

BUILDING DEPARTMENT REFERENCE SHEET

Building Permits (Permit Fee based on Construction Value)

- Cheat Sheets for decks, pole barns, detached garages, residential additions, & covered porches showing the construction detail breakdown are available
- Plot plan showing the placement of proposed project on property & setbacks
- ❖ A **Soil Erosion Permit/Waiver/Exemption** is required for any project where dirt is being disturbed, prior to approval of any permits.

These are issued through:

Genesee County Water & Waste

G-4610 Beecher Rd

Flint, MI 48532

Phone (810) 732-7870 Fax (810) 732-9773

www.gcdcwws.com

- Permits are good for one (1) year; however, if there are six (6) months without any activity it will expire in our system.

Demolition Permits including Right of Way (\$150 fee)

- ❖ A **Soil Erosion Permit/Waiver/Exemption** is required (see above)
- Consumers verification of disconnect
- City cut & cap of water/sewer

Trade Permits (Electrical, Mechanical, & Plumbing-Fees are listed on the back of application)

- Copies of contractor's driver's license & state issued license must be submitted for every new contractor or expired registration
- Application Fee does not include any inspections
- We do not charge a contractor registration fee
- Electrical Inspector: Leon Buning
*Inspection days: Mon-Thurs after 4:00pm
- Mechanical & Plumbing Inspector: Merle West
*Inspection days: Tues & Thurs

Zoning Permits (\$25.00 fee)

- Required for sheds under 200 square feet, fences, & zoning approvals
- Permits are good for one (1) year

Sign Permits (Permit Fee based on Construction Value)

- Permits are good for one (1) year

APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

for The CITY OF SWARTZ CREEK

8083 Civic Drive

Swartz Creek, Michigan 48473

(810) 635-4464 or (810) 655-3893

Permit Number _____

Date Issued _____

Permit Fee _____

Date of Occupancy/Final _____

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

THIS 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 SECTIONS

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

LOCATION OF BUILDING

STREET LOCATION _____

Zoning District _____

CITY _____

STATE _____

ZIP _____

OWNERSHIP: ☐ Private ☐ Public

between _____

and _____

SUBDIVISION _____

LOT _____

BLOCK _____

LOT SIZE _____

TYPE OF IMPROVEMENT

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

RESIDENTIAL PROPOSED USE

- ☐ ONE FAMILY
- ☐ TWO OR MORE FAMILY _____ NO OF UNITS
- ☐ HOTEL, MOTEL _____ NO OF UNITS
- ☐ ADDITION
- ☐ POOL
- ☐ ATTACHED/DETACHED GARAGE
- ☐ DECK
- ☐ STORAGE SHED
- ☐ POLE BUILDING
- ☐ OTHER _____

NON RESIDENTIAL PROPOSED USE

- ☐ AMUSEMENT
- ☐ CHURCH, RELIGION
- ☐ INDUSTRIAL
- ☐ PARKING GARAGE
- ☐ SERVICE STATION
- ☐ OFFICE, BANK, PROFESSIONAL
- ☐ LIBRARY
- ☐ STORE, MERCANTILE
- ☐ TANKS, TOWERS
- ☐ PUBLIC UTILITY
- ☐ HOSPITAL/INSTITUTE
- ☐ OTHER _____

NONRESIDENTIAL DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

CHARACTERISTICS OF BUILDING

PRINCIPAL TYPE OF FRAMING

- ☐ Masonry (wall bearing)
- ☐ Wood frame
- ☐ Structural steel
- ☐ Reinforced concrete
- ☐ Other _____

TYPE OF SEWAGE DISPOSAL

- ☐ Public or private company
- ☐ Private (on-site septic)

TYPE OF WATER SUPPLY

- ☐ Public or private company
- ☐ Private (on site well)

PRINCIPAL TYPE OF HEATING FUEL

- ☐ Gas
- ☐ Electricity
- ☐ Other _____
- ☐ Oil
- ☐ Coal

TYPE OF MECHANICAL

- Will there be central air? ☐ Yes ☐ No
- Will there be an elevator? ☐ Yes ☐ No

DIMENSIONS

No. of Stories _____
Total square feet of floor area of all floors _____
Total land area, sq. ft./acres _____

