

Montrose Township Building Department
139 S. Saginaw St
Montrose, MI 48457
Phone - 810-639-2021 Fax – 810-639- 3207
www.montrosetownship.org

REQUIREMENTS TO OBTAIN A ZONING/BUILDING PERMIT

- A. Complete the attached Zoning/Building Permit Application – must include the following or the application will be returned.
- Property location – including property address and parcel PID number.
 - a) If the property location is from a new split or division, approval must be obtained from the Assessing Department. Proof of ownership such as a warranty deed or land contract is required.
 - Type of Work – New Construction, Addition, Repair, Alteration, Foundation, etc.
 - Use of the Building – Residential, Commercial, Industrial, Accessory.
 - Contractor Information – Copy of Michigan’s builders/contractors license.
 - Description of work to be done in detail, such as type of footings, size of wall studs, floor joist sizes, insulation, trusses or conventional rafters, etc.
 - Sign and Date application by person applying for the permit.
 - Plot or Site Drawing showing the following: (see attached for example)
 - a) Property lines with dimensions.
 - b) Location of all existing and proposed new structures with setback dimensions from property lines, bodies of water and other buildings.
 - c) Size dimensions for all new proposed construction work, including sizes of porches, decks, garages, pole barns, sheds, signs, etc.
- B. For all new construction the following additional items must be included on the application and or submitted with the application.
- For One and Two-Family Residential Dwelling structures less than 3,500 square feet two sets of complete plans, including foundations, floors, walls, and roofing details are required. (One will be returned when permit is issued.)
 - For all Commercial and Industrial construction and One and Two-Family Residential structures over 3,500 square feet signed and sealed construction drawings are required. (Please check with the Building Department to see if a review is required by the Planning Commission prior to the issuance of any new Commercial and or Industrial permits.)
 - Energy Worksheet – Michigan Uniform Energy Code
 - Permits from the following Departments
 - a) Culvert and or Right-of-Way Permit from the Genesee County Road Commission (810-767-4920)
 - b) Well & Septic Permit from the County Health Department (810-257-3612) or
 - c) Water and Sewer Permit from the County Drain Commission (810-732-7870)
 - d) Soil and Erosion Control Permit or Permit Waiver from the County Drain Commission (810-732-7870)
 - e) Electrical, Plumbing and Mechanical Permits are obtained from the State of Michigan, local contact numbers are as follows; Electrical (810-760-2903), Plumbing (810-760-2905) and Mechanical (810-760-2277).
- C. If a property line cannot be easily identified by the property owner or contractor a survey will be required on all proposed construction projects where the proposed improvement is being constructed within five feet of any required front, rear and side yard setback lines as required by the Zoning Ordinance.

Please contact the Building Department if you should have any questions or need any additional information.

**MONTROSE TOWNSHIP
Building Department**

139 S. Saginaw St. Montrose, MI 48457
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**APPLICATION FOR BUILDING AND OR ZONING PERMIT
AND PLAN EXAMINATION**

INSTRUCTIONS: Applicants must complete all sections, including the Site or Plot Plan. Authority is granted under Act 230, PA 1972, as amended. No installation shall begin until application is file and a permit is issued by the Building Official.

General	Application Date	Permit Type (Check permit(s) requested)						Other
		New Building <input type="checkbox"/>	Addition <input type="checkbox"/>	Mobile Set-up <input type="checkbox"/>	Deck/Porch <input type="checkbox"/>	Garage/Pole Barn <input type="checkbox"/>	Cost Estimate	
		Renovation <input type="checkbox"/>	Use Change <input type="checkbox"/>	Sign <input type="checkbox"/>	Zoning <input type="checkbox"/>	Foundation Only <input type="checkbox"/>		

Note: Permits for Electrical, Mechanical, and Plumbing must be obtained thru the State of Michigan.

Property Information	Street Address (where permit is being issued)	Legal Description (Attach if necessary)	Parcel No.
	Zoning		13-
	Parcel Type		
	Agricultural <input type="checkbox"/>	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>
		Industrial <input type="checkbox"/>	Other <input type="checkbox"/>

Owner(s) Information	Owner(s) Name	Business Name	Phone
	Street Address	City	State
			Zip Code

Contractor/Architect/Engineer Information	Business Name	Builder's License No.	Federal Employer ID No.	Phone
	Owner(s) Name	Address	City	State
	Workers Comp Insurance Carrier		MESC Employer Number	Zip Code
	Architect/Engineer of Project		License No.	Phone
	Address	City	State	Zip Code

