

# **BUILDING DEPARTMENT REFERENCE SHEET**

## Building Permits (Permit Fee based on Construction Value)

- Cheat Sheets for decks, pole barns, detached garages, residential additions, & covered porches showing the construction detail breakdown are available
- Plot plan showing the placement of proposed project on property & setbacks
- ❖ A **Soil Erosion Permit/Waiver/Exemption** is required for any project where dirt is being disturbed, prior to approval of any permits.

These are issued through:

**Genesee County Water & Waste**

**G-4610 Beecher Rd**

**Flint, MI 48532**

**Phone (810) 732-7870 Fax (810) 732-9773**

[www.gcdcwws.com](http://www.gcdcwws.com)

- Permits are good for one (1) year; however, if there are six (6) months without any activity it will expire in our system.

## Demolition Permits including Right of Way (\$150 fee)

- ❖ A **Soil Erosion Permit/Waiver/Exemption** is required (see above)
- Consumers verification of disconnect
- City cut & cap of water/sewer

## Trade Permits (Electrical, Mechanical, & Plumbing-Fees are listed on the back of application)

- Copies of contractor's driver's license & state issued license must be submitted for every new contractor or expired registration
- Application Fee does not include any inspections
- We do not charge a contractor registration fee
- Electrical Inspector: Leon Buning  
\*Inspection days: Mon-Thurs after 4:00pm
- Mechanical & Plumbing Inspector: Merle West  
\*Inspection days: Tues & Thurs

## Zoning Permits (\$25.00 fee)

- Required for sheds under 200 square feet, fences, & zoning approvals
- Permits are good for one (1) year

## Sign Permits (Permit Fee based on Construction Value)

- Permits are good for one (1) year

# APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

for The CITY OF SWARTZ CREEK

8083 Civic Drive

Swartz Creek, Michigan 48473

(810) 635-4464 or (810) 655-3893

Permit Number \_\_\_\_\_

Date Issued \_\_\_\_\_

Permit Fee \_\_\_\_\_

Date of Occupancy/Final \_\_\_\_\_

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

THIS DEPARTMENT 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 SECTIONS**

**NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS.**

**LOCATION OF BUILDING**

STREET LOCATION _____			Zoning District _____
CITY _____	STATE _____	ZIP _____	OWNERSHIP: <input type="checkbox"/> Private <input type="checkbox"/> Public
between _____		and _____	
SUBDIVISION _____	LOT _____	BLOCK _____	LOT SIZE _____

**TYPE OF IMPROVEMENT**

**RESIDENTIAL PROPOSED USE**

**NON RESIDENTIAL PROPOSED USE**

- NEW BUILDING
- ALTERATION
- DEMOLITION
- FOUNDATION ONLY
- MOBILE HOME SET UP
- PRE MANUFACTURE
- SPECIAL INSPECTION
- RELOCATION
- ADDITION
- REPAIR

- ONE FAMILY
- TWO OR MORE FAMILY \_\_\_\_\_ NO OF UNITS
- HOTEL, MOTEL \_\_\_\_\_ NO OF UNITS
- ADDITION
- POOL
- ATTACHED/DETACHED GARAGE
- DECK
- STORAGE SHED
- POLE BUILDING
- OTHER \_\_\_\_\_

- AMUSEMENT
- CHURCH, RELIGION
- INDUSTRIAL
- PARKING GARAGE
- SERVICE STATION
- OFFICE, BANK, PROFESSIONAL
- OTHER \_\_\_\_\_
- LIBRARY
- STORE, MERCANTILE
- TANKS, TOWERS
- PUBLIC UTILITY
- HOSPITAL/INSTITUTE

NONRESIDENTIAL DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

**CHARACTERISTICS OF BUILDING**

**PRINCIPAL TYPE OF FRAMING**

- Masonry (wall bearing)
- Wood frame
- Structural steel
- Reinforced concrete
- Other \_\_\_\_\_

**TYPE OF SEWAGE DISPOSAL**

- Public or private company
- Private (on-site septic)

**TYPE OF WATER SUPPLY**

- Public or private company
- Private (on site well)

