# Montrose Township Building Department

11444 Seymour Rd, Montrose, MI 48457
Phone - 810-639-2021 Fax – 810-639- 3207
www.montrosetownship.org

## REQUIREMENTS TO OBTAIN A BUILDING PERMIT

**Residential/Commercial/Industrial – New Construction and or Additions to Existing Structures**

**A.** Complete the attached 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, Foundations, 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.)**
- **For Building Additions, Accessory Buildings, Decks, Sheds and all other similar structures a site or plot plan is required with building construction details. (i.e. footings, wall and roof details)**
- Energy Worksheet – **Michigan Uniform Energy Code – (Res Check is Typical)**
- 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 CHARTER TOWNSHIP**
11444 Seymour Rd.
Montrose, MI 48457
Phone - 810-639-2021 - Fax 810 - 639-3207
Web Site - www.montrosetownship.org

# BUILDING PERMIT APPLICATION

| LOCATION OF BUILDING/CONSTRUCTION | | |
|---|---|---|
| Address: | | Parcel ID: 13- |
| City: | State: MI | Zip: |
| Estimated Value of Structure (s): $ | | |

| OWNERS INFORMATION | | |
|---|---|---|
| Name: | | |
| Address: | | Phone: |
| City: | State: | Zip: |

| CONTRACTORS INFORMATION | | |
|---|---|---|
| Name: | | |
| Address: | | Phone: |
| City: | State: | Zip: |
| State Builders License: # | Expiration Date: | |
| Email: | | |
| Federal Employer ID Number: | | |
| Workers Comp. Insurance Carrier: | | |
| MESC Employer Number: | | |

| ARCHITECT OR ENGINEER (If applicable) | | |
|---|---|---|
| Name: | | |
| Address: | | Phone: |
| City: | State: | Zip: |
| State License: # | Expiration Date: | |
| Email: | | |

| TYPE OF IMPROVEMENT/CONSTRUCTION | | | |
|---|---|---|---|
| **Residential** | | | |
| ☐ New Building | ☐ Addition | ☐ Alteration | ☐ Repair |
| **Commercial/Industrial** | | | |
| ☐ New Building | ☐ Addition | ☐ Alteration | ☐ Repair |
| **Accessory Structures** | | | |
| ☐ Garage Attached | ☐ Garage Detached | ☐ Pole Barn | ☐ Shed (Over 200 Sq. Ft.) |
| **Misc.** | | | |
| ☐ Foundations Only | ☐ Decks | ☐ Signs | ☐ Swimming Pools |
| ☐ Mobile Home Set-up | ☐ Demolition | ☐ Other - Explain | |

## STRUCTURES FRAMING TYPE

☐ Wood Frame ☐ Masonry ☐ Structural Steel ☐ Reinforced Concrete

☐ Wood Panels ☐ Other - Explain _____

## BUILDING DIMENSIONS

**New Buildings** Width _____ Length _____

# of Stories _____ Height per Story _____ 1st Floor Area Sq. Ft. _____ 2st Floor Area Sq. Ft. _____

Total Area of New Building _____ Sq. Ft. Garage Width _____ x Garage Depth _____ = Garage Area _____

**Building Additions** Width _____ Length _____

# of Stories _____ Height per Story _____ 1st Floor Area Sq. Ft. _____ 2st Floor Area Sq. Ft. _____

Total Area of New Building _____ Sq. Ft. Garage Width _____ x Garage Depth _____ = Garage Area _____

## PRINCIPAL TYPE OF SEWER AND WATER

**Sewer**

☐ Sanitary Sewer ☐ Septic System ☐ Other - Explain _____

**Water**

☐ County Water ☐ Private Well ☐ Other - Explain _____

## APPLICANT INFORMATION (If not Owner)

Name:

Address: Phone:

City: State: Zip:

Email:

**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 hereby certify that I am the owner of record of the listed property on this application, 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. 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 inspect and enforce the provisions of the Codes applicable to the permit subject to this application.**

**This application does not include Electrical, Mechanical, and Plumbing Work**

Signature of Owner or Applicant: _____ Date _____

## ******** MONTROSE TOWNSHIP OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE ********

☐ Approved Date: _____

☐ Approved (with Conditions) Title: _____

☐ Not Approved (See Below) Signature: _____

Comments/Conditions: _____

# INFORMATION FOR ZONING PERMIT INCLUDED WITH BUILDING PERMIT

**The Zoning Permit Fee is wavied when a Building Permit is issued under Public Act No 230 of 1972.**

## PROPOSED OR EXISTING USE OF PARCEL

☐ Residential ☐ Commercial ☐ Mobile Home Park

☐ Agricultural ☐ Industrial ☐ Other - Explain _____

## ADDITIONAL INFORMATION

| | | |
|---|---|---|
| Total Sq. Ft. of Living Area (Existing) | | (New) |
| Total Sq. Ft. of Accessory Buildings (Existing) | | (New) |
| Lot Frontage | Lot Width | Total Lot Size (Acres) |

## SITE PLAN REQUIRED (MUST SHOW THE FOLLOWING)

☐ The dimensions and actual shape of the parcel.