NUMBER OF OFF STREET PARKING SPACES

Enclosed _____
Outdoors _____

RESIDENTIAL BUILDINGS ONLY

Number of bedrooms _____
Number of full bathrooms _____
Number of partial bathrooms _____

EVALUATION AND PERMIT FEE

Use Group _____

Fee Basis _____

Type of Construction _____

Construction Cost _____

Square Feet _____

Construction Value _____

Permit Fee _____

NOTES AND DATA (For Building Department Use)

IDENTIFICATION APPLICANT

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

OWNER OR LESSEE

Name		Address	
City	State	Zip Code	Telephone Number

ARCHITECT OR ENGINEER

Name		Address	
City	State	Zip Code	Telephone Number
License Number			Expiration Date

CONTRACTOR

Name		Address	
City	State	Zip Code	Telephone Number
Builder's License Number			Expiration Date
Federal Employer ID Number or Reason for Exemption			
Workers Comp Insurance Carrier or Reason		Policy No	Expiration
MESC Employer Number or Reason for Exemption			

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 AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN, GENESEE COUNTY AND MUNDY TOWNSHIP. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

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.

Email:

SIGNATURE OF APPLICANT

DATE

**PERMITS NEEDED TO SUBMIT WITH
BUILDING PERMIT**

☐	Approval by Planning Commission Date _____
☐	Approval by Zoning Board of Appeals Date _____
☐	Plot Plan
☐	On Site Septic/Tap in
☐	Driveway
☐	Soil Erosion
☐	Energy Calculations

OTHER PERMITS/APPROVALS REQUIRED

☐	Electrical Permit
☐	Mechanical Permit
☐	Plumbing Permit
☐	DNR Permit
☐	Other _____