**PRINCIPAL TYPE OF HEATING FUEL**

- Gas
- Electricity
- Other \_\_\_\_\_
- Oil
- Coal

**TYPE OF MECHANICAL**

- Will there be central air?  Yes  No
- Will there be an elevator?  Yes  No

**DIMENSIONS**

No. of Stories \_\_\_\_\_  
 Total square feet of floor area of all floors \_\_\_\_\_  
 Total land area, sq. ft./acres \_\_\_\_\_

**NUMBER OF OFF STREET PARKING SPACES**

Enclosed \_\_\_\_\_  
 Outdoors \_\_\_\_\_

**RESIDENTIAL BUILDINGS ONLY**

Number of bedrooms \_\_\_\_\_  
 Number of full bathrooms \_\_\_\_\_  
 Number of partial bathrooms \_\_\_\_\_

**EVALUATION AND PERMIT FEE**

Use Group \_\_\_\_\_

Fee Basis \_\_\_\_\_

Type of Construction \_\_\_\_\_

Construction Cost \_\_\_\_\_

Square Feet \_\_\_\_\_

Construction Value \_\_\_\_\_

Permit Fee \_\_\_\_\_



**IDENTIFICATION APPLICANT**

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION:

**OWNER OR LESSEE**

Name		Address	
City	State	Zip Code	Telephone Number

**ARCHITECT OR ENGINEER**

Name		Address	
City	State	Zip Code	Telephone Number
License Number			Expiration Date

**CONTRACTOR**

Name		Address	
City	State	Zip Code	Telephone Number
Builder's License Number			Expiration Date
Federal Employer ID Number or Reason for Exemption			
Workers Comp Insurance Carrier or Reason		Policy No	Expiration
MESC Employer Number or Reason for Exemption			

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, GENESEE COUNTY AND MUNDY TOWNSHIP. 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.

Email: \_\_\_\_\_ DATE \_\_\_\_\_

**SIGNATURE OF APPLICANT**

**PERMITS NEEDED TO SUBMIT WITH BUILDING PERMIT**

- Approval by Planning Commission  
Date \_\_\_\_\_
- Approval by Zoning Board of Appeals  
Date \_\_\_\_\_
- Plot Plan
- On Site Septic/Tap in
- Driveway
- Soil Erosion
- Energy Calculations

**OTHER PERMITS/APPROVALS REQUIRED**

- Electrical Permit
- Mechanical Permit
- Plumbing Permit
- DNR Permit
- Other \_\_\_\_\_

