

ACCESSORY/DETACHED STRUCTURES

PERMIT APPLICATION CHECKLIST (RETURN WITH APPLICATION)

Permit application for _____
(Job Address)

Owner's Name _____

Contractor's Name _____

Before a permit may be issued, all of the following documentation must be submitted or justified as non-applicable. Please indicate by a checkmark that each item has been enclosed with the application.

- _____ 1. LOT DIAGRAM (Required for all applications – new homes, additions, interior remodel, garages, and accessory buildings and structures)
- _____ 2. BLUE PRINTS or DRAWINGS – wall section, foundation plan, and floor pan required on all applications. See reverse for further information. Two (2) complete sets of drawings are required with any permit application.
- _____ 3. MICHIGAN UNIFORM ENERGY CODE COMPLIANCE – for all site-built, new residences, documentation must be provided demonstrating compliance with the energy code.
- _____ 4. PROOF OF OWNERSHIP (Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...) **Recorded deed or recorded land contract will be required for all new home construction whether stick build or pre-manufactured. The recording date of this deed must be prior to 4/1/97.**
- _____ 5. PROPERTY TAX I.D. NUMBER
- _____ 6. SANITATION & WATER SUPPLY PERMITS (city sewer & water authority and/or county health department.)
- _____ 7. DRIVEWAY/SIDEWALK PERMIT – City or MDOT
- _____ 8. Is the structure is within 500 feet of water (lake, river, stream, county drain)? ___yes ___no If yes, a SOIL EROSION PERMIT is required.
- _____ 9. Is the property located in wetlands or floodplain? ___yes ___no A building permit will not be issued if in a floodplain without DEQ approval.
- _____ 10. OTHER PERMITS EVENTUALLY NECESSARY: ___Electrical ___Mechanical ___Plumbing ___Sign applicant or licensed contractor must submit separate application for these permits of the State of Michigan, Bureau of Construction Codes, prior to commencing work on that portion of the project.

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, plumbing, mechanical or building permits.

Signed _____ Date _____
(Applicant's signature)

Blue prints and drawings must contain sufficient detail to perform a plan review or conformance with the State Michigan Construction Codes. Include wall section/cross-section drawing showing material dimensions and specifications from footings to rafters, as well as floor plan indicating all room dimensions, window, door and stair openings. All structures containing pre-manufactured members (roof trusses, floor trusses, etc.) require a sealed diagram from the manufacture, forward to our office at time of delivery.

PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.

Applications and Zoning information may be obtained at the St. Louis City Hall:

- Building Department Office Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday. The City Hall is located at 108 W. Saginaw Street, St. Louis, MI 48880. Phone: (989) 681-4621 or (989) 681- 2137, ext. 237, Fax: (989) 681-2940

BUILDING PERMIT

BUILDING DEPARTMENT

108 W. Saginaw St.

St. Louis, MI 48880

Phone: (989) 681-4621 or

(989) 681-2137, ext 237

Fax: (989) 681- 2940

Date _____

Jurisdiction of St. Louis

PERMIT NO. _____

Accessory/detached structures and demolition

Job Address: _____

Property Tax I.D. No.: _____

Zoning District: _____

Permit Determinate: _____

Use Group: _____

Owner: _____ () _____ Phone

Type Const.: _____

Address: _____

Basic Dimensions: _____ ft. x _____ ft.

