

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, and Accessory.
- Contractor Information — Copy of Michigan's builders/contractor's 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 Dated application by the person or contractor 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. Additional Information may be required.
- 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 Genesee County Health Department (810-257-3612) or
- c) Water and Sewer Permit from the Genesee County Drain Commission (810-732-7870)
- d) Soil and Erosion Control Permit or Permit Waiver from the Genesee County Drain Commission (810-732-7870)
- e) Electrical, Plumbing, and Mechanical Permits are obtained from the State of Michigan Bureau of Construction Codes Permits Division (517-241-9313), email -bccpermits@michigan.gov, contact numbers for specific questions are as follows; Electrical (517-241-9320), Plumbing (517-241-9330), and Mechanical (517-241-9325).

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.

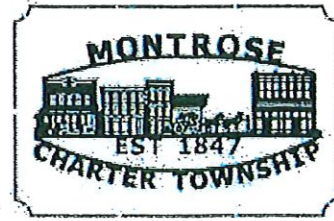
MONTROSE CHARTER TOWNSHIP

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			
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair
Commercial/Industrial			
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair
Accessory Structures			
<input type="checkbox"/> Garage Attached	<input type="checkbox"/> Garage Detached	<input type="checkbox"/> Pole Barn	<input type="checkbox"/> Shed (Over 200 Sq. Ft.)
Misc.			
<input type="checkbox"/> Foundations Only	<input type="checkbox"/> Decks	<input type="checkbox"/> Signs	<input type="checkbox"/> Swimming Pools
<input type="checkbox"/> Mobile Home Set-up	<input type="checkbox"/> Demolition	<input type="checkbox"/> 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. _____ 2nd 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. _____ 2nd 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 waived when a Building Permit is issued under Public Act No 230 of 1972.

PROPOSED OR EXISTING USE OF PARCEL

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Mobile Home Park
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Industrial	<input type="checkbox"/> 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.

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	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			

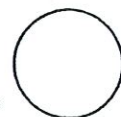
<input type="checkbox"/> Approved Permit Issued	Date: _____
<input type="checkbox"/> Permit Denied	Signature: _____
<input type="checkbox"/> ZBA Required	Title: _____

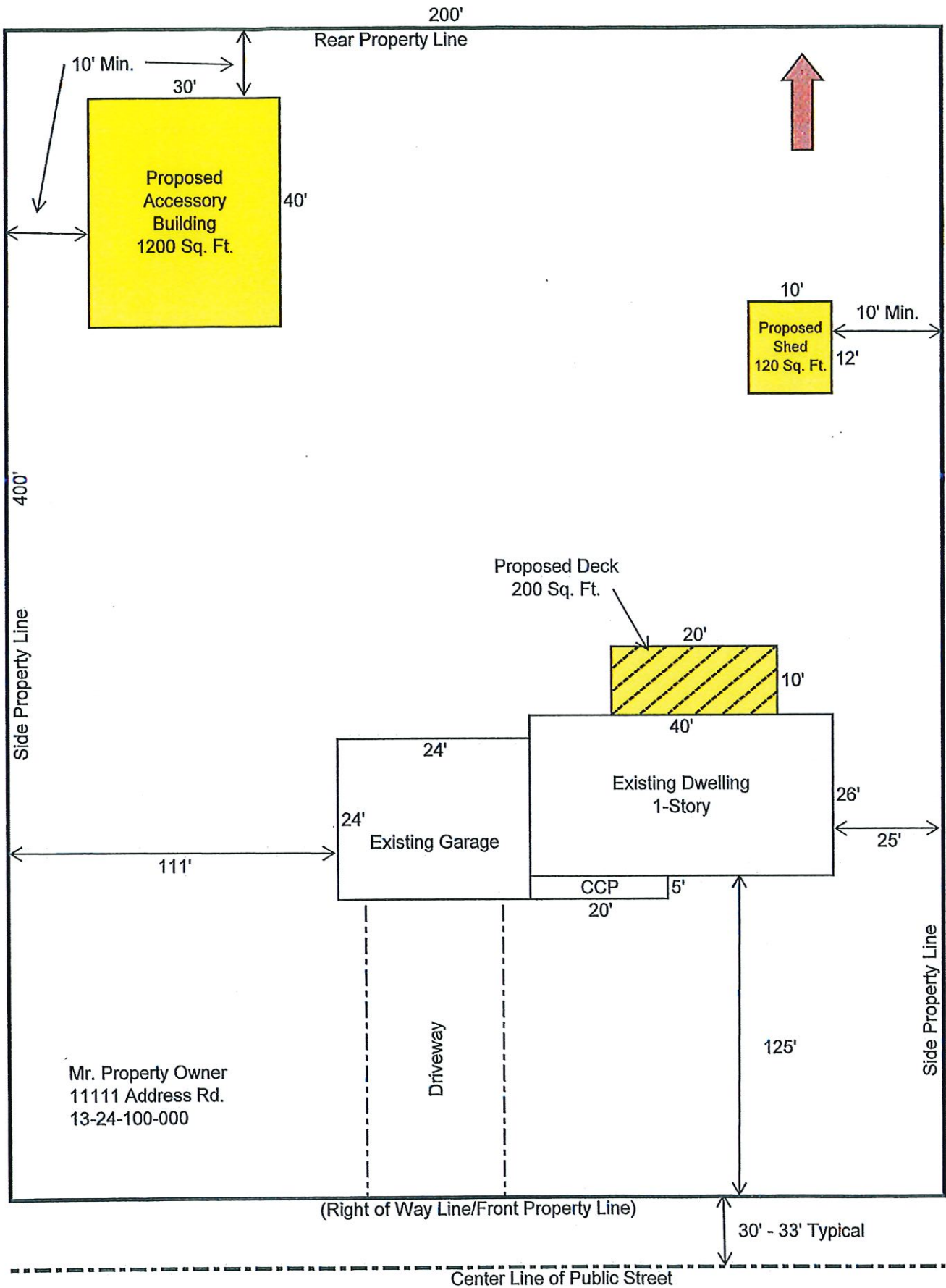
Comments: _____

SITE OR PLOT PLAN DRAWING



Indicate Direction of North in Circle





Typical Site or Plot Plan Drawing required for Permits