**APPROVAL**

DATE

**ZONING PLAN EXAMINERS NOTES**

DISTRICT

USE

FRONT YARD

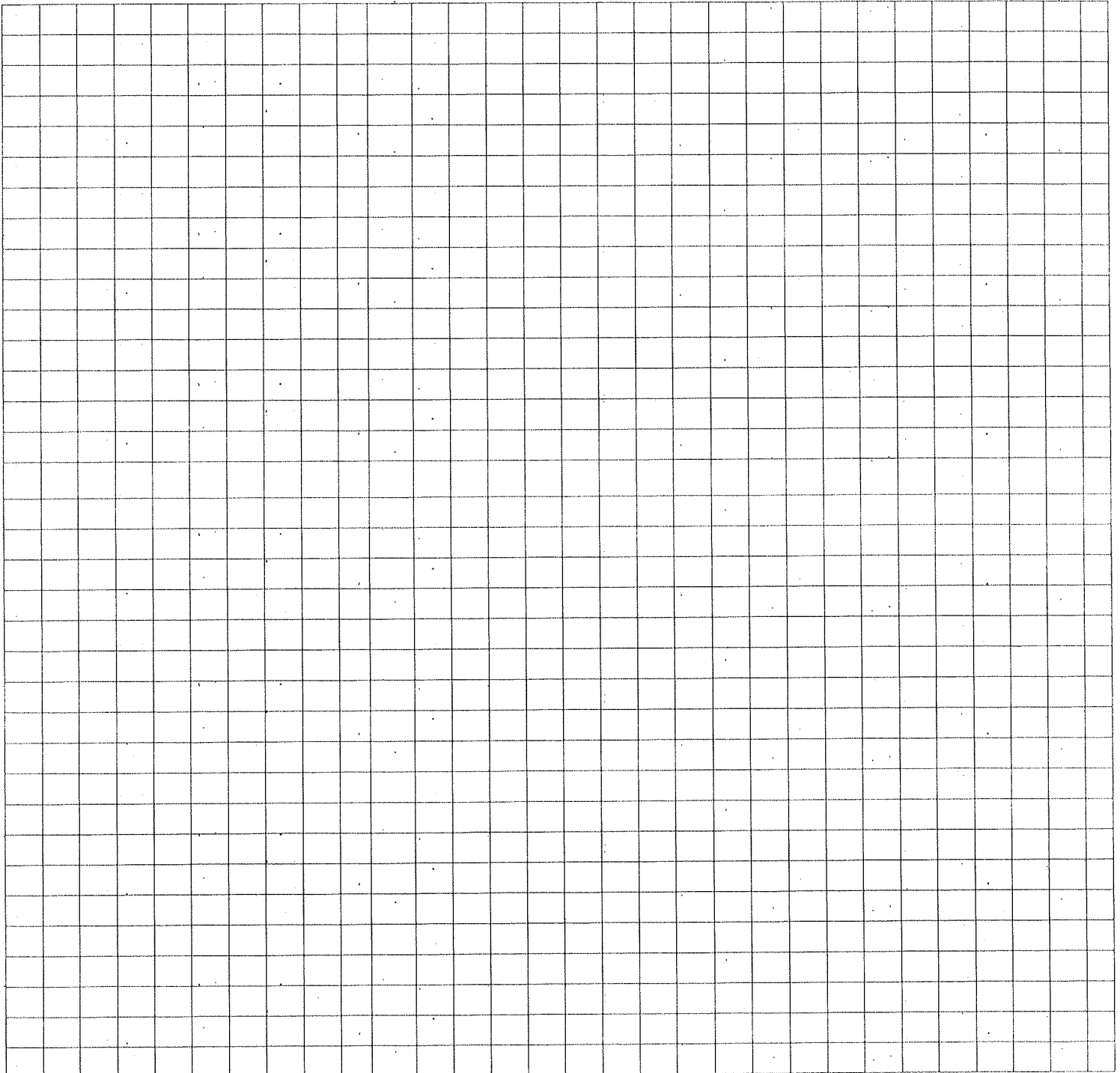
