

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.

BUILDING PERMIT

BUILDING DEPARTMENT

300 N. Mill Street

St. Louis, MI 48880

Phone: (989) 681-2137, ext 2380

Date _____

Jurisdiction of St. Louis

PERMIT NO. _____

Commercial

Job Address: _____

Property Tax I.D. No.: _____

Zoning District: _____

Permit Determinate: _____

Use Group: _____

Type of Improvement: _____

Type Cons.: _____

Owner: _____ () _____

Phone

No. Floors: _____ Bldg. Height: _____

Address: _____

COST OF CONSTRUCTION: \$ _____

NONRESIDENTIAL – Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

REQUIRED DOCUMENTS

_____ Site Plan Approval

_____ Site Plan

_____ Variance Approval if Applicable

_____ 2 Sets of Sealed Drawings & Specs.

_____ P.A. 135 Disclosure

_____ Plan Review & Permit Fee

ADDITIONAL PERMITS REQUIRED

_____ Curb or Sidewalk Cut

_____ Electrical

_____ Mechanical

_____ Plumbing

_____ Sign of Billboard

_____ Demolition

_____ Erosion Control

_____ Storm Sewer Connection

_____ Sanitary Sewer Tap

PLAN REVIEW \$ _____

COST OF PERMIT \$ _____

TOTAL COST \$ _____

Building Dept. By _____

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	
If exempt from any of the above, explain here:			
<div>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.</div>			

AGENT/CONTRACTOR'S AFFIDAVIT AND SIGNATURE

I herby 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, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

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: _____



City of St. Louis
Building Department

St. Louis, MI 48880
(989) 681-2137

Website: 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.

CITY OF ST. LOUIS ZONING APPLICATION

Application For:

☐ Rezoning ☐ Variance
☐ Special Land Use ☐ Land Division
☐ Site Plan Review ☐ 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 ☐



BUILDING OFFICIAL/INSPECTOR
TONY MILLER 989-875-5201

When to Call for an Inspection

- Foundation Inspection:
 - Backfill Inspections – Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.
 - Footing Inspection - After form work is completed but prior to pouring concrete.
- Rough Inspection: The rough inspection is to be made after the roof, all framing, fire stopping and bracing installations are in place and the electrical, mechanical and plumbing rough installations are in place and approved, but before the insulation is installed.
- Final Inspection: 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. This request may be verbal, however, it is recommended that a written request be sent in, which included the building, electrical, mechanical and plumbing permit numbers. A Certificate of Occupancy cannot be issued until all fees are paid, permits are final and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances.

It is the responsibility of the applicant, contractor, or home owner to obtain all necessary permits. The permit holder is responsible for any and all inspections necessary. If you need assistance, please contact the Gratiot County Permits Office. The telephone number is 989-875-5201

Please advise that you live in the City of St. Louis and give them your permit number when you call.