Contractor: _____ () _____ Phone

No. Floors: _____ Bldg. Height: _____

Address: _____

PLEASE FILL IN OR CHECK IN THE APPROPRIATE SPACES BELOW:

- | | |
|---|------------------------------------|
| _____ Sq. ft. shed | _____ Cement slab & thickened edge |
| _____ Sq. ft. pole building | _____ Cement slab (3 1/2" - 4") |
| _____ Sq. ft. pool | _____ Dirt floor |
| _____ Sq. ft. unattached frame garage | _____ Trusses _____" O.C. |
| _____ Sq. ft. storage building & foundation | _____ Rafters _____" O.C. |
| _____ Sq. ft. demolition | _____ Metal roof |
| _____ Sq. ft. basement | _____ Asphalt shingles |
| _____ Sq. ft. crawl space | _____ Metal exterior |
| _____ Sq. ft. deck | _____ Aluminum exterior |
| _____ Sq. ft. porch | _____ Brick exterior |
| _____ Sq. ft. sign | _____ Block exterior |
| _____ Lineal ft. fence | _____ Wood exterior |
| _____ Other | _____ Number windows |
| _____ | _____ Number garage doors |

COST OF PERMIT: \$ _____

Building Dept.

BY: _____

Make Checks Payable to:
CITY OF ST. LOUIS

Contractor		Phone	
Address		City	State Zip
Federal I.D. No./ Social Security No.		MESC Employer No.	
License No.	Expiration Date	Worker's Disability Compensation Carrier	
If exempt from any of the above, explain here:			
<p>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 Complied 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.</p>			

HOME OWNER'S AFFIDAVIT and SIGNATURE

I hereby certify that the work described above shall be instituted in accordance with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for necessary and timely inspections.

Signed: _____ Date: _____

AGENT'S/CONTRACTOR'S AFFIDAVIT and SIGNATURE

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent.

Signed: _____ Date: _____

LOT DIAGRAM

Owner: _____

Address: _____

Tax I.D.: _____

- 1) Draw lot lines (shown in dimensions in feet)
- 2) Label street
- 3) Draw existing structures
- 4) Draw proposed construction
- 5) Show dimensions of all buildings
- 6) Show distance from all sides of buildings to property lines in feet
- 7) Draw lakes, streams, and wet lands on you property
- 8) Contractor/owner will stake 2 adjacent lot lines for the first inspection

Signature of Applicant/Agent: _____ Date: _____

When to Call for an Inspection

Please call the Building Department at 681-2137 ext. 237 or 681-4621 at least 24 hours prior to the time you need an inspection. A minimum of three (3) inspections are required on most structures. It is the permit holders' responsibility to call for inspections prior to the construction being covered.

Foundation Inspection

Footing Inspection - Prior to placing concrete in piers, trenches and formwork.

Backfill Inspections – Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Rough Inspections

The rough inspection is to be made after the roof, all framing, fire stopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the installation is installed.

Final Inspections

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

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 upon the completion of the project. A Certificate of Occupancy cannot be issued until all 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.

CITY OF ST. LOUIS ZONING APPLICATION

Application For:	
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Variance
<input type="checkbox"/> Special Land Use	<input type="checkbox"/> Land Division
<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Other _____

This application will not be accepted if incomplete. All required materials must be submitted at least 30 days prior to the next Planning Commission meeting and 15 days prior to the next Board of Appeals meeting. Site Plan Reviews may be submitted at least 7 days prior to the next Planning Commission meeting.

APPLICANT/OWNER INFORMATION

Name _____

Phone (____) _____ Fax (____) _____ E-mail _____

Address _____

PROPERTY INFORMATION

Address or Location _____

Permanent Parcel # _____

Current Zoning _____

Property Size _____

DESCRIPTION OF PROPOSED USE/REQUEST (Attach explanation letter with setbacks drawing)

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

Signature of Applicant _____ Date _____

I hereby grant permission for members of the City Of St. Louis (Planning Commission) (Board of Appeals) (Zoning Administrator) to enter the above-described property (or as described in the attached) for the purposes of gathering information related to this application.

Signature of Applicant _____ Date _____

DO NOT WRITE BELOW THIS LINE

Date Received _____ Application Fee Paid _____

Submitted Materials _____ Site Plan _____ Application _____ Legal Description _____

Application Accepted By _____ Date Accepted _____

Approved By _____ Approved for: Rezoning _____ Variance _____ Site Plan _____ Special Use _____