APPROVAL

DATE

ZONING PLAN EXAMINERS NOTES

DISTRICT

USE

FRONT YARD

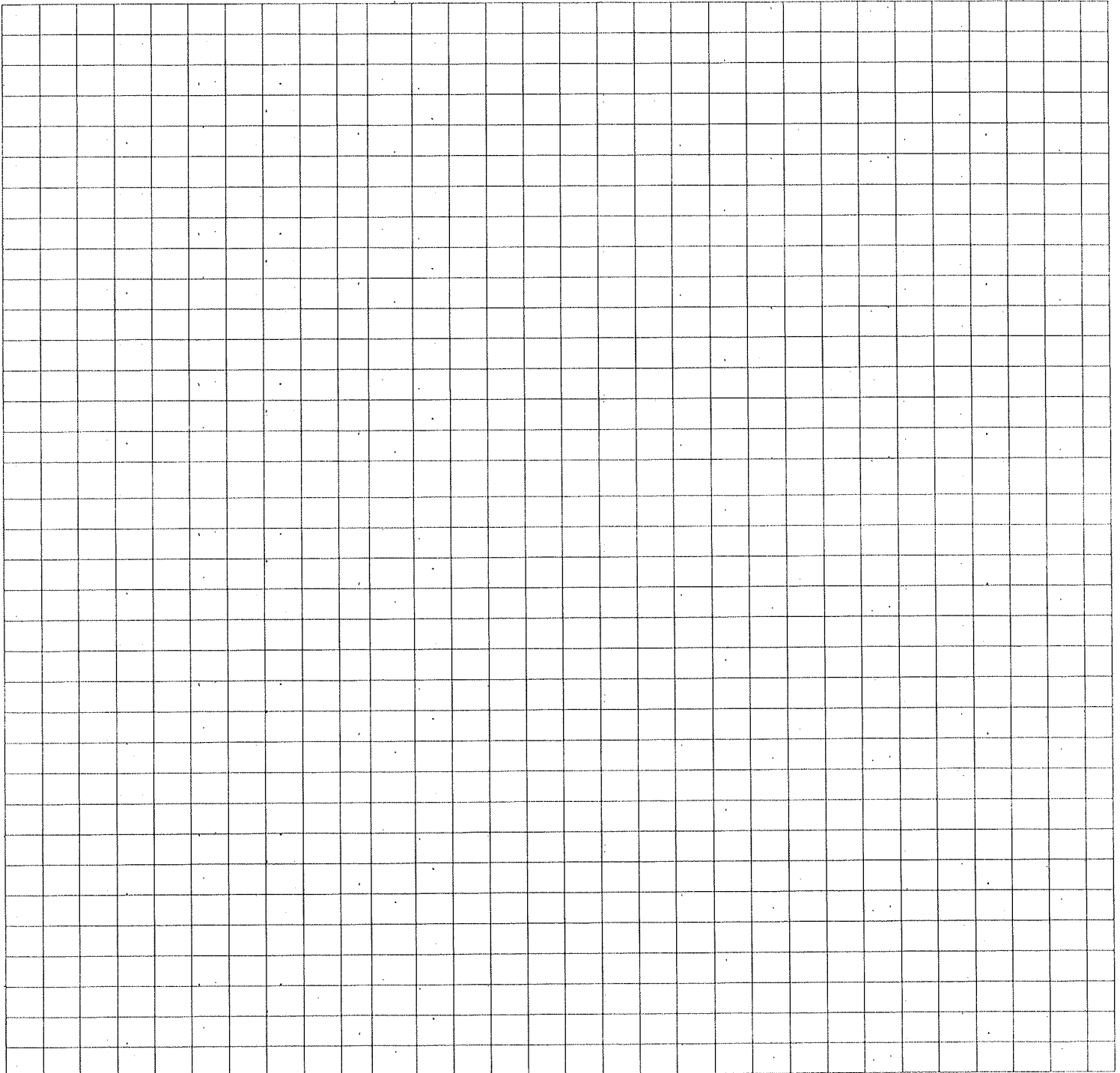
SIDE YARD

SIDE YARD

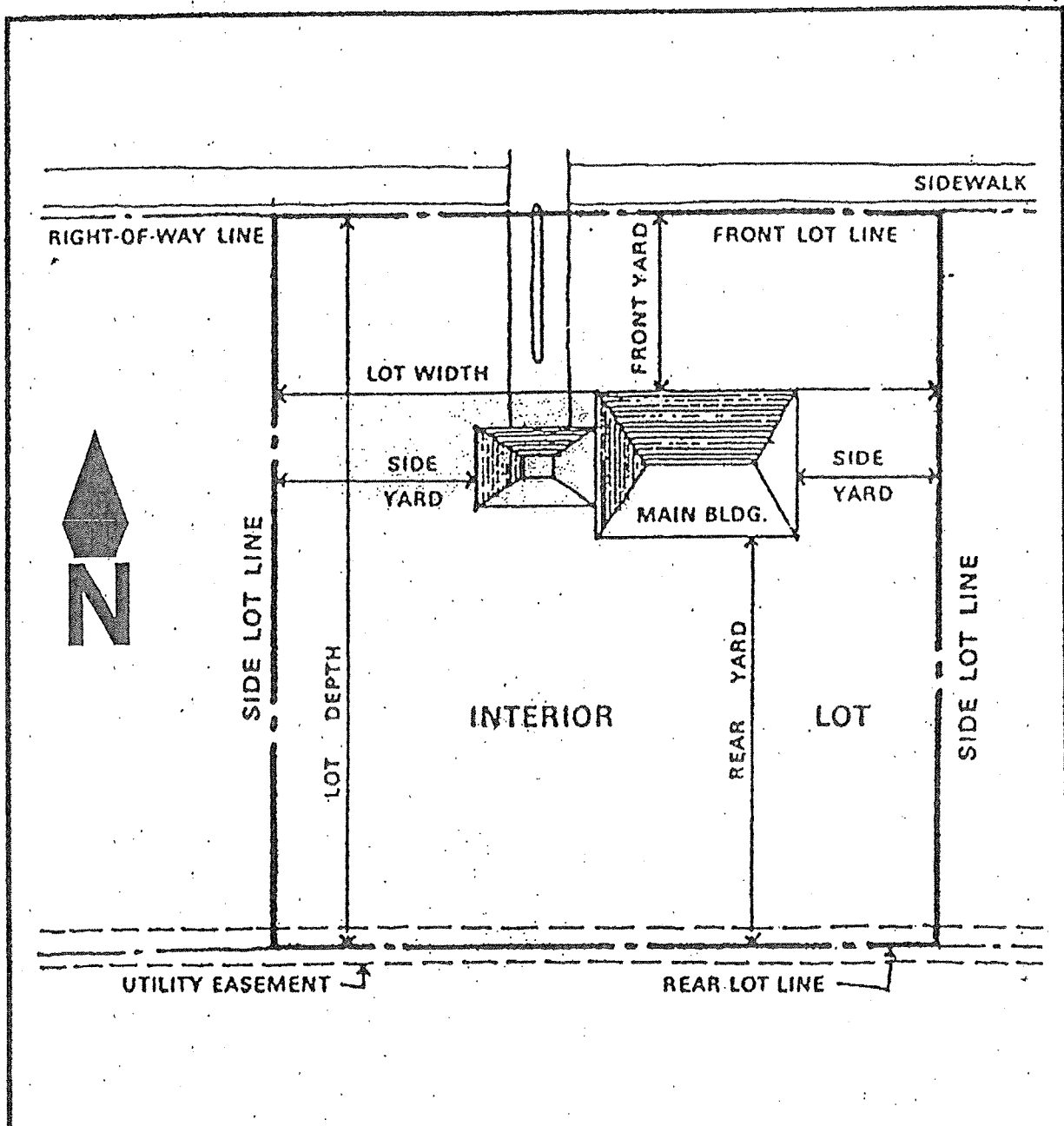
REAR YARD

NOTES

SITE OR PLOT PLAN - *For Applicant Use*



Date Submitted: _____



Sample Plot Plan — North Arrow; Road; Easements; Lot lines and their dimensions; Existing buildings and their dimensions; Proposed buildings - dimensions and setbacks from property lines.

SAMPLE DRAWINGS — Not to Scale

SAMPLE DRAWINGS — Not to Scale
Dimensions if shown are typical construction standards. Change dimensions to reflect your project and show compliance with the 2003 Michigan Residential Building Code.

*Please be advised that all structures greater than 225 square feet will require a Soil Erosion/Sedimentation Control Permit or Waiver issued through the Genesee County Water & Waste Services # 810-732-7870. This permit or waiver must be submitted to the Mundy Township Building Department prior to issuance of the building permit.

HOUSE

Decking size: _____

A 4" sphere cannot pass through

Attached to House? Y/N

Guardrail minimum 36"

Less than 4"

Height above Grade: _____

Less than 4"

GRASPABLE

Handrails: 34" - 38" measured vertically from the nosing of the treads. Shall be continuous the full length of the stairs, ends shall be returned. Circular cross section 1 1/4" - 2"

Guardrail minimum 34" off nosing

A 6" sphere cannot pass through

Beam size: _____
Beam span: _____

Joist size: _____
Spacing: _____
Span: _____

1/2" Carriage Bolts when penetrating brick (minimum)

Post size: _____
4 x 4 posts must use post cap

Rise: Max 8 1/2"
Run: 9"
Nosing: 3/4" - 1 1/2"
All risers will be equal
Tread 10"
No nose if tread = 11"

Footings 42"
12" wide by 6" minimum thickness

All Post Must Bear on Undisturbed Soil - Minimum 42" below Finish Grade

Grade

*** PLEASE FILL IN ALL REQUIRED INFORMATION ***

Residential Garages & Accessory Structures

Roof Pitch - _____

Roof Covering - _____

Underlayment - _____

Building height - _____

Roof Deck - _____

Trusses — Yes - _____ No - _____

If No Fill In The Following;

