

# BUILDING PERMIT APPLICATION

Please make your check payable to  
and send it to the appropriate jurisdiction

## Area Metropolitan Services Agency

Please mark box for appropriate jurisdiction

|  |  |  |   |   |   |   |   |
|--|--|--|---|---|---|---|---|
| <input type="checkbox"/> <b>Bedford Township</b><br>115 S. Uldricks Drive<br>Battle Creek, MI 49017<br>Ph: 269.965.9096<br>Fax: 269.965.0908 | <input type="checkbox"/> <b>Convis Township</b><br>19500 15 Mile Road<br>Marshall, MI 49068<br>Ph: 269.789.0654<br>Fax: 269.789.0657 | <input type="checkbox"/> <b>Emmett Township</b><br>621 Cliff Street<br>Battle Creek, MI 49014<br>Ph: 269.968.0335<br>Fax: 269.968.0108 | <input type="checkbox"/> <b>Leroy Township</b><br>8156 4 Mile Road<br>East Leroy, MI 49051<br>Ph: 269.979.9421<br>Fax: 269.979.2775 | <input type="checkbox"/> <b>Newton Township</b><br>7988 G Drive South<br>Ceresco, MI 49033<br>Ph: 269.979.3212<br>Fax: 269.979.4470 | <input type="checkbox"/> <b>Pennfield Township</b><br>20260 Capital Ave NE<br>Battle Creek, MI 49017<br>Ph: 269.968.4422<br>Fax: 269.968.2021 | <input type="checkbox"/> <b>City of Battle Creek</b><br>10 N. Division St, Ste 117<br>Battle Creek, MI 49014<br>Ph: 269.966.3382<br>Fax: 269.966.3555 | <input type="checkbox"/> <b>City of Springfield</b><br>601 Avenue A<br>Springfield, MI 49015<br>Ph: 269.441.9273<br>Fax: 269.965.0114 |
|--|--|--|---|---|---|---|---|

**Administrative Section:**

**Cash**

**Check #** \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Inspector Approval** \_\_\_\_\_ **Issued Permit #** \_\_\_\_\_

APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V, VI, AND IX.

SEPARATE APPLICATIONS MUST BE COMPLETED FOR: PLUMBING, MECHANICAL, AND ELECTRICAL WORK.

**I. PROJECT INFORMATION**

|                       |          |
|-----------------------|----------|
| PROJECT NAME          | ADDRESS  |
| CITY/VILLAGE/TOWNSHIP | ZIP CODE |
| BETWEEN CROSS STREETS | AND      |
| JOB SITE PHONE NUMBER |          |

**II. IDENTIFICATION**

**A. PROPERTY OWNER OR LESSEE**

|              |             |            |                |
|--------------|-------------|------------|----------------|
| NAME         | ADDRESS     | CITY/STATE | ZIP            |
| PHONE NUMBER | CELL NUMBER | FAX NUMBER | E-MAIL ADDRESS |

**B. ARCHITECT OR ENGINEER**

|              |                |                 |     |
|--------------|----------------|-----------------|-----|
| NAME         | ADDRESS        | CITY/STATE      | ZIP |
| PHONE NUMBER | FAX NUMBER     | E-MAIL ADDRESS  |     |
| CELL NUMBER  | LICENSE NUMBER | EXPIRATION DATE |     |

**C. CONTRACTOR**

|              |                         |                 |     |
|--------------|-------------------------|-----------------|-----|
| NAME         | ADDRESS                 | CITY/STATE      | ZIP |
| PHONE NUMBER | FAX NUMBER              | E-MAIL ADDRESS  |     |
| CELL NUMBER  | BUILDERS LICENSE NUMBER | EXPIRATION DATE |     |

FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION

WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION

MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION

**III. TYPE OF IMPROVEMENT AND PLAN REVIEW**

**A. TYPE OF IMPROVEMENT** **TOTAL COST OF IMPROVEMENT (Materials & Labor):** \$ \_\_\_\_\_

NEW BUILDING ADDITION   
  ALTERATION REPAIR   
  DEMOLITION RELOCATION   
  FOUNDATION ONLY   
  MOBILE HOME SET-UP  
PREMANUFACTURE   
 SPECIAL INSPECTION

**B. REVIEW(S) TO BE PERFORMED**

BUILDING   
  ELECTRICAL   
  MECHANICAL   
  PLUMBING   
  FOUNDATION

**Authority:** P.A. 230 of 1972, as amended. **Completion:** Mandatory to obtain permit **Penalty:** Permit will not be issued. The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.



