

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
Phone 810-639-2021 - Fax 810-639-3207
www.montroselowndep.org

**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"/>

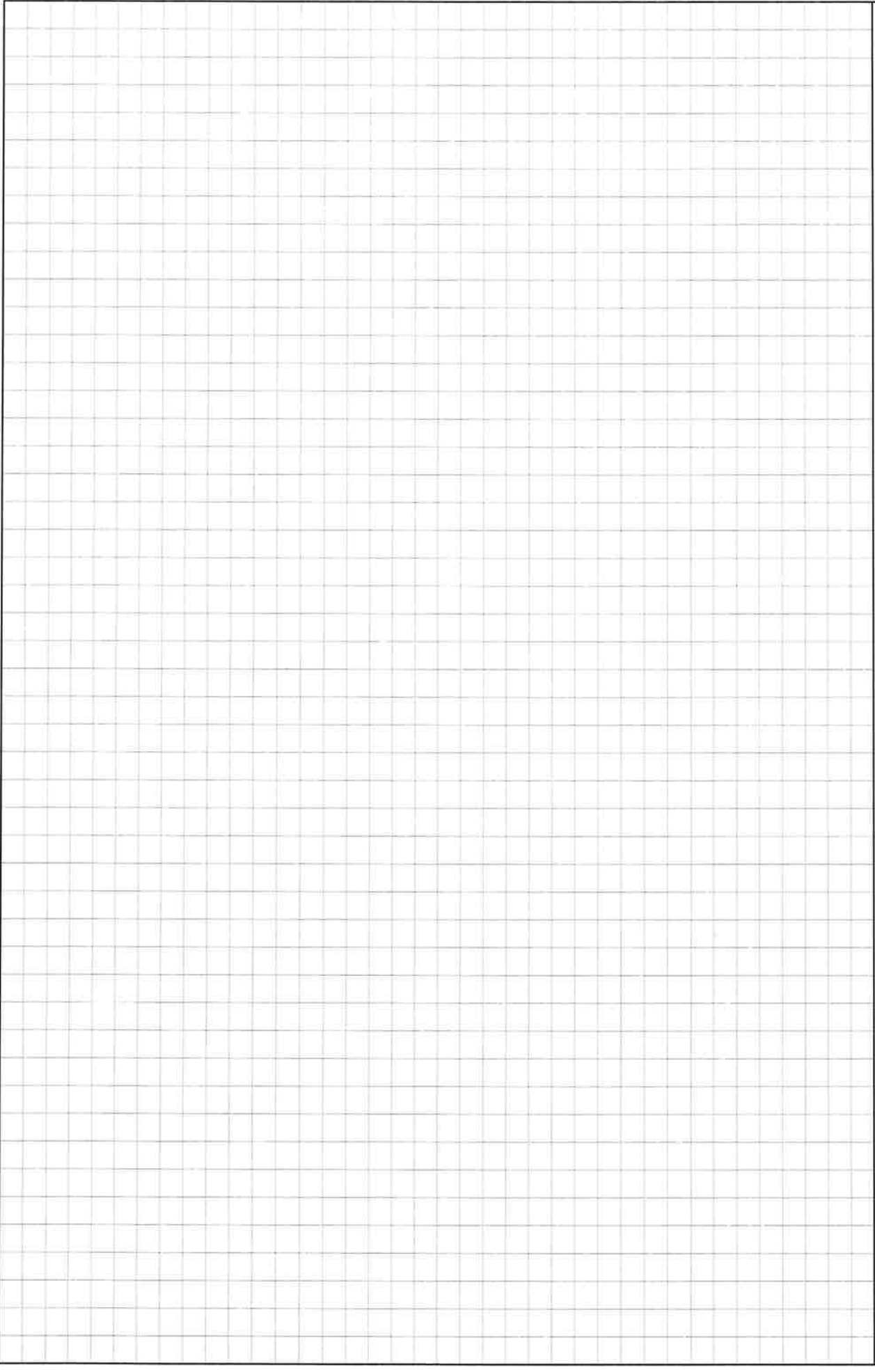
Proposed Use and Description		Other	
Residential	<input type="checkbox"/> Single Family <input type="checkbox"/> Modular Housing	<input type="checkbox"/> Two Family <input type="checkbox"/> Accessory Building	<input type="checkbox"/> Multi-Family <input type="checkbox"/> Boarding House <input type="checkbox"/>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

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

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

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 AND ZONING EVALUATION			
Zoning District			
Lot Size			
Required Front Yard Setback			
Required Rear Yard Setback			
Required Side Yard Setback			
Required Side Yard Setback			
Lot Coverage (%)			
Required Off Street Parking			
Floodplain Zone			
Number of Signs	Type		
Size of Sign	Height		
Required Sign Setbacks			
Barrier Free Compliance			
Other (List)			
Other (List)			
Comments			

