## **APPLICATION FOR BUILDING PERMIT AND PLAN REVIEW**

AUTHORITY: P.A. 230 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED

3400 W Vienna Rd Phone:(810) 686-7676

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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.

## APPLICANT TO COMPLETE ALL ITEMS IN SECTION 1, 11, 111, 1V, V AND VI NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS

## **INCOMPLETE APPLICATION WILL NOT BE PROCESSED**

		ADD	ADDRESS				
CITY		TOWNSHIP		COUNTY	ZIP		
				NNA	GENESEE		
COST OF PROJEC	CTED PROJECT: \$						
II. INDENTIFICATION							
A. OWNER							
NAME			ADDRESS				
CITY			ZIP		TELEPHONE NUMBER		
EMAIL	MICHIGAN	<u> </u>					
B. ARCHITECT OR ENGINEER	₹						
NAME	IE			ADDRESS			
CITY	STATE		ZIP		TELEPHONE NUMBER		
LICENSE NUMBER	IUMBER			EXPIRATION DATE			
EMAIL							
III. CONTRACTOR							
NAME			ADDRESS				
TW WALL							
CITY	STATE	ZIP			TELEPHONE NUMBER		
	STATE	ZIP EXPIRATION DATE	I	FEDERAL EMPL	TELEPHONE NUMBER  OYER ID NUMBER OR REASON FO	DR EXEMPTION	
CITY  BUILDERS LICENSE NUMBER		EXPIRATION DATE		FEDERAL EMPL		DR EXEMPTION	
CITY		EXPIRATION DATE		FEDERAL EMPL		OR EXEMPTION	
CITY  BUILDERS LICENSE NUMBER	ARRIER OR REASON FOR EX	EXPIRATION DATE		FEDERAL EMPL		OR EXEMPTION	
CITY  BUILDERS LICENSE NUMBER  WORKERS COMP INSURANCE C  MESC EMPLOYER NUMBER OR	ARRIER OR REASON FOR EX	EXPIRATION DATE		FEDERAL EMPL		OR EXEMPTION	
CITY  BUILDERS LICENSE NUMBER  WORKERS COMP INSURANCE C	ARRIER OR REASON FOR EX	EXPIRATION DATE		FEDERAL EMPL		OR EXEMPTION	
BUILDERS LICENSE NUMBER WORKERS COMP INSURANCE C MESC EMPLOYER NUMBER OR EMAIL	ARRIER OR REASON FOR EX	EXPIRATION DATE		FEDERAL EMPL		DR EXEMPTION	
CITY  BUILDERS LICENSE NUMBER  WORKERS COMP INSURANCE C  MESC EMPLOYER NUMBER OR  EMAIL  IV. TYPE OF IMPROVEM	ARRIER OR REASON FOR EX REASON FOR EXEMPTION  ENT AND PLAN REVIE	EXPIRATION DATE		FEDERAL EMPL		OR EXEMPTION	
CITY  BUILDERS LICENSE NUMBER  WORKERS COMP INSURANCE C  MESC EMPLOYER NUMBER OR  EMAIL  IV. TYPE OF IMPROVEM  A. TYPE OF IMPROVEMENT	ARRIER OR REASON FOR EX REASON FOR EXEMPTION ENT AND PLAN REVIE	EXPIRATION DATE  EMPTION			OYER ID NUMBER OR REASON FO		
BUILDERS LICENSE NUMBER  WORKERS COMP INSURANCE C  MESC EMPLOYER NUMBER OR  EMAIL  IV. TYPE OF IMPROVEM  A. TYPE OF IMPROVEMENT  NEW BUILDING	ARRIER OR REASON FOR EX REASON FOR EXEMPTION  ENT AND PLAN REVIE  ALTERATION	EMPTION  EMPTION  DEMOLITION		- FOUNDATIO	DYER ID NUMBER OR REASON FO	ATION	
CITY  BUILDERS LICENSE NUMBER  WORKERS COMP INSURANCE C  MESC EMPLOYER NUMBER OR  EMAIL  IV. TYPE OF IMPROVEM  A. TYPE OF IMPROVEMENT	ARRIER OR REASON FOR EX REASON FOR EXEMPTION  ENT AND PLAN REVIE  ALTERATION  REPAIR	EXPIRATION DATE  EMPTION			DYER ID NUMBER OR REASON FO		