Size Of Ridge - _____

Size Of Rafters - _____

Rafter Species Of Lumber - _____

Rafter Spacing - _____

Ceiling Joist - _____

Wall Materials

Size Of Studs - _____

Top Plates - _____

Bottom Plates - _____

Stud Spacing - _____

Garage Door Header - _____

Garage Door Header Span - _____

Service Door - _____

Service Door Header Span - _____

Window Header - _____

Window Header Span - _____

Insulation Type - _____

Interior Finish - _____

Sheathing - _____

Siding - _____

Foundation

Foundation Anchor Type — Bolt _____ Strap _____

Foundation Anchor Spacing - _____

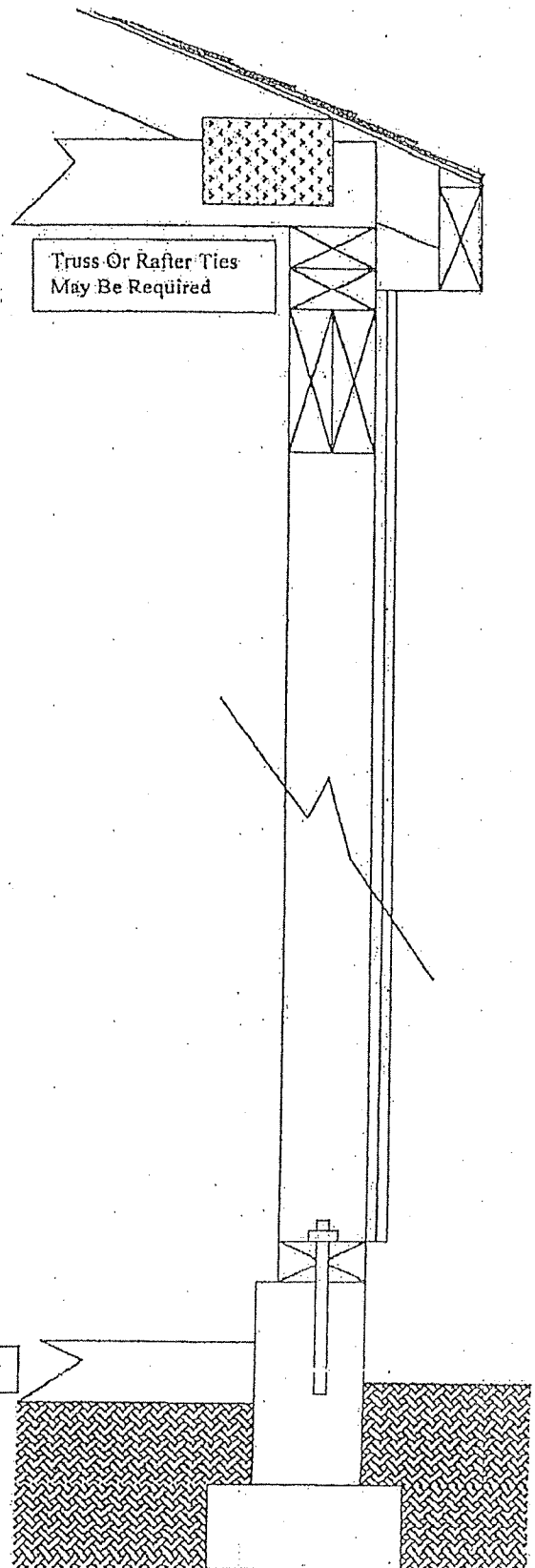
Foundation Size - _____

Footing Width - _____

Footing Depth - _____

Concrete Slab-On-Ground Floors Shall Be A Minimum 3 1/4 Inches Thick

Attached Garages And Other Attached Accessory Structures Shall Have Exterior Footings And Foundation Systems That Extend 42 Inches Below Actual Grade. Detached Garages And Other Accessory Structures That Exceed 600 Square Feet Shall Have Exterior Footings And Foundation Systems That Extend 42 Inches Below Actual Grade.



RESIDENTIAL ADDITIONAL CONSTRUCTION DETAIL

Identify Lumber Specs Used

ce shield to be used from eaves to line 24" inside exterior wall line.