SIDE YARD

SIDE YARD

REAR YARD

NOTES

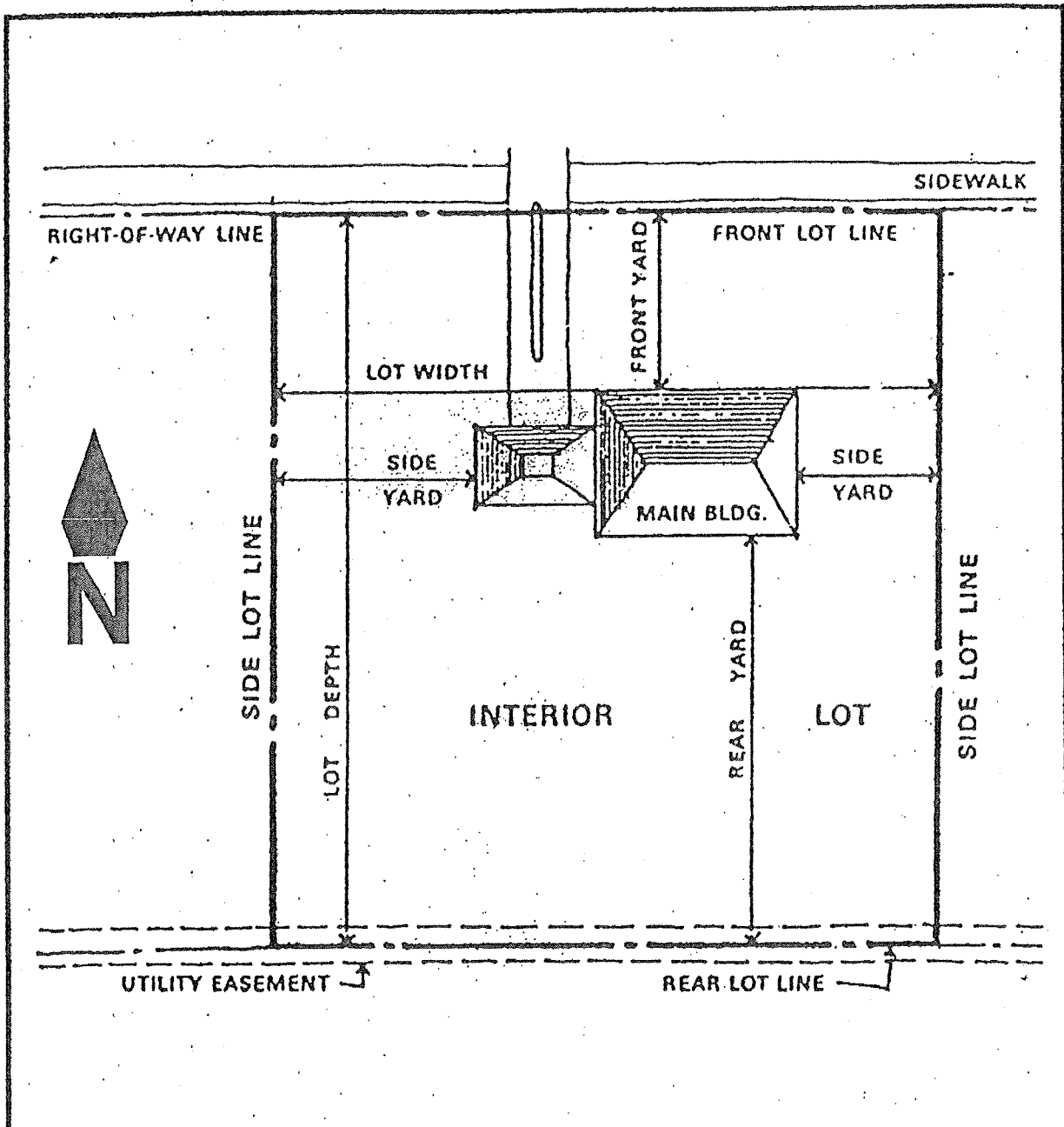
**SITE OR PLOT PLAN - *For Applicant Use***