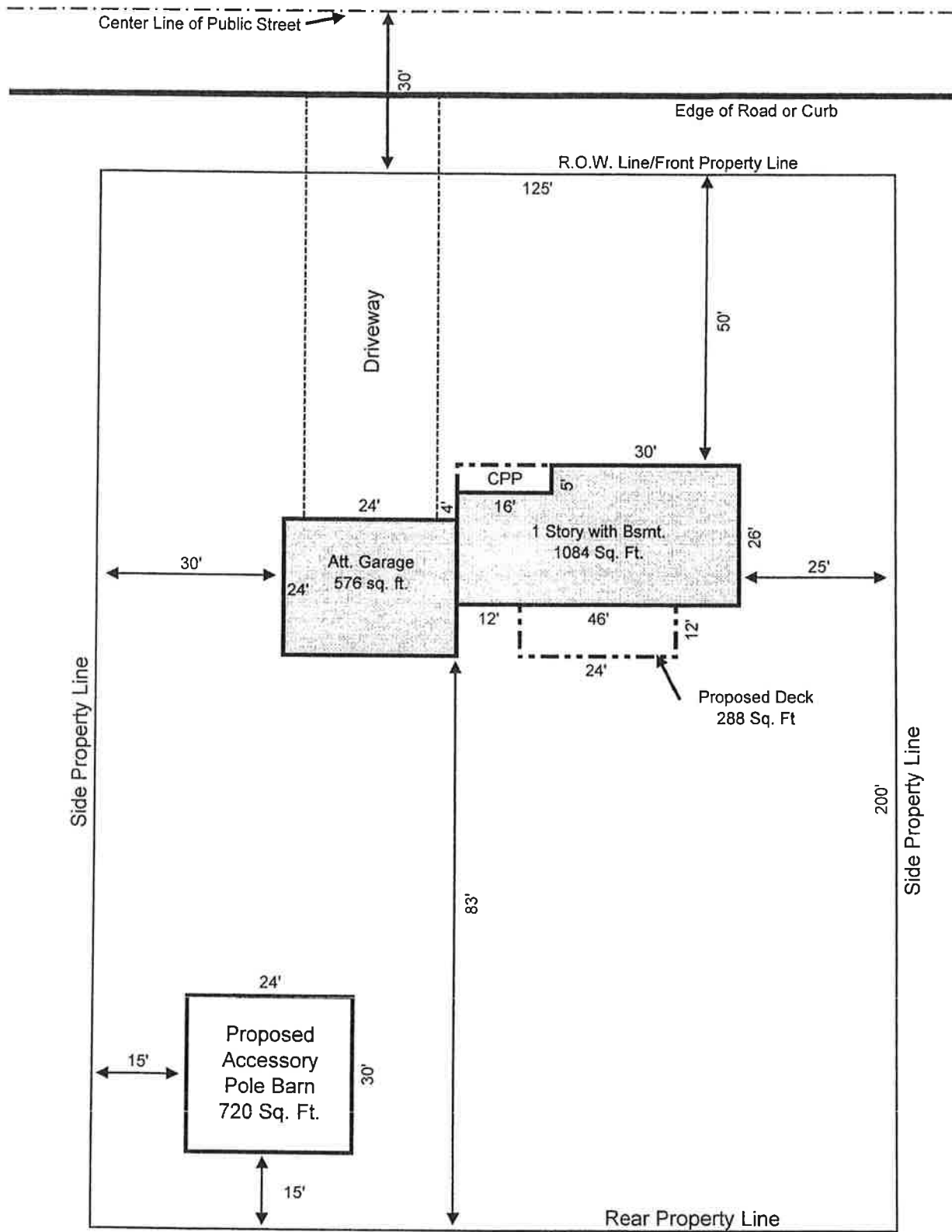
ADDITIONAL PERMITS AND REQUIRED APPROVALS			
Planning Commission Approval	YES	NO	
Zoning Board of Appeals Approval	YES	NO	
Construction Board of Appeals Approval	YES	NO	
Building Permit	Obtained from Township	NO	
Zoning Permit	Obtained from Township	NO	
Site Permit	Obtained from Township	NO	
Sign Permit	Obtained from Township	NO	
Demolition	Obtained from Township	NO	
Plumbing Permit	Obtained from State of Michigan	NO	
Mechanical Permit	Obtained from State of Michigan	NO	
Electrical Permit	Obtained from State of Michigan	NO	
Genesee County Health Department Approval	YES	NO	
State Fire Marshall	Obtained from State of Michigan	NO	
Driveway or Curb Cut thru Genesee County Road Commission	YES	NO	
Storm Drainage thru Genesee County Drain Department	YES	NO	
State Barrier Free Variance Board	YES	NO	
Other (List)	YES	NO	
Comments			

Reviewed By: _____

Date: _____

Approved By: _____

Title: _____



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