

FOREST TOWNSHIP VILLAGE OF OTISVILLE
BUILDING PERMIT APPLICATION

130 E MAIN ST

OTISVILLE, MI 48463

Phone (810) 631-6040 Email mprice@foresttwp.com

Keith Pyles, Building Inspector 810-223-3683

Date: _____

Permit #: _____

Cost of Project : _____

Permit Fee: _____

LOCATION

Address _____

City _____

Zip Code _____

Between _____

IDENTIFICATION

Parcel No.: 09-____-____-____

Is this a split parcel? Yes No

Zoning: _____

If yes, township approved? Yes No

Owner or Lessee _____

Phone Number _____

Address (if different than building location) _____

City _____

Zip Code _____

APPLICANT INFORMATION

Applicant is responsible for the payment of fees and charges applicable to this application and must provide the following information:

Name _____

Phone Number _____

Address _____

City _____

State _____

Zip _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Applicant Signature: _____

Date: _____

Approval Signature: _____

Date: _____

BUILDING/PROPERTY USE

Residential Commercial Industrial Other _____

CONTRACTOR

Name Phone Number

Address City Zip Code

Builders License # _____ Expiration Date _____

Federal Employer # _____ Workers Comp Carrier _____
(or reason for exemption) (or reason for exemption)

TYPE OF CONSTRUCTION

House Garage Deck/Porch
 Condo Pole Barn Swimming Pool (above or in-ground)
 Addition Shed Other _____

Size of structure(s): _____

Use of building/structure: _____

Foundation: basement crawl space slab other _____

Soil Erosion Permit/Waiver: _____

Additional information: _____

-----Below for Township Use-----

	Required?	Approved	Date	Number	By
Zoning	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____
Fire Dept.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____
Health Dept.	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____
Soil Erosion	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____
Flood Zone	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____

IX: Site or Plot Plan For Applicant Use

A large grid area for drawing a site or plot plan. The grid consists of approximately 30 columns and 40 rows of small squares, providing a space for the applicant to draw their site or plot plan.

OFFICE USE ONLY

Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
P.O. BOX 30255
LANSING MI 48909
(517) 241-9317

Requirements for Obtaining Building Permits
From the
Bureau of Construction Codes

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
- Provide method of compliance with the "Michigan Uniform Energy Code"

Commercial Structures

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

- Building Permit Application (BCC-324)
- Copy of plan review approval letter. Building 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 for Mobile Homes
- Site plan
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

Demolition of Structures

- Building Permit Application (BCC-324)
- DEQ/LARA Notification of Intent Renovate/Demolish form (EQP 5661) (MIOSHA-CSH 142)
- Proof of Utility Disconnects (electrical, water, gas)

Instructions for Completing Application

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

Page 2 of the application: Enter the information as required. (Type of improvement, use of structure, type of construction and Dimensions/Data)

Page 3, Section VI of the application: The application must be signed by the owner and the applicant. (If the applicant is the owner only sign the application on the "Signature of Owner" line.

Section VII. This section must be completed by the local governmental agency (city/township etc.) for environmental control approvals (be sure that all local requirements A through I are approved). In certain jurisdictions, a land use permit may be substituted for zoning approval. Indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

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

Building Permit Fees

Building permit fees may be obtained from the Bureau of Construction Codes, by calling the Building Division, (517) 241-9317.

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 is typical for a residence, or "2B" construction on-combustible construction is typical for a school).

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 Inspections

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 five (5) 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

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, and the electrical rough, mechanical rough, and the plumbing rough installations have been approved and before the insulation is installed.

Insulation Inspection

The insulation inspection is conducted after all insulation has been installed and before any finish work is installed.

Final Inspection

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

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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 code official. The permit holder or their authorized agent must request a Certificate of Occupancy (in writing) upon the completion of the project. This request must include the building, electrical, mechanical, plumbing, boiler and elevator permit numbers (when applicable), the plan review submission number and the Bureau of Fire Services project number (for schools only). 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, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.