

NEW RESIDENTIAL CONSTRUCTION, ADDITION, AND ALTERATION

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 page three 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...)
- _____ 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 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

LOT DIAGRAM

Owner: _____

Address: _____

Tax I.D.: _____

- | | |
|---|---|
| 1) Draw lot lines (shown in dimensions in feet) | 5) Show dimensions of all buildings |
| 2) Label street | 6) Show distance from all sides of buildings to sidelines |
| 3) Draw existing structures | 7) Draw lakes, streams, and wet lands within 500 ft. |
| 4) Draw proposed construction | 8) Contractor/owner will stake 2 adjacent lot lines |

Engineer/Architect		phone	
Address		City	State Zip
APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION:			
Name		Phone	
Address		City	State Zip
Federal ID No./Social Security No.		MESC Employer	
License No.	Expiration Date	Worker's Compensation Carrier	
General Liability No.			
If exempt from any of the above, explain here:			
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.			

HOME OWNER'S AFFIDAVIT and SIGNATURE

I hereby certify that the work described above shall be installed 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/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: _____

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. _____
New residential construction, addition, and alteration

Job Address: _____
Zoning District: _____
Use Group: _____
Type Const.: _____
Basic Dimensions: _____ ft. x _____ ft.
No. Floors: _____

Property Tax I.D. No.: _____
Permit Determinate: _____
Owner: _____ () _____ Phone
Address: _____
Contractor: _____ () _____ Phone
Address: _____

COST OF CONSTRUCTION: \$ _____

_____ Sq. ft. main floor	_____ No. rooms second floor	_____ No. wood burners
_____ Sq. ft. second floor	_____ No. full baths	_____ Sq. ft. porches/breezeways
_____ Sq. ft. fin. basement	_____ No. half baths	_____ Sq. ft. wood deck
_____ Sq. ft. unfin. basement	_____ No. fireplaces	_____ (ft.) ceiling height
_____ No. rooms first floor	_____ No. chimneys	_____ (ft.) building height
_____ Sq. ft. garage (attached garage requires fire separation)		

PLEASE FILL IN OR CHECK THE APPROPRIATE SPACES BELOW:

FOUNDATIONS (11)

_____ ftgs. _____" x _____"
 _____" below fin grade
 _____ No. post footings
 _____"x_____x_____"
 _____ Poured walls
 _____ H.C. block _____"
 _____ Wood foundation (provide diagram)
 _____ Ft. foundation wall height
 _____" crawl space wall height
 _____" egress sill height
 _____ No. bsmt. windows
 _____ Crawl space vent openings

ROUGH-IN FRAMING (10)

_____ Sill plate (treat.)
 _____ Wall plates
 _____ Headers
 _____ Wood girder
 _____ Steel girder
 _____ Post _____ ft. O.C.
 _____ Stud wall
 _____ Masonry
 _____ fl. joists _____" O.C.
 _____ Ceil. joists _____" O.C.
 _____ Rafters _____" O.C.
 _____ Truss (diagram required)
 _____" floor sheathing
 _____" wall sheathing
 _____" roof sheathing
 _____" corner brace sheath

EXTERIOR (3)

_____ Wood
 _____ Aluminum/vinyl
 _____ Brick
 _____ Block

ROOFS (4)

_____ Hip
 _____ Gable
 _____ Front overhang
 _____ Eavestrough

CHIMNEY TYPE

_____ Brick
 _____ Block
 _____ Stone
 _____ Metal
 _____ Asphalt shingles
 _____ Underlayment
 _____ Vents
 _____ Other coverings

WINDOWS (5)

_____ No. of windows
 _____ Wood sash
 _____ Metal sash
 _____ Type
 _____ Egress/bedrms
 _____ Attic access 22" x 30"

INSULATION (9)

_____ " Fiberglass
 _____ " Cellulose
 _____ " Blown in fb. Glass
 _____ " Foam
 _____ Other
 _____ " Ridged poly ure.
 _____ " Rigid styro
 _____ " Insul sheath
 _____ Wind barrier
 _____ (mil) moisture barr.

INTERIOR (13)

_____ Foyer
 _____ Kit fl.
 _____ Other fl.
 _____ Drywall
 _____ Plaster
 _____ Covered ceiling
 _____ Pnl. Wainscot
 _____ 5/8" garage fire code

BUILT-IN ITEMS (15)

_____ Oven _____ range
 _____ Disposal
 _____ Hood/fan
 _____ Dishwasher
 _____ Refrigerator
 _____ Incinerator
 _____ Vanities
 _____ ' Cupboard length

CONTRACTOR WILL STAKE 2
ADJACENT LOT LINES FOR FIRST
INSPECTION. SKETCH LOT
DIAGRAM ON THE NEXT PAGE.

Permits eventually required for this project:

Electrical Permit	Plumbing Permit	Mechanical Permit
<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

COST OF PERMIT \$ _____

Building Dept.

By: _____

Make checks payable to:

CITY OF ST. LOUIS

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.