(Conditioned Space Only)

Type of roofing and underlay

Roof sheathing type and thickness

Rafter Size and Spacing or trusses and spacing

Attic insulation

Stud size and spacing

Siding type

Wall insulation

Floor sheathing type and thickness

Floor joist Type of lumber size and spacing

Size and type sill plate

Anchor system

HT and type of backfill

Type and thickness foundation

Type dampproof or water proof

8" pearock(6"over/ 2"under)

Perimeter tile

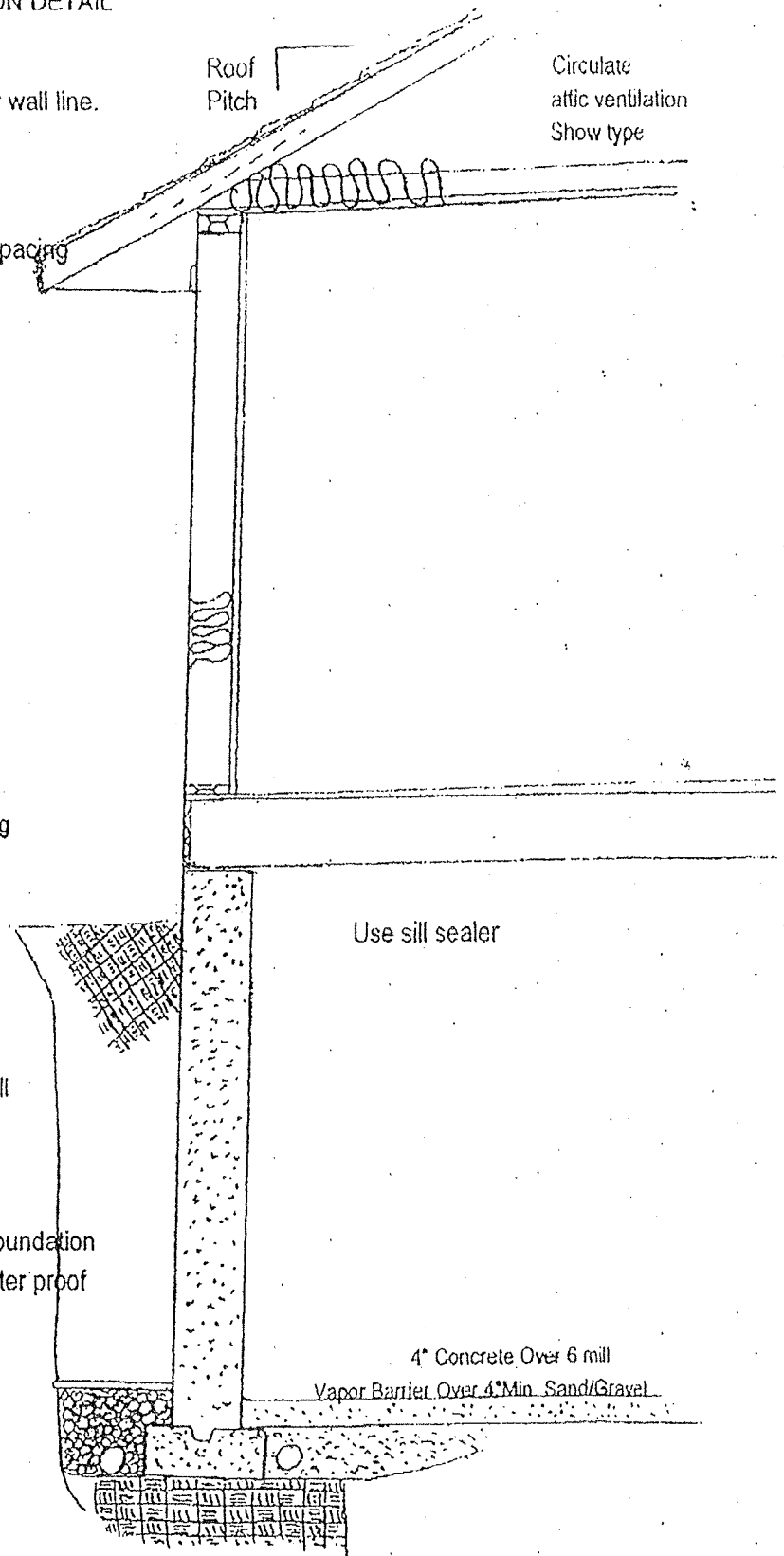
Footing size and thickness

Roof
Pitch

