit Inspections
 - a. 1. Service Approval 2. Rough-In 3. Final