Certification	I hereby certify that I am the owner of record of the named property, or 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 or her authorized agent and I agree to conform to all applicable laws of this Jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official shall have the authority to enter the area covered by such permit at any reasonable hour to enforce the provision(s) of the Code(s) applicable to such permit.							
	Signature of Applicant	Address	Phone	Email				Is Owner Applicant
	Responsible Person in Charge of Work	Title	Phone				Yes <input type="checkbox"/>	No <input type="checkbox"/>

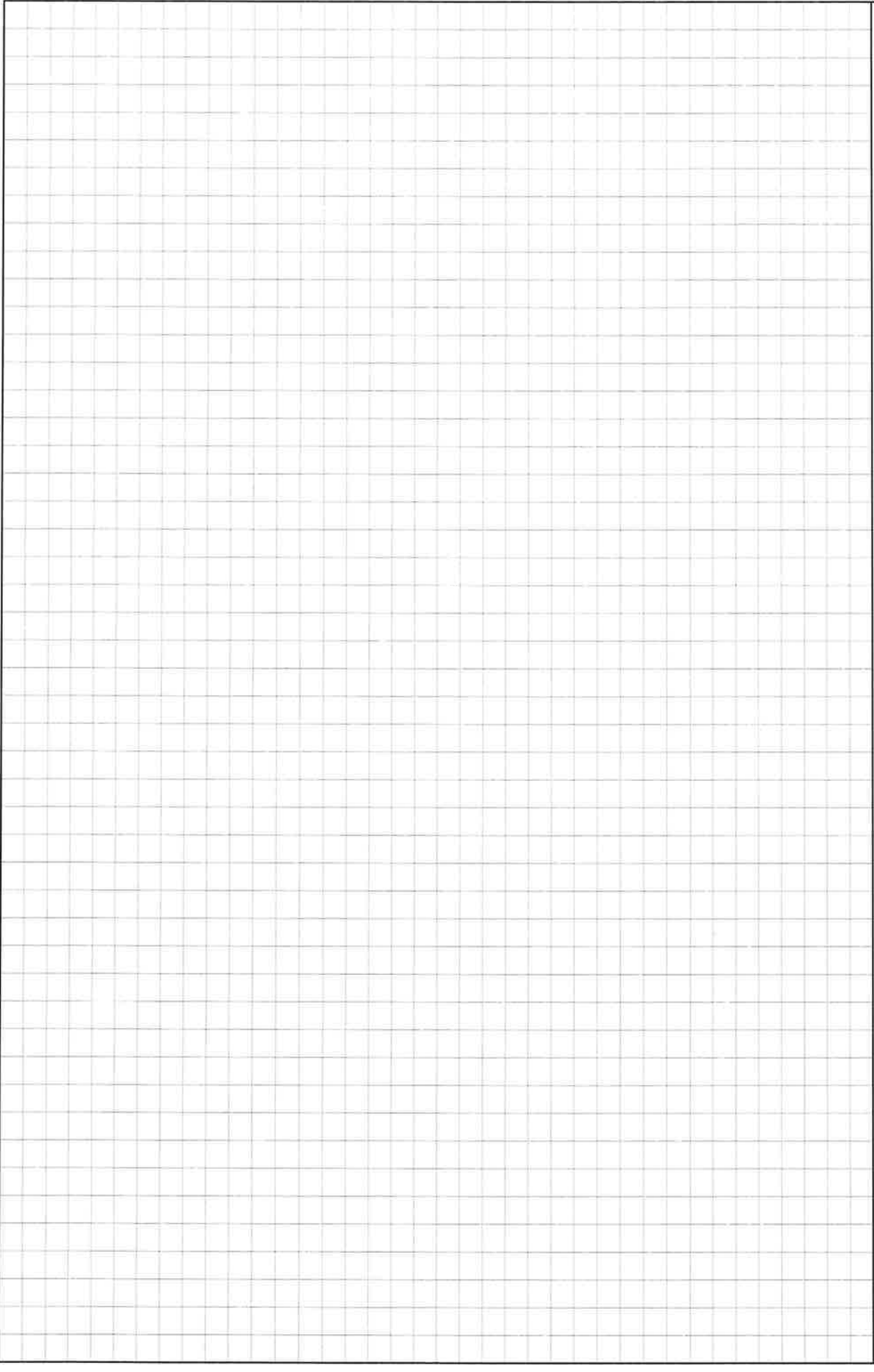
Proposed Use and Description		Other	
Residential	Single Family <input type="checkbox"/> Modular Housing <input type="checkbox"/>	Two Family <input type="checkbox"/> Accessory Building <input type="checkbox"/>	Multi-Family <input type="checkbox"/> Boarding House <input type="checkbox"/>
Assembly	Theater <input type="checkbox"/>	Night Club <input type="checkbox"/>	Restaurant <input type="checkbox"/> Church <input type="checkbox"/>
Business			
Mercantile			
Factory	Moderate Hazard <input type="checkbox"/> Schools <input type="checkbox"/>	Low Hazard <input type="checkbox"/> Library <input type="checkbox"/>	High Hazard <input type="checkbox"/> Day Care Facility <input type="checkbox"/>
Educational	Group Home <input type="checkbox"/>	Hospital <input type="checkbox"/>	Jail <input type="checkbox"/>
Institutional	Moderate Hazard <input type="checkbox"/>	Low Hazard <input type="checkbox"/>	
Storage	Parking Garage <input type="checkbox"/>	Motor Fuel Service <input type="checkbox"/>	Repair Garage <input type="checkbox"/> Public Utility <input type="checkbox"/>
Other	(Brief Description of Use)		