Circulate
attic ventilation
Show type

Use sill sealer

4" Concrete Over 6 mill
Vapor Barrier Over 4" Min. Sand/Gravel



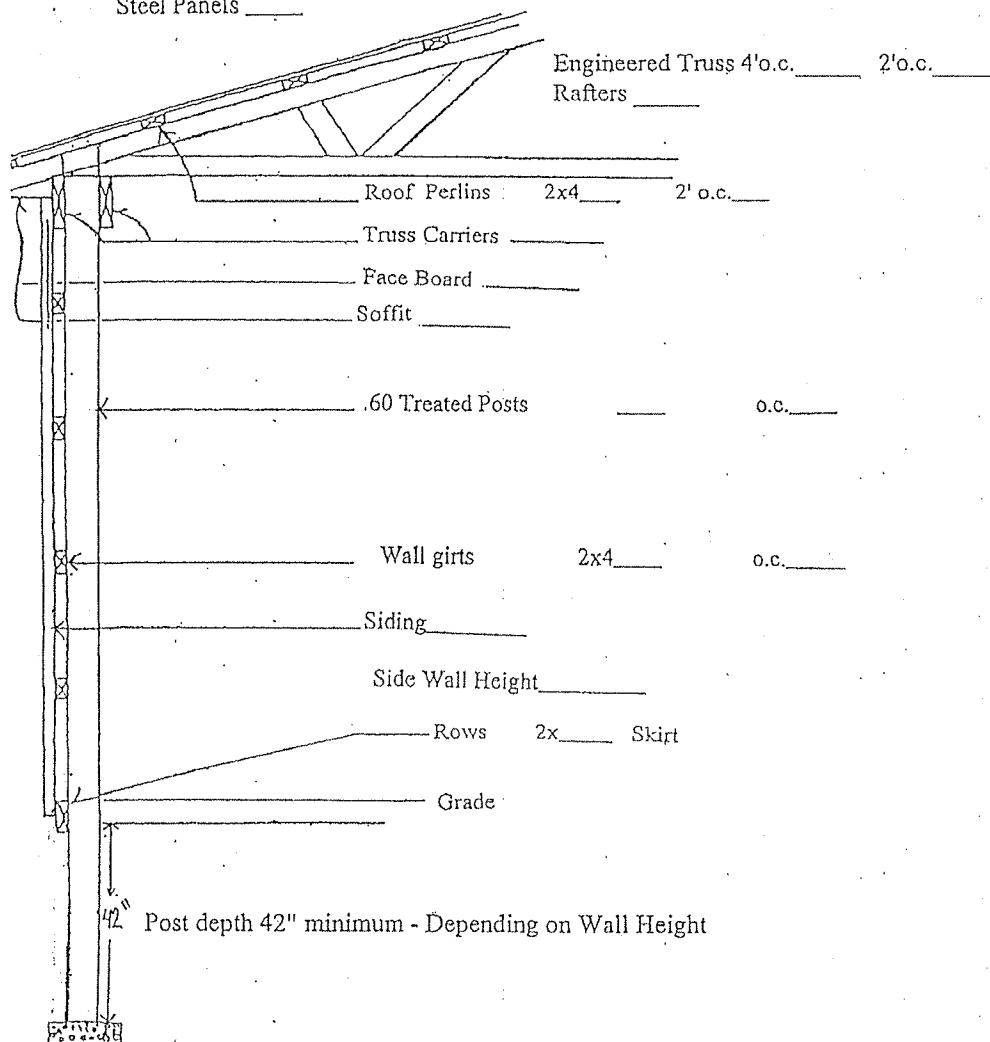
Location Address: _____

Applicant's Name: _____

Date Submitted: _____

Size of Building X

Roof
OSB and Shingles _____
Felt Paper _____
Steel Panels _____



Sample Pole Building/Covered Porch. Const. Detail

— Show pitch of roof and wall height

SAMPLE DRAWINGS — Not to Scale

Dimensions if shown are typical construction standards. Change dimensions to reflect your project