V. PROPOSED USE OF BUILDING								
A. RESIDENTIAL								
ONE FAMILY TWO OR MORE FAMILY NO. OF UNITS:	☐ HOTEL, MOTEL  NO. OF UNITS:  ☐ ATTACHED GARAGE	□ DETACHED GARAGE □ POLE BARN − SIZE: □ OTHER						
B. NON-RESIDENTIAL								
□ AMUSEMENT □ CHURCH, RELIGION □ INDUSTRIAL	SERVICE STATION HOSPITAL, INSTITUTIONAL OFFICE, BANK, PROFESSIONAL	<ul><li>SCHOOL, LIBRARY, EDUCATION</li><li>STORE, MERCANTILE</li><li>PUBLIC UTILITY</li></ul>	<ul><li>□ TANKS, TOWERS</li><li>□ OTHER</li><li>□ PARKING GARAGE</li></ul>					
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								
VI. SELECTED CHARACTERISTICS OF BUILDING								
A. PRINCIPAL TYPE OF FRAME								
☐ MASONRY ☐ WALL BEARING ☐ WOOD FRAME ☐ STRUCTURAL STEEL ☐ REINFORCED CONCRETE ☐ OTHER								
B. PRINCIPAL TYPE OF HEATING FUEL								
□ GAS □ OIL □ ELECTRICITY □ COAL □ OTHER								
I understand that the Township Assessor will be visiting the property sometime within the next year to obtain measurements.								
SIGNATURE		DATE						
PROJECT DESCRIPTION:  TOTAL SQUARE FEET OF NEW BUILD O  COST OF PROJECT:  WILL THERE BE:  Mechanical Electory  All trades are pulled through Vienna To	trical Plumbing							
BUILDING DEPARTMENT								
Soil Erosi		Water/Sewer Well,	/Septic					



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## Requirements for obtaining Building Permits

### Residential Structures:

#### New Homes:

- \* Building Permit Application
- \* Soil Erosion Permit, from Genesee County Water and Waste
- \* Building Plans showing foundation & floor plans, roof & wall sections
- \* Site Plan
- \* Michigan Uniform Energy Code Worksheet
- \* If connecting to Water/Sewer B Permit from Genesee County Water & Waste & Water/Sewer Tap-in Fees for Vienna Township
- \* If connecting to Well/Septic Permit from Genesee County Health Department
- \* Road Culvert/Driveway Permit if required Contact Genesee County Road Commission
- \* Sewer/Water tap-in inspection fee

## Garages:

- \* Building Permit Application
- \* Soil Erosion Permit, from Genesee County Water and Waste
- \* Plans showing footing depth (over 600 sf)
- \* Site Plan

#### Pole Barn:

- \* Building Permit Application
- \* Soil Erosion Permit, from Genesee County Water and Waste
- \* Pole Barn Drawings
- \* Site Plan

#### Decks:

- \* Building Permit Application
- \* Soil Erosion Permit, from Genesee County Water and Waste
- \* Deck Drawings
- \* Site Plan

#### Additions/Porch/Sunroom:

- \* Building Permit Application
- \* Soil Erosion Permit, from Genesee County Water and Waste
- \* Building Drawings/Diagram
- \* Site Plan

## In-Ground Pools:

- \* Building Permit
- \* Electrical Permit
- \* Soil Erosion Permit, from Genesee County Water & Waste
- \* Pool Drawings
- \* Site Plan



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## Commercial Structures:

- \* Site Plan Review w/ Public Hearing will be Required for all New Construction and Large Additions
- \* Building Permit Application/Plan Review Application
- \* Two (2) sets of plans and specifications, with original signature and seal of an architect or engineer registered in the State of Michigan.
- \* Soil Erosion Permit from Genesee County Water and Waste (new build only)
- \* If connecting to Water/Sewer B Permit from Genesee County W & W
- \* Road Culvert Permit if required
- \* Sewer/Water tap-in inspection fee

### When to Call for an Inspection:

Please call the building department listed on your building permit, at least one (1) day 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.
- \* <u>Backfill Inspection</u> Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

#### Rough Inspection:

The rough inspection is to be made after the roof, all framing, firestop, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

#### Insulation Inspection:

Insulation inspection done prior to drywall and after the rough.

## Final Inspection:

The final inspection is to be made upon completion of the building or structure and before occupancy occurs.

#### Trades:

Electrical, mechanical and plumbing are separate permits from the building permits. If any job requires any of the above, a permit must be pulled and inspected by the electrical and mechanical/plumbing inspector.

It is your responsibility to call for each and every required inspection



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# MICHIGAN'S PERMIT-BY-RULE FOR CONSTRUCTION ACTIVITIES

(National permit for storm water discharge from construction activity)
(Rule 323.2190)

This permit is separate from a Soil Erosion and Sedimentation Control (SESC) Permit. If you meet all the requirements of the SESC permit, you still may be required to comply with the above permit.

If you disturb between 1 and 5 acres of soil (as defined in the above rule) from a construction activity, you will be required to meet all the requirements of Rule 323.2190, but you will not have to apply for a permit.

If you disturb more than 5 acres of soil (as defined in the above rule) from a construction activity, you will have to file with the department a notice of coverage pursuant to the provisions of Rule 323.2190, and meet all the requirements of Rule 323.2190.

The complete copy of this rule can be found online by typing <u>Michigan Permit</u> by Rule.