BUILDING PERMIT APPLICATION

B

Otsego County Building Department
225 W Main St.,Gaylord, MI 49735
Phone: 989-731-7400
Email: Lus-bd@otsegocountymi.gov

Authority: 1972 PA230, as amended
Completion: Mandatory to obtain permit
Penalty: Application must be completed and signed or permit will not be issued

Applicant must complete all items in Sections I, II, III, IV, V, VI and VII.

Separate applications must be made for Electrical, Plumbing, and Mechanical Permits.

Permit Number

I. Location of Building

Site Street Address	Property ID Number	
City/Village	Township	Zip Code
Directions to Site		

II. Identification

A. Owner of Land in Fee

Name	Daytime Phone		
Street Address	City	State	Zip Code
Email	Fax		

B. Architect or Engineer

Name	Daytime Phone		
Street Address	City	State	Zip Code
Email	Fax		

C. Agent acting on behalf of Owner (Agency Letter Required)

Name	Daytime Phone		
Street Address	City	State	Zip Code
Email	Fax		

III. Type of Improvement and Plan Review

A. Type of Improvement

☐ New Building	☐ Repair / Replace	☐ Deck	☐ Pole Barn: ☐ Gravel Floor ☐ Concrete Floor	☐ Other: _____
☐ Addition / Alteration	☐ Demolition	☐ Swimming Pool		
☐ Relocation	☐ Foundation Only			

B. Reviews to be Performed

☐ Building	☐ Electrical	☐ Plumbing	☐ Mechanical	☐ Energy

IV. Proposed Use of Building

Proposed Use: RESIDENTIAL		Proposed Use: NON-RESIDENTIAL	
☐ Single Family	☐ Wood Burining Stove	☐ Assembly	
☐ Two Family	☐ Masonry Fireplace:	☐ Business	Use Group:
☐ Multi-Family: # of Units: _____	☐ Gas Log ☐ Wood Burning	☐ Factory	_____
☐ Attached Garage	☐ Pre-Fab Fireplace:	☐ Hazardous	
☐ Detached Garage	☐ Gas Log ☐ Wood Burning	☐ Institutional	
☐ Finished Basement	☐ Deck	☐ Mercantile	Construction Classification:
☐ Unfinished Basement	☐ Modular Home	☐ Storage	_____
☐ Walkout Basement	☐ Mobile Home	☐ Food Service	
☐ Crawl Space	☐ Other: _____	☐ DSS Facility	
☐ # of Bedrooms: _____	☐ Other: _____	☐ Hazardous materials to be stored on site	Occupancy Load:
☐ # of Bathrooms: Full: _____ Partial: _____		☐ Utility or Miscellaneous	_____
Is the home occupied? ☐ Yes ☐ No			
Is there a fireplace in a bedroom? ☐ Yes ☐ No			

Describe Project in Detail:

V. Select Characteristics of Building

A. Principal Type of Frame

☐ Masonry Wall Bearing	☐ Reinforced Concrete	☐ Structural Steel	☐ Wood Frame
☐ Other: _____			

B. Principal Type of Heating

☐ Gas: ☐ LP ☐ Natural	☐ Oil	☐ Electric	☐ Geothermal
☐ Other: _____			

C. Type of Sewage Disposal

☐ Public Sewer	☐ Septic System

D. Type of Water Supply

☐ Public Water	☐ Private Well

E. Type of Mechanical

Will there be air conditioning? ☐ Yes ☐ No	Fire Suppression? ☐ Yes ☐ No

F. Dimensions

Number of Stories:		Overall Dimensions:		
Total Floor Area: _____	Basement: _____	1st Floor: _____	2nd Floor: _____	Other Floor: _____

Cost of Construction:

G. Number of Street Parking Spaces (COMMERCIAL CONSTRUCTION)

Enclosed: _____	Outdoors: _____

Application Guidelines and General Information

GENERAL: Mechanical work shall not be started until the application for permit has been filed with Otsego County Building Department. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected and approved.**

EXPIRATION OF PERMIT: A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS $85

VI. Applicant / Contractor Information

Applicant is responsible for the payment of all fees and charges applicable to this application.

Name	Daytime Phone		
Street Address	City	State	Zip Code
Email	Fax		

Pursuant to Public Act 135 of 1989 - All building inspection applicants must complete the following information (where applicable).

Company Name			
Street Address	City	State	Zip Code
Phone	Email		
License Number			
Workers Compensation Carrier			
Federal / Tax ID Number			
MESC Number			

PLAN REVIEW REQUIRED

A full set of construction documents are required with each application for a permit. Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one- and two-family dwellings less than 3,500 square feet of calculated floor area and public works less than $15,000 in total construction cost. Applicant must submit the specifications for the building or structure, and a complete set of the plans, drawn to scale, of the proposed work. Applicant must also submit a site plan showing the dimensions, and the location of the proposed building or structure and the other buildings or structures on the same premises to obtain the required Zoning approval. Application and plans can be emailed to the office and must be in PDF format.

VII. Applicant Attestation and Signature

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. I _____(name), _____(title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, or proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

Signature of Applicant	Date