

When is a permit required?

Examples listed below provide a general guide to needed permits. For information related to a specific project, call SAFEbuilt.

Zoning

Zoning permits are needed for new construction, additions, alterations, remodeling, change of use, fences, foundations, decks, porches, barns, sheds, carports, garages, pools, and signs.

Building & demolition

Building permits are required for projects such as new construction, additions, siding, interior or exterior remodeling, roofing, foundations, and demolition.

Electrical, plumbing & mechanical

Before beginning any work, call SAFEbuilt to determine whether a permit is needed for your particular job. Their professional permit technicians and inspectors will be able to help determine whether a permit is necessary.

Need help?

Support staff is available to assist you in understanding required documentation needed to file applications. Staff will also assist you as much as possible so that all necessary permits to complete your project may be obtained. Keep in mind, however, support personnel aren't inspectors; some questions are best directed to particular trade inspectors.

Permit questions

269-729-9244

24-hour inspection scheduling

877-721-9266

SAFEbuilt[✓]

SAFEbuilt

729 S. Capital Avenue; Athens, MI 49011
269-729-9244 | athens@safebuilt.com



City of Galesburg
200 E. Michigan Avenue; Galesburg, MI 49053
269-665-7000

Your guide to permits in Galesburg



Introducing SAFEbuilt

Galesburg partners with SAFEbuilt to offer professional building services. SAFEbuilt's experts work with home and business owners, contractors, and design professionals to help the Galesburg community grow together.

Permit applications & payment

Permit forms and instructions are available at www.galesburgcity.org and at SAFEbuilt's Athens office. Mail or deliver all applications and payments to City of Galesburg. Make checks payable to City of Galesburg.

Permits remain valid as long as work is progressing and inspections are conducted. A permit will become invalid if the authorized work has not begun within six months after the permit is issued or if the authorized work is suspended or abandoned for a period of six months. Canceled permits cannot be reinstated, and payments cannot be refunded.

Inspection scheduling

Inspections are performed on Tuesdays and Thursdays and can be scheduled 24 hours a day by calling the inspection hotline.

Re-inspection

Re-inspection fees can be paid as early as two business days following issuance of a non-compliant inspection report. Re-inspection fees must be paid prior to scheduling the re-inspection.

Checklist to obtain a building permit

- Be aware** of any deed restrictions and regulations related to subdivision, flood plains, and wetlands. If a variance or special consideration is needed, provide written approvals to the zoning administrator.
- Proof of zoning approval** from SAFEbuilt zoning administrator
- Site plan:** A drawing of your project drawn from a bird's-eye view depicting measurements to property lines and distances to existing structures from your proposed project. Ground elevations and the 100-year-flood elevation (if applicable) should also be shown.
- Plans/prints:** Three sets of plans are required.* One set will be returned to you after review. Plans must depict footing information (depth below grade, thickness and width of footing, and material), wall section and roof construction cross section, and a floorplan (rooms labeled as bathroom, bedroom, etc.) for all floors including basement. Plans must also depict window sizes in each bedroom. Each plan/print for a commercial project must contain an original seal by a State of Michigan registered architect or engineer.

*If applying only for a change of use, applicants will provide a statement of the proposed new use of the existing structure instead of a site plan.
- Proof of property ownership:** May be established by providing a copy of your tax bill. If you have recently purchased/obtained your property and the tax bill is not yet in your name, provide a copy of the tax bill in the previous owner's name and a copy of a signed sales agreement between you and the seller and a legal description of the property. Tax bills are available from City of Galesburg at 269-665-7000. For property description, see www.bsaonline.com/?uid=505 or call the Kalamazoo County register of deeds at 269-383-8970.
- Miss DIG:** This is not a permit, and proof of calling is not required. However, if you plan to do ANY digging, call three working days prior to digging to learn the location of underground utilities. Call 811 or see www.call811.com for more information.
- Copy of septic and/or well permit:** Available from the Environmental Health division of Kalamazoo County Health & Community Services at 269-373-5210.
- Copy of driveway permit** (new houses or buildings without current driveway): Available from the City of Galesburg.
- Soil erosion permit** if within 500' of lake, stream, pond, marsh, swamp, drain OR moving/removing one or more acres of land. Available from Kalamazoo County drain commissioner at 269-384-8117.
- Floodplain permit** if near, in part or whole, the floodplain of a river, swamp, creek, marsh, or county drain. Available from Kalamazoo County drain commissioner at 269-384-8117.
- Wetland permit** if project is on the edge of or within a body of water. Available from Kalamazoo County drain commissioner at 269-384-8117.