Location Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

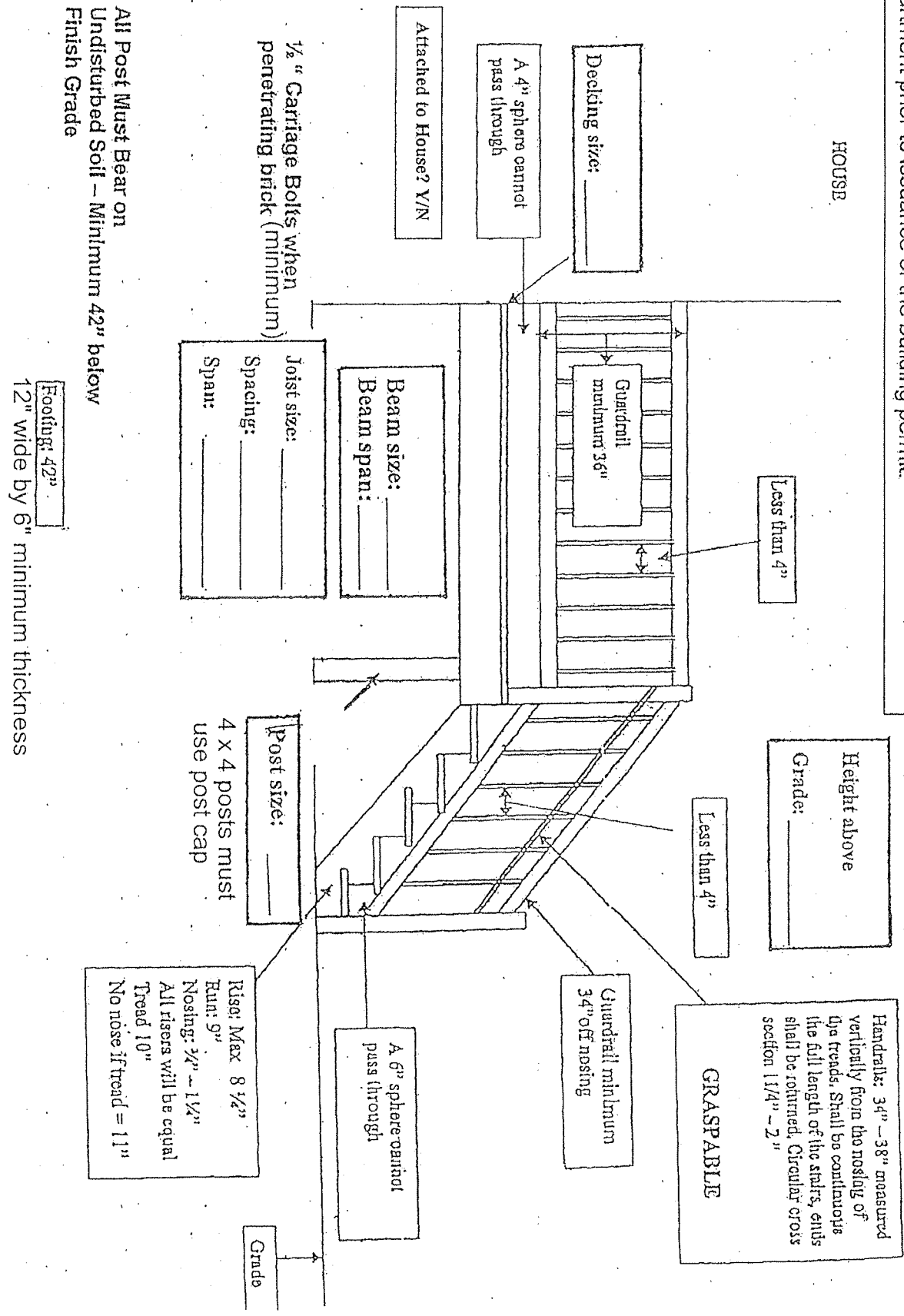


Sample Plot Plan — North Arrow; Road; Easements; Lot lines and their dimensions; Existing buildings and their dimensions; Proposed buildings - dimensions and setbacks from property lines.

SAMPLE DRAWINGS — Not to Scale

Dimensions if shown are typical construction standards. Change dimensions to reflect your project and show compliance with the 2003 Michigan Residential Building Code.

\*Please be advised that all structures greater than 225 square feet will require a Soil Erosion/Sedimentation Control Permit or Waiver issued through the Genesee County Water & Waste Services # 810-732-7870. This permit or waiver must be submitted to the Mundy Township Building Department prior to issuance of the building permit.



All Post Must Bear on Undisturbed Soil - Minimum 42" below Finish Grade

Footings: 42" 12" wide by 6" minimum thickness

\*\*\* PLEASE FILL IN ALL REQUIRED INFORMATION \*\*\*

**Residential Garages & Accessory Structures**

Roof Pitch - \_\_\_\_\_

Roof Covering - \_\_\_\_\_

Underlayment - \_\_\_\_\_

Building height - \_\_\_\_\_

Roof Deck - \_\_\_\_\_

Trusses — Yes - \_\_\_\_\_ No - \_\_\_\_\_

If No Fill In The Following;

