

BUILDING PERMIT INFORMATION CHECKLIST

*Permits will **NOT** be issued until **ALL REQUIRED** documents are submitted.
Applications are to be returned to the Building Inspector for date stamping and approval.*

You must furnish a copy of the following:

- ☐ Two Sets of drawings with appropriate scales, showing wall and foundation details.
- ☐ A site plan, showing the length and width of the property.
- ☐ Location of the building on the site plan, measured in feet from all property lines and from all other buildings on the site. Be sure to show all buildings.
- ☐ A legal description of the property, a deed or land contract (*must be recorded with Register of Deeds*).
- ☐ Soil and Sedimentation Permit if construction is within 500 feet of a lake, river, stream, pond or county drain. Contact the Midland Co. Drain Commission Office at 989-832-6770.
- ☐ Well Permit, Midland Co. Health Dept., 220 W. Ellsworth St., Midland, MI (989-832-6679).
- ☐ Septic Permit, Midland Co. Health Dept., 220 W. Ellsworth St., Midland, MI (989-832-6679).
- ☐ House or Building Address, contact the Midland Co. Housing Commission, 220 W. Ellsworth St. (989-832-6790).
- ☐ Driveway Permit, Midland Co. Road Commission 2334 N. Meridian Rd., Sanford, MI 48657 (989-687-9060).
- ☐ State of Michigan Uniform energy Code Rules, ANALYSIS COMPARISON REPORT or computer REScheck.

NOTE:

Building, Mechanical and Electrical Permits: If the HOMEOWNER does the work, the homeowner pulls the permit. If you hire a licensed contractor, the contractor pulls the permit. CONTRACTORS MUST BE LICENSED IN THE STATE OF MICHIGAN.

Occupancy Permit: The Certificate of Occupancy will be issued upon approval of all the required inspections. It is illegal to occupy the building prior to obtaining the certificate.

I HEREBY CERTIFY: That I have read and examined the application and know the same to be true and correct. All provisions of laws and ordinances governing will be complied with whether specified or not. The granting of permits does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. All listed and required inspections will be called for **48 hours** in advance. It shall be the duty of the permit holder to notify the Building Department when work is ready for inspections.

RETURN TO:

Completed Building Applications can be returned to:

Coleman City Hall
201 E. Railway Street
Coleman, MI 48618

Office hours: 8:00 am – 4:30 pm, Monday – Friday
Call 989-465-6961 to schedule inspections.

Steve Krotzer Building Inspector:

Coleman City Hall
Wednesday
1:30 pm – 2:30 pm
Cell: 989-326-0851

PAYMENTS MUST BE IN THE FORM OF A CHECK OR MONEY ORDER.

WHO MAY APPLY FOR A PERMIT?

Property owners or licensed contractors may apply for a building permit or a sub-permit. Contractors must provide a certificate under Michigan Act 135. Property owners doing their own work will be required to sign an "Owner-Builder Declaration" stating that they are actually doing their own work and are exempt from the requirements for having Workers' Compensation Insurance or they will be required to provide a Certificate of Insurance.

HOW DO I APPLY FOR A PERMIT?

The first step is to fill out a Building Permit Application form. This form is furnished by the Building Department and must be submitted for all construction. The form must be completely filled out and signed. If the applicant is lacking any information asked for on the form, this should be brought to the attention of the staff member accepting the application so that he or she can assist the applicant in completing the form.

For an interior remodeling project, the applicant must submit two copies of complete floor plans with details indicating the proposed changes. Be sure to indicate clearly what is new work, what is existing, what is to remain and what is to be removed.

For additions or new construction, the applicant must submit two sets of drawings with appropriate scales for plan review. Note one set of the drawings will be returned when the building permit is issued.

Before preparing your plans, be sure to check with the Midland County Drain Commission to see if you are in a flood zone or within 500 ft. of a lake, stream, river, pond or county drain. This requirement applies to all applications for exterior modifications and you must supply a legal description of the property for all exterior modifications.

Construction work must start within 180 days of the issuance of the permit. If work has not been started and no inspections have been called for in this period, the permit will be declared null and void. The permit may be renewed for one-half the original permit fee if no change in the plans are made, but the renewal process may only be used up to one year after issuance. Beyond that time a new application and fee will be required.

The Building Official may extend an expired permit once for a period not exceeding 180 days on written request by the permit holder showing reason(s) for not commencing the construction.

HOW MUCH WILL THE PERMIT COST?

Building Permits are based on the individual township schedules and will be assessed when the plan review is made.

MANUFACTURED HOME INSTALLATIONS

July 15, 1998, was the effective date of several changes to the Manufactured Housing Commission rules. One of the most significant changes prohibits retailers from installing manufactured homes under their retailer licenses. The reviewed rules require a person to have an installers/service license to "install" or "uninstall" a manufactured home unless the person is an individual employed by the manufacturer of the home.

