

# 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 4:00 p.m. Monday through Friday. The City Hall is located at 300 N. Mill Street, St. Louis, MI 48880. Phone: (989) 681-4621 or (989) 681- 2137, ext. 238, Fax: (989) 681-3842

# BUILDING PERMIT

BUILDING DEPARTMENT  
300 N. Mill St.  
St. Louis, MI 48880  
Phone: (989) 681-4621 or  
(989) 681-2137, ext 238  
Fax: (989) 681- 3842

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: \_\_\_\_\_ ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Phone  
Contractor: \_\_\_\_\_ ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Phone

**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.

**Building Dept.**  
**By:** \_\_\_\_\_

Permits eventually required for this project:

**Electrical Permit**

yes  no

**Plumbing Permit**

yes  no

**Mechanical Permit**

yes  no

**PLAN REVIEW** \$ \_\_\_\_\_

**COST OF PERMIT** \$ \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_

## 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
<b>APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION:</b>			
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:			
<p><b>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.</b></p>			

**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: \_\_\_\_\_

# 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. (Note to Applicant: This is optional and will not affect any decision on your 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 \_\_\_\_\_

# NOTICE TO HOMEOWNERS

*MCL 339 2401 et seq; MSA 18.245 (2401) et seq. (Michigan Public Act 299 of 1980) States the following:*

*The person or company who applies and obtains a building permit from this offices ASSUMES SOLE RESPONSIBILITY for work that is done pursuant to that permit and is SOLELY RESPONSIBLE for compliance with laws enforced by this office.*

*Any revisions to the building permit application or plan must be submitted to this office before changes are made to the structure.*

*The total cost of labor and materials for any work conducted pursuant to a building permit issued by this office MAY NOT EXCEED SIX HUNDRED DOLLARS (\$600.00) unless a licensed residential builder or licensed maintenance or alteration contractor is doing the work. For residential buildings, the homeowner may do the building himself/herself as long as the person owns the home.*

*This office cannot and will not design or assist in the designing of your project, so please do not call with these types of questions. Refer questions regarding structural compliance to your builder, product manufacturer or supplier.*

*PLEASE VARIFY THAT YOUR BUILDER IS LICENSED. Ask your builder to display his State Builders License, be sure to check the expiration date. If you have any doubts you may contact the Michigan Department of Licensing at [www.cis.state.mi.us](http://www.cis.state.mi.us).*

*Section R110.1 of the Michigan Residential Code 2009 Edition States: A building or structure shall not be used or occupied, and a change in existing occupancy classification of a building or structure or portion thereof shall not be made until a certificate of occupancy has been issued in accordance with the act.*

## ACKNOWLEDGEMENT OF RECEIPT

*I \_\_\_\_\_ do hereby acknowledge that I have received and understand any and all language in the Notice to Homeowners.*



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

## **WHEN TO CALL FOR AN INSPECTION**

Please call the **Building 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.