



## MONTCALM COUNTY DEPARTMENT of BUILDING SAFETY

211 W Main St -- P.O. Box: 368, Stanton, MI 48888

989-831-7394 -- Email: building@montcalm.us

## Building Permit Application

Complete all sections of application applicable to the project. Incomplete applications will delay issuance of the permit

This section for office use only		
Application Received Date:	Project Number:	Permit Number:

### (REQUIRED) JOB LOCATION

Site Address	City/Village	Township
Parcel/Tax I.D. No.	Lot/Unit Number	Plat or Condominium Name

### (REQUIRED) OWNER / LESSEE CONTACT INFORMATION

First Name, Last Name	Phone Number 1		
Mailing Address:	Phone Number 2		
City	State	Zip	Email Address

### CONTRACTOR INFORMATION

First Name, Last Name, or Business Name	Phone Number 1		
Mailing Address:	Phone Number 2		
City	State	Zip	
Contractor Lic. Number	Tax ID Number	MESC	Workers Comp Insurance
Contractor License Name	License Expiration Date	Email Address	
Mailing Address	City	State	Zip

### ARCHITECT, ENGINEER, DESIGNER INFORMATION (Homeowner, Builder, Lumber Company, Design Company, Etc.)

First Name, Last Name, or Business Name	Phone Number 1	
Mailing Address:	Phone Number 2	
City	State	Zip
License Number	Email Address	

### (REQUIRED) APPLICANT SIGNATURE

Applicant is responsible for payment of all applicable fees and charges to this application, and must provide the signatures below		
I hereby certify that the proposed work described on this application is authorized by the owner of record and that I have been authorized by the owner to make this authorized application as his/her agent. All of the information submitted on this application is accurate to the best of my knowledge. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code. When the applicant is a contractor, the owner signature is required in the "Owner Signature" space provided below. In lieu of the owner signature, other documentation verifying approval by the owner for the construction to occur under this permit may be accepted at the discretion of the department staff.		

Applicant Signature	Print Name	Date
Drivers License/State ID #	Date of Birth	

### BUILDING OWNER AFFIDAVIT / OWNER SIGNATURE

I hereby authorize the Licensed Contractor noted above, to perform the work as described on page 2 of this application, at the job location shown above... or ...		
I hereby certify that the work described on this application shall be installed by myself in my own single family dwelling in which I am living or about to occupy.		
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.		
It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection.		
Building Owner Signature	Print Name	Date

**(REQUIRED) WRITTEN DESCRIPTION OF WORK****(REQUIRED) TYPE OF IMPROVEMENT**

<input type="checkbox"/> New Building	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition	<input type="checkbox"/> Moving / Relocation	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Manufactured Home Set Up	<b>ESTIMATED CONSTRUCTION COST: \$</b>
<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Alteration	<b>OFFICE USE COST: \$</b>

**(REQUIRED) PROPOSED USE OF BUILDING**

<i>Michigan Residential Code Use</i>		
<input type="checkbox"/> One Family - # of Bedrooms: _____	<input type="checkbox"/> Storage Building	<input type="checkbox"/> Garage <input type="checkbox"/> Attached <input type="checkbox"/> Unattached
<input type="checkbox"/> Two Family - # of Bedrooms: _____	<input type="checkbox"/> State Approved / Modular	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Townhouse - # of stories: _____	<input type="checkbox"/> 1976 or Newer Mobile Home / HUD Sectional	-- Year of Mobile Home: _____
<i>Michigan Building Code Commercial and Multi-Unit Residential Use</i>		
<input type="checkbox"/> Assembly, Restaurant, Lounge, Etc.	<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Parking or Service Garage
<input type="checkbox"/> Business, Office, Salon, Etc.	<input type="checkbox"/> Hotel / Motel - # of Units: _____	<input type="checkbox"/> Storage, Warehouse, Etc.
<input type="checkbox"/> Church, Religious, Etc.	<input type="checkbox"/> Institutional	<input type="checkbox"/> Cell Tower, Wind Turbine, Etc.
<input type="checkbox"/> Educational, School, Etc.	<input type="checkbox"/> Mercantile	<input type="checkbox"/> Agricultural
<input type="checkbox"/> Factory, Industrial, Etc.	<input type="checkbox"/> Multi-Family - # of Units: _____	<input type="checkbox"/> Other: _____
<i>Describe proposed use of building (Commercial and Multi Unit Residential):</i>		