Size Of Ridge - \_\_\_\_\_

Size Of Rafters - \_\_\_\_\_

Rafter Species Of Lumber - \_\_\_\_\_

Rafter Spacing - \_\_\_\_\_

Ceiling Joist - \_\_\_\_\_

**Wall Materials**

Size Of Studs - \_\_\_\_\_

Top Plates - \_\_\_\_\_

Bottom Plates - \_\_\_\_\_

Stud Spacing - \_\_\_\_\_

Garage Door Header - \_\_\_\_\_

Garage Door Header Span - \_\_\_\_\_

Service Door - \_\_\_\_\_

Service Door Header Span - \_\_\_\_\_

Window Header - \_\_\_\_\_

Window Header Span - \_\_\_\_\_

Insulation Type - \_\_\_\_\_

Interior Finish - \_\_\_\_\_

Sheathing - \_\_\_\_\_

Siding - \_\_\_\_\_

**Foundation**

Foundation Anchor Type — Bolt \_\_\_\_\_ Strap \_\_\_\_\_

Foundation Anchor Spacing - \_\_\_\_\_

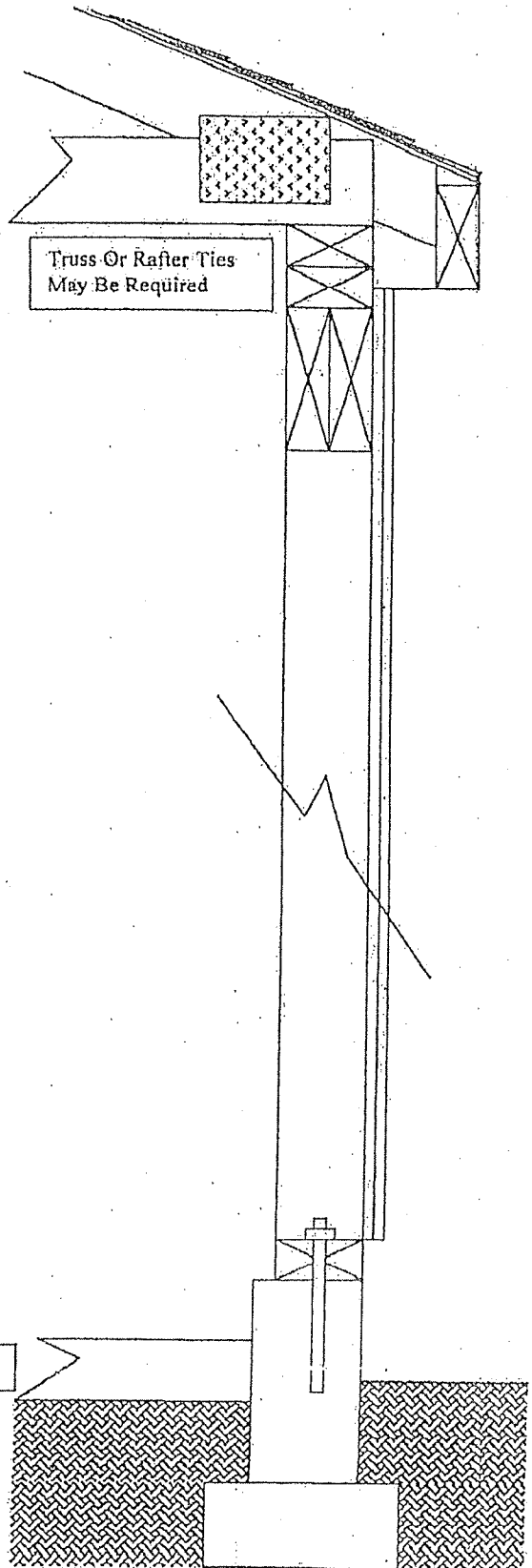
Foundation Size - \_\_\_\_\_

Footing Width - \_\_\_\_\_

Footing Depth - \_\_\_\_\_

Concrete Slab-On-Ground Floors Shall Be A Minimum 3 1/2 Inches Thick

Attached Garages And Other Attached Accessory Structures Shall Have Exterior Footings And Foundation Systems That Extend 42 Inches Below Actual Grade. Detached Garages And Other Accessory Structures That Exceed 600 Square Feet Shall Have Exterior Footings And Foundation Systems That Extend 42 Inches Below Actual Grade.





# RESIDENTIAL ADDITIONAL CONSTRUCTION DETAIL

Identify Lumber Specs Used

Ice shield to be used from eaves to line 24" inside exterior wall line.