The new rules also clarify that a manufactured home must be installed according to its manufacturer's installation instructions. In the absence of the manufacturer's installation instructions, a home must be installed in compliance with specifications prepared by a professional engineer. If no professional engineer is available, then a home's installation must comply with Commission Rule 602. (2)

Any questions about the Commission Rules may be addressed to the Manufactured Housing Division at [989] 334-6203.

NOTE: Homeowners may install their own manufactured home, BUT MAY NOT SUB-CONTRACT OUT ANY OF THE WORK. (See "Who May Apply for a Permit")

ELECTRICAL, MECHANICAL & PLUMBING PERMITS are extra permits that may be required for the type of construction work performed. Building Permits do not include Electrical, Mechanical and Plumbing Permits.

WE WANT TO SERVE YOU: Please note that the requirements for the permits are mandated by the State of Michigan and Local Ordinances of your Township.

BUILDING DEPARTMENT
APPLICATION FOR BUILDING AND CERTIFICATE FOR OCCUPANCY

CITY OR
TOWNSHIP OF _____

PROPERTY CODE _____

Building Address Owner Name _____ Address _____ City _____ Tel. No. _____ Class of Work<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width: 15%;">Tower</td><td style="width: 15%;"></td><td style="width: 15%;">Re-Shingle</td><td style="width: 15%;"></td><td style="width: 15%;">Pool</td><td style="width: 15%;"></td></tr><tr><td>Fence</td><td></td><td>Re-Set</td><td></td><td>Pole Bldg.</td><td></td></tr><tr><td>Pond</td><td></td><td>Tanks</td><td></td><td>Other</td><td></td></tr></table> Use of Bldg. _____ Size of Bldg. _____ Ht. _____ No. of Fls. _____ Families _____ No. of Rms. _____ Lot Size _____ No. and Use of Bldg. now on lot _____ DIMENSIONS/DATA NUMBER OF STORIES _____ USE GROUP _____ CONST. TYPE _____ NO. OF OCCUPANTS _____		Tower		Re-Shingle		Pool		Fence		Re-Set		Pole Bldg.		Pond		Tanks		Other	
		Tower		Re-Shingle		Pool													
		Fence		Re-Set		Pole Bldg.													
		Pond		Tanks		Other													

Architect Engineer
Name _____
Address _____
City _____ Tel. No. _____

Contractor
Name _____
Address _____
City _____ Tel. No. _____

 Bldg. Permit No. _____ **A** **VALUATION** | | | |--------------------|--| | Bldg. Fee _____ | | | Plan Ck. Fee _____ | | | Total _____ | | **Date Issued** _____ **MOBILE HOME OR TRAILER** **MANUFACTURER** _____ SERIAL NO. _____ DATE OF MANUFACTURE _____ | **A. PRINCIPLE TYPE OF FRAME** 1. ☐ MASONRY, WALL BEARING 2. ☐ WOOD FRAME 3. ☐ STRUCTURAL STEEL 4. ☐ REINFORCED CONCRETE 5. ☐ OTHER **B. PRINCIPAL TYPE OF HEATING FUEL** 6. ☐ GAS 7. ☐ OIL 8. ☐ ELECTRICITY 9. ☐ COAL 10. ☐ OTHER **C. TYPE OF SEWAGE DISPOSAL** 11. ☐ PUBLIC OR PRIVATE COMPANY 12. ☐ SEPTIC SYSTEM **D. TYPE OF WATER SUPPLY** 13. ☐ PUBLIC OR PRIVATE COMPANY 14. ☐ PRIVATE WELL OR CISTERN || **PILOT PLAN** | | |
| | | |
| | | |

1. ☐ NEW BUILDING 3. ☐ ALTERATION 5. ☐ DEMOLITION 7. ☐ FOUNDATION ONLY 9. ☐ RELOCATION

2. ☐ ADDITION 4. ☐ REPAIR 6. ☐ MOBILE HOME SET-UP 8. ☐ PREMANUFACTURE 10. ☐ SPECIAL INSPECTION

REVIEW(S) TO BE PERFORMED

BUILDING ELECTRICAL MECHANICAL PLUMBING FOUNDATION

BUILDERS LICENSE NO. _____

EXPIRATION DATE _____

FEDERAL EMPLOYER ID NUMBER
OR REASON FOR EXEMPTION _____

MESC EMPLOYER NUMBER
OR REASON FOR EXEMPTION _____

WORKERS COMP INSURANCE CARRIER
OR REASON FOR EXEMPTION _____

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER .OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER 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

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, 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 residential structure. Violators of section 23a are subjected to civil fines.

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all Township ordinances and State Laws regulating building construction.

Applicant Signature _____

Application Date _____

RESIDENTIAL PLANNING DIRECTOR _____ DATE _____

COMMERCIAL

INDUSTRIAL BUILDING INSPECTOR _____ DATE _____

Inspector-White

Applicant-Yellow

Township-Pink