**VI. APPLICANT INFORMATION (Contractor or Homeowner)**

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

|  |              |             |          |
|--|--------------|-------------|----------|
| NAME   | PHONE NUMBER | CELL NUMBER |          |
| ADDRESS  | CITY         | STATE       | ZIP CODE |
| SOCIAL SECURITY NUMBER, DRIVER'S LICENSE # or STATE ID # |              | DOB         |          |

**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 A RESIDENTIAL STRUCTURE. VIOLATORS OF SECTION 23A ARE SUBJECTED TO CIVIL FINES.**

**CONTRACTOR CERTIFICATION:** 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. I 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. I HEREBY CONSENT TO ENTRY AND INSPECTION OF THE PREMISES BY THE BUILDING DEPARTMENT'S INSPECTOR(S) UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED FOR THE PROJECT.

CONTRACTOR SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

**HOME OWNER AFFIDAVIT:** I HEREBY CERTIFY THAT THE CONSTRUCTION WORK DESCRIBED ON THIS APPLICATION WILL BE CONDUCTED BY THE UNDERSIGNED IN MY SINGLE-FAMILY DWELLING IN WHICH I LIVE OR AM ABOUT TO OCCUPY. I UNDERSTAND PUBLIC ACT 230 OF 1972, AS AMENDED, THE MICHIGAN RESIDENTIAL CODE, AND I ASSUME ALL RESPONSIBILITY FOR OBTAINING ALL NECESSARY INSPECTIONS.

HOMEOWNER SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

**VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION**

| ENVIRONMENTAL CONTROL APPROVALS |  |          |      |          |           |
|---------------------------------|--|----------|------|----------|-----------|
|                                 | Approval Required?                                       | APPROVED | DATE | COMMENTS | SIGNATURE |
| A - ZONING                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |          |      |          |           |
| B - FIRE DISTRICT               | <input type="checkbox"/> YES <input type="checkbox"/> NO |          |      |          |           |
| C - POLLUTION CONTROL           | <input type="checkbox"/> YES <input type="checkbox"/> NO |          |      |          |           |
| D - NOISE CONTROL               | <input type="checkbox"/> YES <input type="checkbox"/> NO |          |      |          |           |
| E - SOIL EROSION                | <input type="checkbox"/> YES <input type="checkbox"/> NO |          |      |          |           |
| F - FLOOD ZONE                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |          |      |          |           |
| G - WATER SUPPLY                | <input type="checkbox"/> YES <input type="checkbox"/> NO |          |      |          |           |
| H - SEPTIC SYSTEM               | <input type="checkbox"/> YES <input type="checkbox"/> NO |          |      |          |           |
| I - VARIANCE GRANTED            | <input type="checkbox"/> YES <input type="checkbox"/> NO |          |      |          |           |
| J - OTHER                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |          |      |          |           |
| K - DRIVEWAY PERMIT             | <input type="checkbox"/> YES <input type="checkbox"/> NO |          |      |          |           |

**VIII. VALIDATION - FOR DEPARTMENT USE ONLY**

|   |  |
|---|--|
| USE GROUP _____<br>MIXED USE _____<br>INCIDENTAL USE _____<br>TYPE OF CONSTRUCTION _____<br>SQUARE FEET _____<br># OF REQUIRED INSPECTIONS _____<br># OF INCLUDED INSPECTIONS _____ | ADMINISTRATIVE FEE _____<br>ZONING BASED FEE _____<br>ZONING INSPECTION FEE _____<br>INSPECTION FEE _____<br>BUILDING PLAN REVIEW (PR) FEE _____<br>PLUMBING / ELECTRICAL / MECHANICAL (PR) FEE _____<br>WORK WITHOUT PERMIT FEE (\$150) _____<br><b>TOTAL</b> _____ |
| ZONING ADMINISTRATOR'S APPROVAL SIGNATURE _____ DATE _____  | BUILDING OFFICIAL'S APPROVAL SIGNATURE _____ DATE _____  |

IX. SITE OR PLOT PLAN - FOR APPLICANT USE. Please include locations of streets, driveways, and existing structures. Include the location and number of parking spaces, easements, right-of-way lines, setback distances, location of any on-site water or sewer facilities, retaining walls, water bodies within 500 feet of the property, 100 year flood plains, wetlands, and a north arrow. Include distance between structures and property lines.

A large grid area for drawing a site or plot plan. The grid consists of 30 columns and 40 rows of small squares, providing a scale for the drawing.