

# COMMERCIAL

## 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 (1-6) must be submitted or justified as non-applicable. Please indicate by a checkmark that each item has been enclosed with the application.

- \_\_\_\_\_ 1. SITE PLAN APPROVAL (or other zoning approval as required)
- \_\_\_\_\_ 2. SITE PLAN DRAWINGS (as approved in item #1 – submitted with construction drawings)
- \_\_\_\_\_ 3. VARIANCE APPROVAL, if applicable.
- \_\_\_\_\_ 4. Two (2) SETS OF SEALED DRAWINGS AND SPECIFICATIONS.
- \_\_\_\_\_ 5. P.A. 135 Disclosure (Licensing information located on the Commercial Building Permit Application)
- \_\_\_\_\_ 6. PLAN REVIEW (Will be conducted by this office)

The following may also be required. The applicant is responsible for obtaining the following referenced permits or waivers (items 7-12). These must be reconciled prior to issuance of a permit.

- \_\_\_\_\_ 7. CURB OR SIDEWALK CUT
- \_\_\_\_\_ 8. SIGN OF BILLBOARD PERMIT
- \_\_\_\_\_ 9. DEMOLITION PERMIT
- \_\_\_\_\_ 10. SOIL EROSION CONTROL PERMIT (Applies when located within 500 feet of a lake, river or county drain, OR excavated area is equal to greater than 1 acre)
- \_\_\_\_\_ 11. STORM SEWER CONNECTION
- \_\_\_\_\_ 12. SANITARY SEWER TAP

### 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.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Contractor's signature)

**PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.**



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: \_\_\_\_\_



City of St. Louis  
Building Department  
108 W Saginaw St.  
St. Louis, MI 48880  
(989) 681- 4621  
Fax (989) 681-2940  
Website: [www.stlouismi.com](http://www.stlouismi.com)

November 23, 2007

TO: All Engineers, Architects, Electrical, Building, Masonry Contractors and Homeowners

RE: Bonding requirements on NEW Concrete-Encased Electrodes (Re-rod)

The 2005 Michigan Electrical Code will become effective as of November 23, 2007. Article 250.0 requires: **All grounding electrodes as described in 250.52(A)(1) through (A)(6) that are present at each building or structure served shall be bonded together to form the grounding electrode system.**

Footings that have reinforcing rod installed, and this rod is ½ inch in diameter with a minimum of 20 ft., will be required to be a part of the electrode system. The reinforcing bar will be required to be placed in the footing trench, and elevated, to show that it will be completely encased in concrete after the footing is poured. **Reinforcing bars shall be permitted to be bonded together by the usual steel tie wires or other effective means.**

The installation (if required) of re-rod can be installed by the Building or Masonry contractors, however, the connection of the grounding electrode conductor must be performed by the proper persons. Footings will not be able to be poured until the grounding system has been approved by the electrical inspector and the footings approved by the building inspector. Footings poured prior to these required inspections will not be approved.

On November 23, 2007, the grounding requirements will be enforceable on all buildings except those inspected under the Michigan Residential Code. At such time as the 2006 MRC is adopted by the State, the grounding requirements will then include new residential buildings that have the reinforcing bar, and that is sized appropriately. The anticipated date for adoption of the 2006 MRC is February, 2008.

Coordination by the project manager or between the electrical and building or masonry contractor will be essential on new construction. Both building and electrical permits will be required to be issued prior to inspections.

We look forward to working together with you as we phase in these new grounding requirements and inspection procedures. Any questions, please do not hesitate to call our office.



**BUILDING OFFICIAL**  
**PAUL ERSKINE 989-620-5120**

**When to Call for an Inspection**

Please call the Building Department Official **Paul Erskine at 989-620-5120** 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.

**Insulation Inspections**

This inspection must be made before any walls are covered.