

**Buchanan City Building Safety Department**  
**107 W. Front St.,**  
**Buchanan, MI 49107**  
**Phone: 269-695-0011**  
**Fax: 269-695-0009**

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**Requirements for obtaining building permits  
from the City of Buchanan**

**Residential Structures**

(One-and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Building Permit Application (BCC-324).
- Minimum of two (2) sets of plans that include the following:
  - Foundation and floor plans.
  - Roof and wall section.
  - Building elevations.
  - Site plan.

**Commercial Structures**

(Including One-and Two-Family Residential with *more* than 3,500 square feet of calculated floor area)

- Building Permit Application (BCC-324).
- Copy of plan review approval letter. Plan review must be approved prior to a building permit being issued.

**Mobile and Premanufactured Homes**

- Building Permit Application (BCC-324).
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation.
- Site plan.
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

**Instructions for Completing Application**

Page 1 of the application: Complete all applicable sections. Note section II(c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and **signed**.

Section VII: Must be completed by the City of Buchanan for zoning (environmental) approval.

Schools: It is the responsibility of schools to submit for environmental control approvals as required by law, when applicable.

**Building Permit Fees:**

Building and Plan Review fees may be obtained from the Building Inspection Department by calling 269-695-0011.

You will need to furnish the following information when calling

- Total square footage of the structure.
- Use group (i.e., "R-3" use group for single family homes, "U" use group for detached garages, pole barns, etc.).
- Type of construction ("5B" for wood frame construction).

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the building permit fee.

**When to Call for an Inspection**

Please call the building inspector's telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of four (4) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

**Foundation Inspection**

Footing Inspection - Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection - Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

**Rough Inspection**

The rough inspection is to be made after the roof, all framing, firestopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

**Final Inspection**

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

**Certificate of Occupancy**

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the Building Inspector. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, plumbing, boiler or elevator permit was required for the project, those final inspections must be completed and approved before contacting the Building Inspector for a final inspection and Certificate of Occupancy.