**(REQUIRED) BUILDING INFORMATION DATA**

Foundation Information	Principal Type of Frame	Principal Heating Fuel	Type of Sewage Disposal	Type of Water Supply
<input type="checkbox"/> Slab on Grade	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Propane	<input type="checkbox"/> Public Sewer System	<input type="checkbox"/> Public Water Supply
<input type="checkbox"/> Piers	<input type="checkbox"/> Masonry	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Private Community System	<input type="checkbox"/> Private Community Supply
<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Concrete	<input type="checkbox"/> Fuel Oil	<input type="checkbox"/> Private Septic System	<input type="checkbox"/> Private or Shared Well
<input type="checkbox"/> Partial Basement	<input type="checkbox"/> Steel Frame	<input type="checkbox"/> Electricity		
<input type="checkbox"/> Full Basement	<input type="checkbox"/> Pole Building	<input type="checkbox"/> Wood / Pellet		
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:		

**Building Dimensions:**

Building Width = \_\_\_\_\_ Building Height = \_\_\_\_\_ Total Square Feet = \_\_\_\_\_

Building Length = \_\_\_\_\_ Number of Stories = \_\_\_\_\_

**(REQUIRED)** Is There a County Drain Easement on This Property? YES or NO (If yes indicate which drain and its setbacks in the box below)

<i>(Required) Distance to Nearest Lake, Stream, Wetland:</i>		<i>Wetlands on your property?</i> <input type="checkbox"/> Yes <input type="checkbox"/> NO
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<b>Agency Type Permit - Required?</b>		<b>Permit Type - Required?</b>		<b>Permit Type</b>
Zoning	<input type="checkbox"/> YES <input type="checkbox"/> NO	Soil Erosion	<input type="checkbox"/> YES <input type="checkbox"/> NO	Complete Demolition requires the following
Septic	<input type="checkbox"/> YES <input type="checkbox"/> NO	Wet Lands	<input type="checkbox"/> YES <input type="checkbox"/> NO	Verification of Disconnect from applicable utilities
Well	<input type="checkbox"/> YES <input type="checkbox"/> NO	Variance	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Electrical Disconnect <input type="checkbox"/> Sewer Disconnect
Driveway	<input type="checkbox"/> YES <input type="checkbox"/> NO	Other	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Water Service Disconnect <input type="checkbox"/> Gas / Fuel Disconnect
Address	<input type="checkbox"/> YES <input type="checkbox"/> NO			

***The Montcalm County Construction Ordinance for Non-Zoned Townships does not allow for more than one residential structure (home) on a parcel without a variance.***

Number of residential structures on property:

Signature:

Date:

**NOTE: If you start work prior to obtaining a permit:**

First time: Double the permit fee (at least \$250).

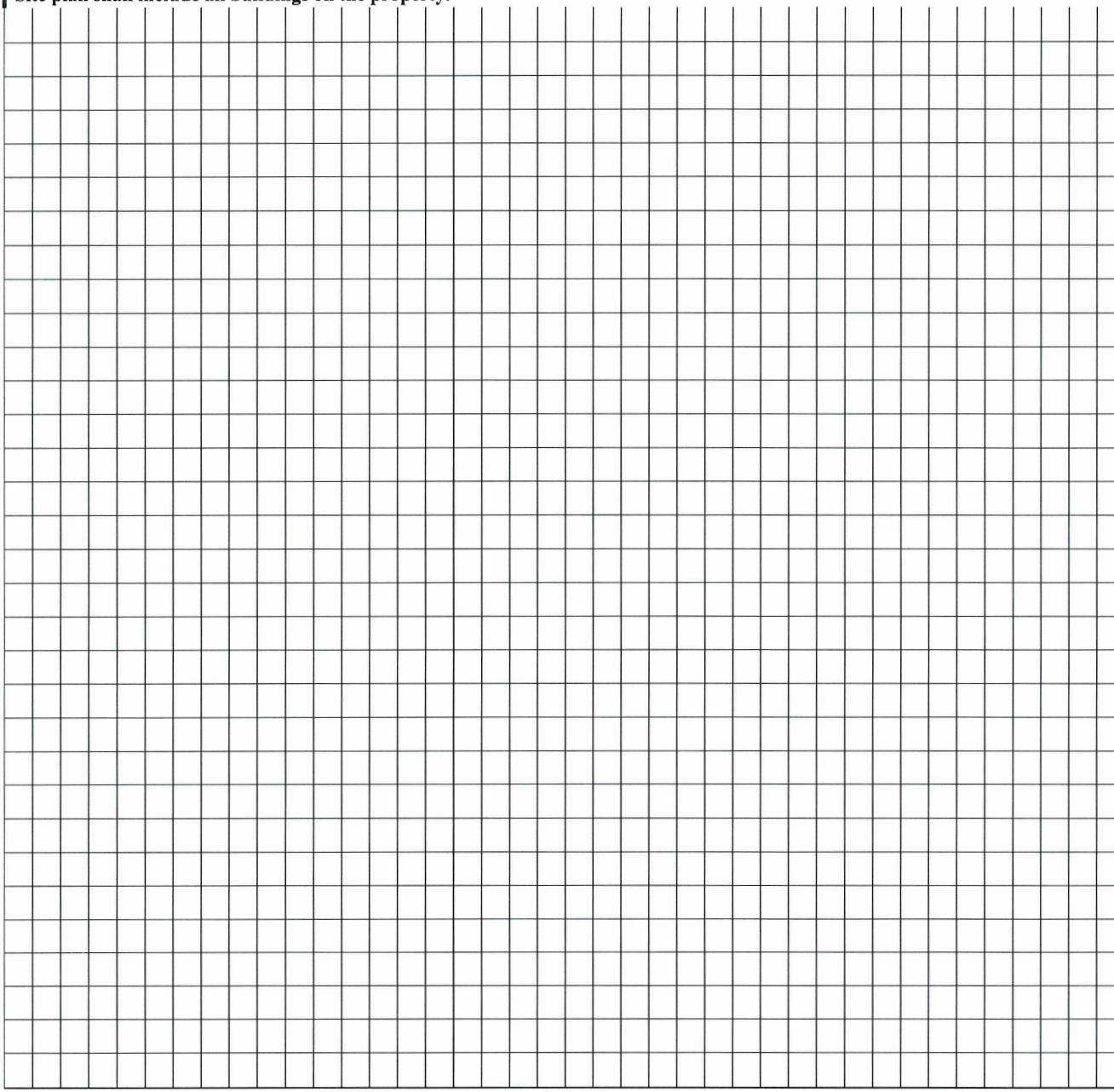
Second time or more: Four times the permit fee (at least \$500).

