

**ST. JOSEPH COUNTY ROAD COMMISSION  
PERMIT & INSPECTION FEE SCHEDULE**

Any of the following permits may require escrows and insurance as determined by the Board of County Road Commissioners, in addition to the fees listed below, effective **January 1, 2023**.

<b><u>UTILITIES</u></b> (Water, Sewer, Gas, Oil, Etc.)	<b>PERMIT FEE</b>
Annual Maintenance and Service Permit – Includes Service Connections and Repairs	\$250
Underground Installation Along	\$200
Overhead Installation (New Poles) require inspection for placement	\$200
Permits that may be required on projects requested by SJCRC	Fee Waived
Tree Removal or Tree Trimming (does not include stump grinding. SJCRC may require stump removal)	\$100
Seasonal Permit during Frost Laws – Route notification to be submitted in Oxcart during frost laws only.	\$100
<b>Soil Borings, Wells and Septic</b>	<b>\$250</b>
Well or Septic System – Require a statement from Health Department that no other alternative exist for placement or township has pre-approved an alternate system. Permit must include boundary survey by registered land surveyor showing: Property lines, road right-of-way line, location of buildings relative to property lines, location of existing septic system and proposed location of new septic system, complete with dimensions.	

<b><u>UTILITIES</u></b> (Telecommunication (hardwired providers) and Video Service Providers)	
Annual routine maintenance/repair permit (\$20,000 Bond)	\$300
Project Permits other than routine maintenance (\$20,000 Bond)	\$1,000

<b><u>DRIVEWAYS</u></b> – all require \$500 escrow deposit	
Residential	\$100
Commercial	\$200
All materials to be furnished by contractor/property owner. Person installing driveway to provide insurance.	

Driveway permits are required for new driveways and when the use of the abutting property is changed, such as from residential to commercial or when there is a change in the type of commercial application.

Existing driveways require an inspection to determine if they are an approved driveway and no fee required.

<b><u>ROADBEDS AND ROADSIDES – (Available on Oxcartpermits.com)</u></b>	
Open Cuts (across Gravel Roads requires a \$500.00 escrow or \$20,000 Bond from which cost of initial repairs will be deducted). Permit fee will cover the cost of gravel and grading as future trench settlement occurs	\$250
Farmers are required to mark road bores with tubular markers with a contact name and phone number. Markers must be color coded as follows: red indicates power line, blue indicates water line and yellow indicates gas line.	
Open Cuts – <b>Allowed only under special conditions at discretion of Road Commission Manager</b> require \$500 escrow or \$20,000 Bond from which cost of initial repairs will be deducted. Permit fee will cover the cost of patching future trench settlement or future resurfacing.	\$525
Road Bores (Boring or Jacking) require \$500 escrow per bore or \$20,000 Bond total	\$150

**OVERSIZED VEHICLES, LOADS OR BUILDINGS (Available at Oxcartpermits.com)**

Blanket Permit (Up to 1 Year) – Subject to seasonal weight restrictions \$100  
Permit holder must fax date of move, dimensions of unit(s) at least 24 hours in advance.

Single Move – Subject to seasonal weight restrictions (includes house trailers) \$50  
Per Round Trip up to 5 Business Days

**SEASONAL PERMITS DURING SPRING WEIGHT RESTRICTIONS (Farm Commodities does NOT include loggers) (Available on Oxcartpermits.com)** Requires route notification in Oxcart before move.

Seasonal Blanket Permit (Hauling certain commodities during frost laws may require escrow) \$100

**MISCELLANEOUS**

All Permits not listed above \$100

*\*Disclaimer: St. Joseph County Road Commission is not responsible for any damage done to the right-of-way during such installations.*

**Summer Hours (approximately)**

May 1 – September 30  
Monday through Thursday (closed Friday) 6:00 a.m. – 4:00 p.m.

**Winter Hours (approximately)**

October 1 – April 30  
Monday through Friday 7:00 a.m. – 3:00 p.m.  
Phone: 269-467-6393 FAX: 269-467-4433

[www.stjoeroads.com/permits](http://www.stjoeroads.com/permits) – for all Permit Applications, Insurance Requirements, etc.

Permits will not be processed at any other times. Permits will not be issued until all insurance and/or Bond/escrow requirements have been met, the permit fees paid, and the permits have been approved and signed by the proper agents. Original, fax or email signatures on Applications are accepted. All fees paid by cash or check only.

**ADOPTION:**

This Permit and Fee Schedule was adopted in accordance with Act 212 of Public Acts of 1980, by the Board of County Road Commissioners of the County of St. Joseph at its regular meeting of December 7, 2022. The permit applicant shall understand that the issuance of a permit by the Board does not relieve the applicant of his responsibility to receive permission from property owners wherever work is to be performed on private property.

**BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF ST. JOSEPH**

Eric Shafer, Chairman  
Rodney Chupp, Vice Chairman  
Vince Mifsud, Member  
Jack Coleman, Member  
David Miars, Member