

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 Clio, MI 48420 Phone:(810) 686-7676 Fax: (810) 686-8856
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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

I. PROJECT INFORMATION – JOB LOCATION: <input type="checkbox"/> VIENNA TWP <input type="checkbox"/> CITY OF CLIO			
PROJECT DESCRIPTION		ADDRESS	
CITY	TOWNSHIP VIENNA	COUNTY GENESEEE	ZIP

COST OF PROJECTED PROJECT: \$ _____

II. INDENTIFICATION			
A. OWNER			
NAME		ADDRESS	
CITY	STATE MICHIGAN	ZIP	TELEPHONE NUMBER
EMAIL			
B. ARCHITECT OR ENGINEER			
NAME		ADDRESS	
CITY	STATE	ZIP	TELEPHONE NUMBER
LICENSE NUMBER		EXPIRATION DATE	
EMAIL			

III. CONTRACTOR			
NAME		ADDRESS	
CITY	STATE	ZIP	TELEPHONE 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			
EMAIL			

IV. TYPE OF IMPROVEMENT AND PLAN REVIEW				
A. TYPE OF IMPROVEMENT				
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> FOUNDATION ONLY	<input type="checkbox"/> RELOCATION
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOBILE HOME SET-UP	<input type="checkbox"/> PREMANUFACTURE	<input type="checkbox"/> SPECIAL INSPECTION
B. REVIEWS TO BE PERFORMED				
<input type="checkbox"/> BUILDING	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> FOUNDATION



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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.
- * Backfill Inspection - 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 Michigan Permit by Rule.