



249 N. MILLER ROAD  
SAGINAW, MI 48609

## **Requirements for Obtaining a Building Permit**

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### **Residential Structures**

(One – and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Building Permit Application
- Minimum of two (2) sets of plans that include the following:
  - Foundation and floor plans.
  - Roof and wall section.
  - Building elevations.
  - Site plan.

### **Commercial Structures**

(Including One-and Two-Family Residential with *more* than 3,500 square feet of calculated floor area)

- Building Permit Application.
- Copy of plan review approval letter. Plan review must be approved prior to a building permit being issued.

### **Mobile and Pre-manufactured Homes**

- Building permit Application.
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation.
- Site plan.
- For Michigan approved pre-manufactured units; one (1) copy of the Building System Approval and the approved plans.

### **Instructions for Completing Application**

Page 1 of the application: Complete all applicable sections. Note section IIc). If the homeowner is doing the construction, enter “Homeowner” in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and **signed**.

Section VII. Must be completed by the local governmental agency (city/township) for zoning (environmental) approval. In certain jurisdictions, a land use permit may be substituted. Note (g) and (h). Indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

## **Building Permit Fees**

Building permit fees may be obtained from the Building Inspector, by calling the Building Department at (989) 781-0151. They are set by the Township Board Resolution.

### **You will need to furnish the following information when calling**

- Total square footage of structure.
- Use group (i.e., "R-3" use group for single family homes, "U" use group for detached garages, pole barns, etc.)
- Type of construction ("5B" for wood frame construction).

If you submit your building permit application and plans without money, our application will be put on hold until all fees are paid.

### **When to call for an Inspection**

Please call the building inspector's telephone number listed on your building permit at least one (1) day prior to the time you need an inspection. A minimum of four (4) inspections are required on most structures. It is the permit holder's responsibility to call for inspections. Prior to the construction being covered.

### **Foundation Inspections**

Footing Inspection – Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection – Prior to backfill and after footings, wall, waterproofing, and drain tile are installed.

### **Rough Inspection**

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

### **Final Inspections**

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 includes the building, electrical, mechanical, plumbing, boiler and elevator permit numbers, the plan review submission number, and the Bureau of Fire Services project number (for Schools only). A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.