

INSTRUCTIONS FOR SUBMITTING A BUILDING PERMIT APPLICATION

1. Create a site plan drawing (bird's eye view) which shows the existing structure(s), the proposed improvement to the structure(s) and include the lot lines and or parcel boundaries. Include the dimensions on the site plan to show the distance of the proposed improvement from any existing structures on the parcel as well as the distance to all of the lot lines, including sides, front, and rear.
2. Complete **ALL** of the fields requesting information on the Village of Galien Zoning Application.
3. Complete **ALL** of the fields requesting information on the State of Michigan Building Permit Application.
4. Submit both the Village of Galien Zoning Application and the **original** State of Michigan Building Permit Application to the Village for review and include a check in the amount of \$30.00 payable to the Village of Galien. Reference the address or the project on the memo portion of the check. The \$30.00 does not include the fee for the State of Michigan Building Permit Application. The Building Inspector will determine the amount and will advise you at the time of its approval.

All fields must be filled out **completely**.

Any omission may lead to a delay in processing your request.

Do not submit copies of the State of Michigan Building Permit Application, **originals only**.

Do not attempt to submit the State of Michigan Building Permit Application without having first obtained Zoning approval, or the application will be denied.

If you have any questions please call the Zoning Administrator – Robert Krauss at (269) 999-6366