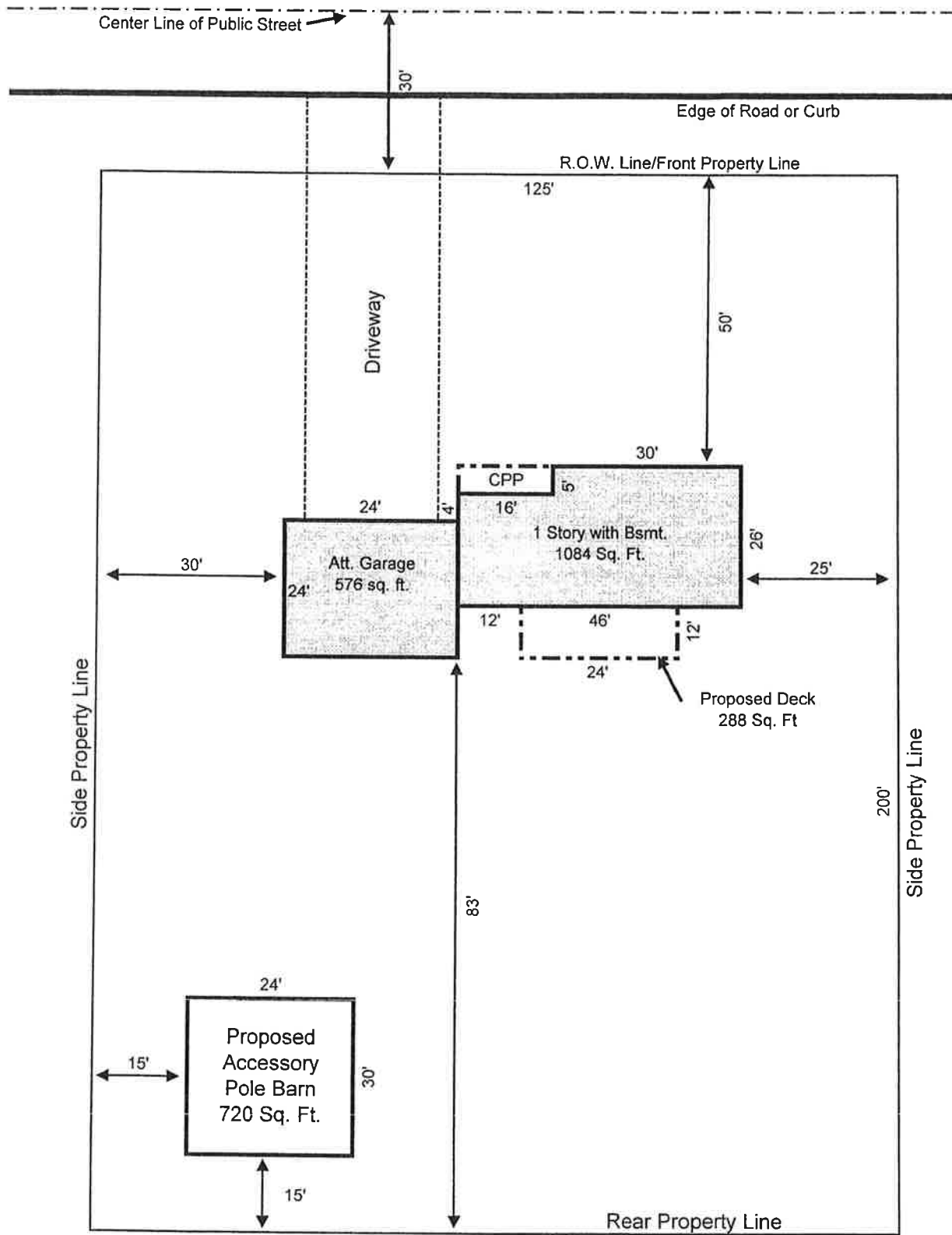
Selected Building Characteristics	
Frame	Wood <input type="checkbox"/> Masonry <input type="checkbox"/> Concrete <input type="checkbox"/> Steel <input type="checkbox"/> Other <input type="checkbox"/>
Exterior Cover	Wood <input type="checkbox"/> Siding <input type="checkbox"/> Masonry <input type="checkbox"/> Stone <input type="checkbox"/>
Windows	Single Pane <input type="checkbox"/> Double Pane <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Storms & Screens <input type="checkbox"/>
Roof Construction	Conventional <input type="checkbox"/> Size <input type="checkbox"/> Trusses <input type="checkbox"/> Pitch <input type="checkbox"/>
Roofing Cover	Asphalt <input type="checkbox"/> Fiberglass <input type="checkbox"/> Wood <input type="checkbox"/> Tile <input type="checkbox"/>
Floor Construction	Conventional <input type="checkbox"/> Size <input type="checkbox"/> Trusses <input type="checkbox"/> Size <input type="checkbox"/> Beam <input type="checkbox"/>
Heating Type	Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electricity <input type="checkbox"/> Central Air <input type="checkbox"/>
Sewer/Water	Septic System <input type="checkbox"/> Public Sewers <input type="checkbox"/> Well <input type="checkbox"/> Public Water <input type="checkbox"/>

