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- 2137, ext. 2380, Fax: (989) 681-3842

Date _____

Jurisdiction of St. Louis

BUILDING PERMIT

PERMIT NO. _____

New residential construction, addition, and alteration

BUILDING DEPARTMENT
300 N. Mill St.
St. Louis, MI 48880
Phone: (989) 681-2137, ext 2380
Fax: (989) 681- 3842

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
_____ Sq. ft. second floor
_____ Sq. ft. fin. basement
_____ Sq. ft. unfin. basement
_____ No. rooms first floor
_____ Sq. ft. garage (attached garage requires fire separation)

_____ No. rooms second floor
_____ No. full baths
_____ No. half baths
_____ No. fireplaces
_____ No. chimneys

_____ No. wood burners
_____ Sq. ft. porches/breezeways
_____ Sq. ft. wood deck
_____ (ft.) ceiling height
_____ (ft.) building height

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

WINDOWS (5)
_____ No. of windows
_____ Wood sash
_____ Metal sash
_____ Type
_____ Egress/bedrms
_____ Attic access 22" x 30"

_____ Asphalt shingles
_____ Underlayment
_____ Vents
_____ Other coverings

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

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

Building Dept.
By: _____

Permits eventually required for this project:

Electrical Permit	Plumbing Permit	Mechanical Permit
☐ yes ☐ no	☐ yes ☐ no	☐ 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)
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 sidelines
7) Draw lakes, streams, and wet lands within 500 ft.
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 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.

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 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.

Signed: _____ Date: _____

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** ___

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.

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/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.