**(REQUIRED)** Must include Lakes, Rivers, Streams, Wetlands, and County Drains

**SITE OR PLOT PLAN – MUST BE FILLED IN BY APPLICANT – OR ATTACH COPY**

All site plans shall show the location of the septic system and well or provide approval from the MMDHD (health dept.)

Site plan shall include all buildings on the property.



**ROAD (draw location of driveway)**

**Name of Road:** \_\_\_\_\_

**Distance in feet from edge of construction to property line:**

**FRONT** from road R.O.W. \_\_\_\_\_

**REAR** \_\_\_\_\_

**LEFT SIDE LINE** \_\_\_\_\_

**RIGHT SIDE** \_\_\_\_\_

**Montcalm County Building Department**  
**211 W Main / Box 368 / Stanton, Michigan 48888**  
**Phone 989-831-7394 \* FAX 989-831-7392**

**Home Owner Permit Policy**

The Michigan Licensing Law gives a homeowner an exemption to act as his or her own general contractor. This means that in the case of his or her own single-family residence, that they will occupy, the homeowner may obtain a building permit for construction at his or her own home. Even though a licensed or unlicensed builder may be significantly involved.

If you, the homeowner, choose to act as your own general contractor and obtain the required building permit, **please be aware of the following.**

**AS THE PERMIT HOLDER YOU, THE HOMEOWNER, INCUR ALL OF THE LIABILITY AND ALL OF THE RESPONSIBILITY THAT THE LICENSED CONTRACTOR WOULD NORMALLY ASSUME.**

1. The Montcalm County Building Department cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the Building Permit you obtained.
2. It is the HOMEOWNERS responsibility to have a complete understanding and knowledge of the current Building Code.
3. You, the homeowner, are responsible to correct any code violations. Even if the contractor or any other persons did the work, under the permit you obtained.
4. You, the homeowner, could be held liable for any injury, which occurs on the job, whether it is the builder or subcontractor's employee.
5. In the event of an occurrence beyond the builders control, which causes the builder to be unable to complete the work, you, the homeowner, will be legally responsible for completion of the job, under the permit you obtained

I, \_\_\_\_\_, have read and understand the above information and  
(Print name)  
still wish to obtain the required Building Permit.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# FOR DEPARTMENT USE ONLY

## ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED?	APPROVED	DATE	NUMBER	BY:
ZONING APPROVAL					
ADDRESS - <i>Equalization copy required</i>					
DRIVEWAY PERMIT					
PLANS / PRINTS					
SOIL EROSION PERMIT					
FLOOD ZONE					
WATER SUPPLY PERMIT					
SEPTIC SYSTEM PERMIT					
VARIANCE GRANTED					
RES-CHECK					
OTHER					

USE GROUP:	SQUARE FEET:
TYPE OF CONSTRUCTION:	NUMBER OF INSPECTIONS:

## PERMIT FEES

<b>BUILDING PERMIT</b>	
BASE FEE	
FOUNDATION	
GARAGE / POLE BUILDING	
DECK FEE	
BUILDING ROOF	
MODULAR BUILDING	
SINGLE FAMILY	
BUILDING FLAT RATE	
<b>ADDITIONAL PERMITS</b>	
ELECTRICAL	
PLUMBING	
MECHANICAL	
SOIL EROSION	
<b>TOTAL:</b>	

Permit Issued by:	Date:
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