

PARMA TOWNSHIP BUILDING PERMIT APPLICATION PROCESS

- 1. Completed Application for Building permit which includes:**
 - a. Name, address and phone number of the property owner and/or contractor**
 - b. Address where construction will take place/or nearest cross road and zoning district**
 - c. Copy of contractors' license number**
 - d. Parcel number of property and/or registered deed if a new split**
 - e. Type of construction**
 - f. Size of construction**
 - g. Cost of construction**
- 2. Contractors owner authorization (pink copy building permit)**
- 3. Copy of well and septic permit from the Jackson County Health Department**
- 4. Copy of driveway permit form the Jackson County Road Commission**
- 5. Copy of soil sedimentation permit or waiver from the Jackson County Drain Commission**
- 6. Michigan Uniform Energy Code Compliance Form (if stick built)**
- 7. Site plan**
- 8. Blue prints (if stick built)**

Applications are accepted Monday thru Thursday 8 – 3.

Please allow a minimum of 7 days to process building permit applications.

The building permit will be issued by the building inspector or his authorized agent after a zoning compliance form has been approved.

Zoning Inspector Phone# 517-630-1326