Dimensions - Data				
Commercial Industrial	Lot Size (Sq. Ft.)	Frontage <input type="checkbox"/>	Depth <input type="checkbox"/>	Lot Area <input type="checkbox"/>
	Building Setbacks	Front <input type="checkbox"/>	Side <input type="checkbox"/>	Rear <input type="checkbox"/>
	Height Above Grade	Story <input type="checkbox"/>	Feet <input type="checkbox"/>	Bedrooms (#) <input type="checkbox"/> Bathroom (#) <input type="checkbox"/>
	Foundation (Sq. Ft.)	Bsmt. Height <input type="checkbox"/>	Bsmt Area <input type="checkbox"/>	Crawl Space <input type="checkbox"/> Slab Area <input type="checkbox"/>
	Living Area	Height <input type="checkbox"/>	Area (Sq. Ft.) <input type="checkbox"/>	Fireplaces <input type="checkbox"/> Masonry <input type="checkbox"/> Prefab <input type="checkbox"/>
	Garage (Area)	Attached <input type="checkbox"/>	Detached <input type="checkbox"/>	Width <input type="checkbox"/> Depth <input type="checkbox"/> Height <input type="checkbox"/>
	Business/Office	Area <input type="checkbox"/>	Story <input type="checkbox"/>	Height <input type="checkbox"/> No. of Parking Spaces <input type="checkbox"/> Area <input type="checkbox"/>
	Service Building	Area <input type="checkbox"/>	Story <input type="checkbox"/>	Height <input type="checkbox"/> No. of Parking Spaces <input type="checkbox"/> Area <input type="checkbox"/>
	Mercantile Bldg	Area <input type="checkbox"/>	Story <input type="checkbox"/>	Height <input type="checkbox"/> No. of Parking Spaces <input type="checkbox"/> Area <input type="checkbox"/>
	Manufacturing Bldg	Area <input type="checkbox"/>	Story <input type="checkbox"/>	Height <input type="checkbox"/> No. of Parking Spaces <input type="checkbox"/> Area <input type="checkbox"/>

SITE PLAN OR PLOT PLAN (Indicate direction of North)

A detailed sketch of your project is required, you must include lot lines, street access, location, size and placement of all existing and proposed structures and or land improvements.





Site or Plot Plan Requirement

Montrose Township Building Department

139 S. Saginaw St.
Montrose MI. 48457
810-639-2021

Inspections and Notification

***** Please Contact the Building Department 24 hours before you need an Inspection. *****

Inspections are required for the following:

- ❖ **Site/Staking** (Vacant Lots with New Construction)
- ❖ **Footings** (Including Spread & Trench Footings Post Holes)
- ❖ **Backfill** (After Pea-rock and Waterproofing)
- ❖ **Pea-rock** (For Wood Basements)
- ❖ **Basement Slab** (Drainage and Visqueen must be in place)
- ❖ **Rough Framing** (after the following inspection have been approved)
 - State Electrical Inspection (810-760-2903)
 - State Mechanical Inspection (810-760-2905)
 - State Plumbing Inspection (810-760-2277)
- ❖ **Insulation** (An Insulation Certificate may be submitted by the Insulation Contractor)
- ❖ **Final** (after the following inspection have been approved and a rough grade has been established)
 - State Electrical Inspection
 - State Mechanical Inspection
 - State Plumbing Inspection
 - County Health Department for Septic and Well

The Township reserves the rights to charge a re-inspection fee, for inspections scheduled that are not ready at the schedule time and a return visit is required.

The Montrose Township Building Inspector