

KALKASKA COUNTY  
CONSTRUCTION CODES  
890 ISLAND LAKE ROAD  
KALKASKA, MI 49646  
231-258-3365  
FAX 231-258-2828

### **APPLYING FOR A BUILDING APPLICATION**

1. Must have mailing address (where you receive your mail)
2. Job site address
3. Directions to site
4. Must have site plan (show all buildings on property)
5. Property number (parcel number)
6. Approved zoning
7. Approved health (if needed)
8. Approved soil (if needed)
9. Copy of builder's license (if contractor is applying)
10. Application must be filled out completely
11. Sizes must match zoning permit exactly
12. Must have sizes for each individual item (deck, porch, garage, house etc.)
13. State if basement is for living quarters
14. Must have drawings for all item
15. All applicable items on plan review check list must be addressed on plans
16. If constructing stick built home, two sets on plans are required  
(You will get one back) three set of plans for commercial
17. Energy code must be completed with calculations
18. Permits expire after one (1) year. Can only be renewed twice.

IF THE ABOVE IS NOT SUPPLIED, YOUR PERMIT CANNOT BE ISSUED