

# St. Clair Township

## Building Department

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St. Clair, MI 48079

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## New House Checklist

### Residential New House Application Checklist and Required Submittals:

1. Completed Building Permit Application – signed with cost of project listed.
2. Contractor Builder's and Driver's License
3. 2 Copies of Site Plan – must match architectural drawings
4. 2 Copies of Architectural Drawings – stamped if home is over 3,500 sf habitable area
5. Energy Code Worksheet
6. Address must be assigned
7. Lot splits/combinations must be complete
8. St. Clair County Soil Erosion Permit – submitted if one or more acres of land is disturbed or project is within 500' of a lake, river, stream, drain or other water body or letter or exemption
9. St. Clair County Road Commission Driveway Permit
10. St. Clair County Health Department Well permit *-if applicable*
11. St. Clair County Health Department Septic permit – *if applicable*  
Later line frontage and water/sewer tap permits must be paid for through Water Department – *if applicable*
12. Heat Plan (Heat Calculations)
13. Homes built in floodplain must submit a certificate of grade elevation prior to backfill
14. Homes built in floodplain will need an elevation certificate before C of O can be issued
15. Truss Drawings must be submitted prior to scheduling Rough Building inspection
16. TJI Drawings must be submitted prior to garage footings
17. As Built Drawings must be submitted prior to garage footings – *if applicable*
18. Blower Door must be submitted prior to final inspection