☐ Frontage on a public and private road or street.

☐ Location, with exterior dimensions (including height) of all existing and proposed buildings and their distance from each other and all lot lines.

☐ Signage location, with dimension if being requested.

☐ Existing and proposed parking spaces, including type of surface.

## ******** MONTROSE TOWNSHIP OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE ********

| | Allowed | Shown | Comments |
|---|---|---|---|
| Zoning | | | |
| Road Frontage | | | |
| Lot Area | | | |
| % of Lot Coverage | | | |
| Front Yard Setback | | | |
| Rear Yard Setback | | | |
| Side Yard Setback | | | |
| Side Yard Setback | | | |
| Building Height | | | |
| 1st Floor Square Footage | | | |
| Accessory Building (detached) setback from other structures | | | |
| Total allowed Sq. Ft. for Accessory Buildings | | | |

☐ Approved Permit Issued Date: _____

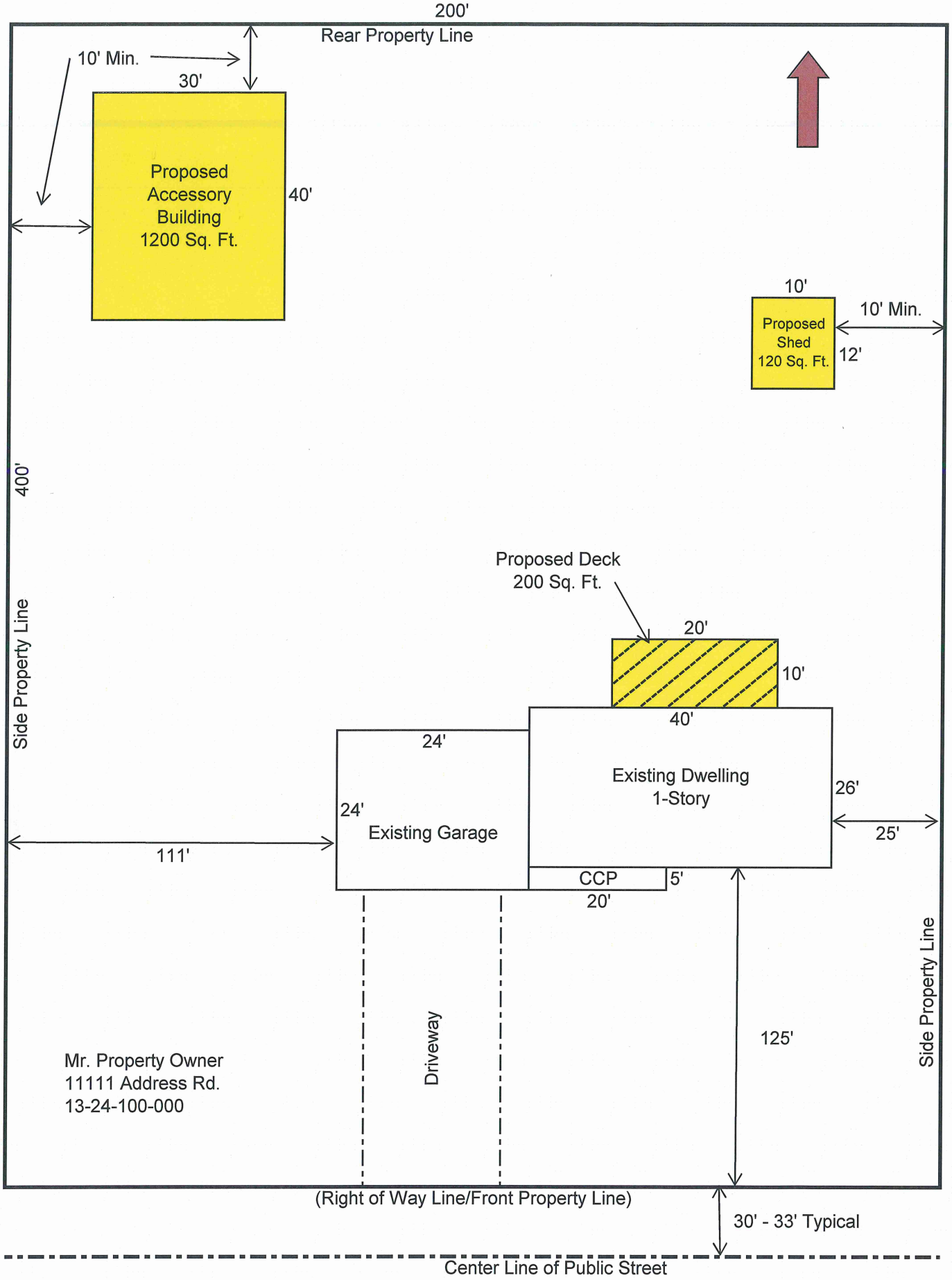
☐ Permit Denied Signature: _____

☐ ZBA Required Title: _____

Comments: _____

## SITE OR PLOT PLAN DRAWING

Indicate Direction of North in Circle




**Typical Site or Plot Plan Drawing required for Permits**