

**CITY OF SAGINAW
INSPECTIONS DIVISION
1315 S. WASHINGTON AVE.
SAGINAW, MI 48601
(989) 759-1540**

**Requirements for Obtaining Building Permits
from the
City of Saginaw**

Residential Structures

(One-and Two-Family Residential with *less* than 3,500 square feet)

- < Building Permit/Plan Review Application
- < One (1) set of digital 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)

- < Building Permit/Plan Review Application
- < Plan Review Fee
- < Digital set of plans and specifications and one(1) set of paper plans, both with **the original signature/seal** of an architect or engineer registered in the state of Michigan.

Mobile and Premanufactured Homes

- < Building Permit/Plan Review Application
- < Digital set of plans and specifications and one(1) set of paper plans, for the foundation and the method of anchoring the unit to the foundation.
- < Site plan.
- < For Michigan approved premanufactured units; two (2) copies of the Building System Approval and the approved plans.

Instructions for Completing Application

Page 1 of the application: Complete ALL applicable sections. Note section II(c). 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.

Building Permit Fees

Building permit fees may be obtained from the City of Saginaw by calling the Inspections Division, (989) 759-1540

You will need to furnish the following information when calling

- < Total value and square footage of the project.
- < 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, your application will be put on hold until such time that the fee is paid.

Permit Fees are non-refundable.

When to Call for an Inspection

Please call the building inspector's telephone number listed on your building permit at least two (2) days 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 form work.
- < 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, fire stopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

Final Inspection

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

Roofing Permits

Open Roof Inspection (E-mail pictures to inspections@saginaw-mi.com)

***Pictures of roofing deck after removal of existing roof covering prior to addition of any new coverings.

***Pictures of prepared roof surface once all under laments have been applied.

Final Roof Inspection

Will be completed on site.



APPLICATION FOR BUILDING PERMIT

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City of Saginaw
Inspections Division
1315 S. Washington
Saginaw, MI 48601
(989) 759-1540 Fax: (989) 759-1592

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

THE CITY OF SAGINAW 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 I, II, III, IV, V AND VI
NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED
FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS

I. PROJECT INFORMATION				
PROJECT NAME		ADDRESS		
CITY	VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN		AND		
II. IDENTIFICATION				
A. OWNER OR LESSEE				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER AND E-MAIL	
B. ARCHITECT OR ENGINEER				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER AND E-MAIL	
LICENSE NUMBER			EXPIRATION DATE	
C. CONTRACTOR				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER AND E-MAIL	
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				
III. TYPE OF IMPROVEMENT AND PLAN REVIEW				
A. TYPE OF IMPROVEMENT				
1. NEW BUILDING	3. ALTERATION	5. DEMOLITION	7. FOUNDATION ONLY	9. RELOCATION
2. ADDITION	4. REPAIR	6. MOBILE HOME SET-UP	8. PREMANUFACTURE	10. SPECIAL INSPECTION
B. REVIEW(S) TO BE PERFORMED				
BUILDING	ELECTRICAL	MECHANICAL	PLUMBING	FOUNDATION

IV. PROPOSED USE OF BUILDING					
A. RESIDENTIAL					
1.	ONE FAMILY	3.	HOTEL, MOTEL NO. OF UNITS _____	5.	DETACHED GARAGE
2.	TWO OR MORE FAMILY NO. OF UNITS _____	4.	ATTACHED GARAGE	6.	OTHER _____
B. NON-RESIDENTIAL					
7.	AMUSEMENT	11.	SERVICE STATION	15.	SCHOOL, LIBRARY, EDUCATIONAL
8.	CHURCH, RELIGION	12.	HOSPITAL, INSTITUTIONAL	16.	STORE, MERCANTILE
9.	INDUSTRIAL	13.	OFFICE, BANK, PROFESSIONAL	17.	TANKS, TOWERS
10.	PARKING GARAGE	14.	PUBLIC UTILITY	18.	OTHER _____
DESCRIPTION OF WORK: DESCRIBE BELOW THE WORK BEING PERFORMED, IF WORK INCLUDES ROOFING OR SIDING ENTER AMOUNT OF MATERIAL BEING USED, INDICATE IF EXISTING MATERIAL IS BEING REMOVED AND INDICATE IF NEW SHEATHING MATERIAL IS BEING INSTALLED.					
V. SELECTED CHARACTERISTICS OF BUILDING					
A. PRINCIPAL TYPE OF FRAME					
1.	MASONRY, WALL BEARING	2.	WOOD FRAME	3.	STRUCTURAL STEEL
4.	REINFORCED CONCRETE	5.	OTHER		
B. PRINCIPAL TYPE OF HEATING FUEL					
6.	GAS	7.	OIL	8.	ELECTRICITY
9.	COAL	10.	OTHER		
C. TYPE OF SEWAGE DISPOSAL					
11.	PUBLIC OR PRIVATE COMPANY	12.	SEPTIC SYSTEM		
D. TYPE OF WATER SUPPLY					
13.	PUBLIC OR PRIVATE COMPANY	14.	PRIVATE WELL OR CISTERN		
E. TYPE OF MECHANICAL					
15.	WILL THERE BE AIR CONDITIONING?	YES	NO	16.	WILL THERE BE FIRE SUPPRESSION?
				YES	NO
F. DIMENSIONS/DATA					
17.	NUMBER OF STORIES	21.	FLOOR AREA:	EXISTING	ALTERATIONS
18.	USE GROUP		BASEMENT	_____	_____
19.	CONST. TYPE		1ST & 2ND FLOOR	_____	_____
20.	NO. OF OCCUPANTS		3RD - 10TH FLOOR	_____	_____
			11TH - ABOVE	_____	_____
			TOTAL AREA	_____	_____
G. NUMBER OF OFF STREET PARKING SPACES					
22.	ENCLOSED	23.	OUTDOORS		

VI. APPLICANT INFORMATION					
APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.					
NAME				TELEPHONE NO.	
ADDRESS		CITY		STATE	ZIP CODE
FEDERAL I.D. NUMBER/SOCIAL SECURITY NUMBER					
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. 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.					
SIGNATURE OF APPLICANT			DATE		
PLAN REVIEW FEE ENCLOSED (non refundable)		\$	VALUE OF WORK		\$
BUILDING PERMIT FEE ENCLOSED (non refundable)		\$	Please email this completed document to inspections@saginaw-mi.com and we will create an invoice for your payment		
VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION					
ENVIRONMENTAL CONTROL APPROVALS					
	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	☐ YES ☐ NO				
B - FIRE DISTRICT	☐ YES ☐ NO				
C - POLLUTION CONTROL	☐ YES ☐ NO				
D - NOISE CONTROL	☐ YES ☐ NO				
E - SOIL EROSION	☐ YES ☐ NO				
F - FLOOD ZONE	☐ YES ☐ NO				
G - WATER SUPPLY	☐ YES ☐ NO				
H - SEPTIC SYSTEM	☐ YES ☐ NO				
I - VARIANCE GRANTED	☐ YES ☐ NO				
J - OTHER	☐ YES ☐ NO				
VII. VALIDATION - FOR DEPARTMENT USE ONLY					
USE GROUP		BASE FEE			
TYPE OF CONSTRUCTION		NUMBER OF INSPECTIONS			
SQUARE FEET					
APPROVAL SIGNATURE					
TITLE			DATE		

IX. SITE OR PLOT PLAN - FOR APPLICANT USE

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.

OFFICE USE ONLY