(Conditioned Space Only)

Type of roofing and underlay

Roof sheathing type and thickness

Rafter Size and Spacing or trusses and spacing

Attic insulation

Stud size and spacing

Siding type

Roof Pitch

Circulate attic ventilation  
Show type

Wall insulation

Floor sheathing type and thickness

Floor joist Type of lumber size and spacing

Size and type sill plate

Anchor system

Use sill sealer

HT and type of backfill

Type and thickness foundation

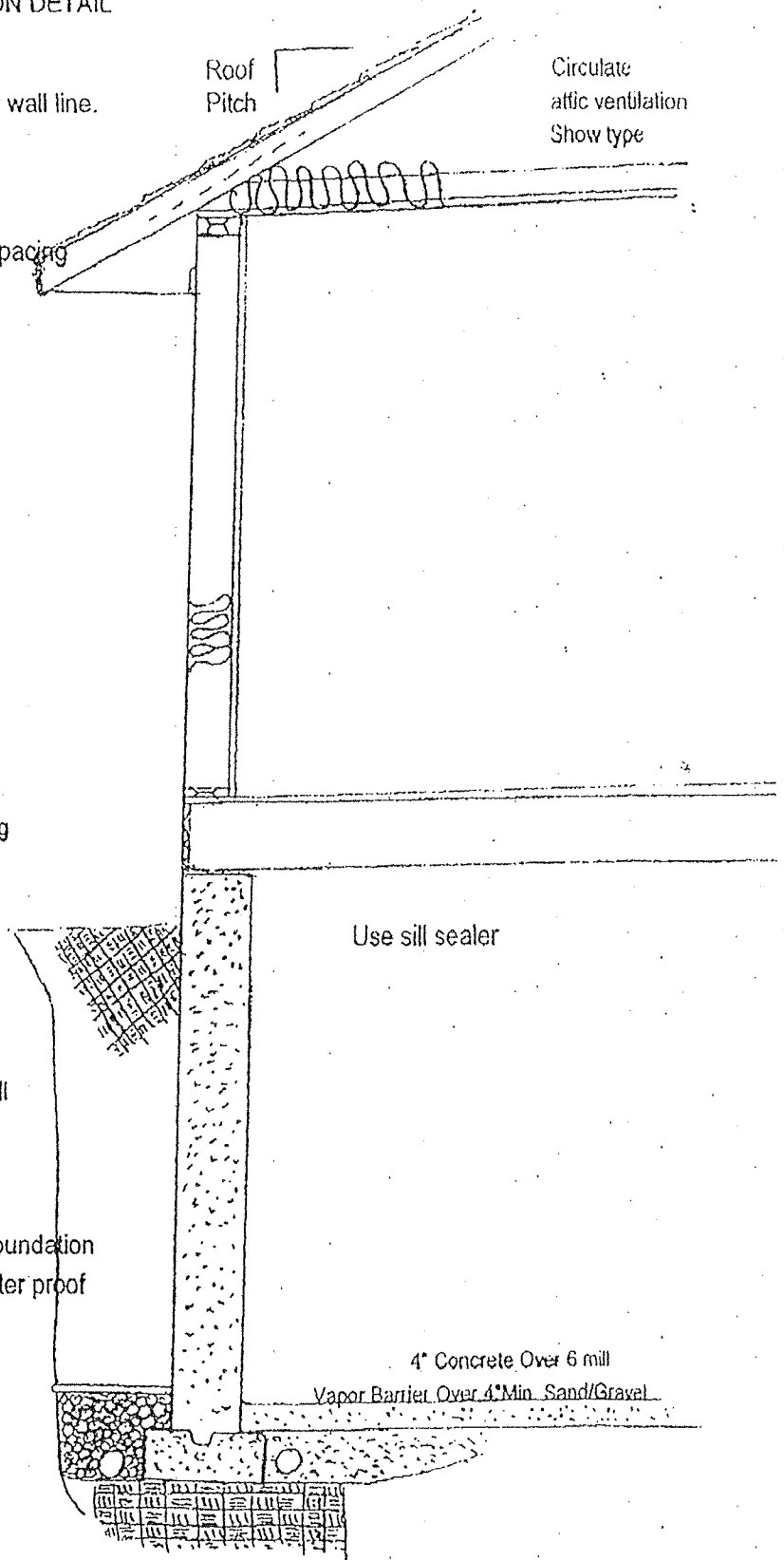
Type dampproof or water proof

4" Concrete Over 6 mill  
Vapor Barrier Over 4" Min. Sand/Gravel

8" pearthrock (6" over/ 2" under)

Perimeter tile

Footling size and thickness



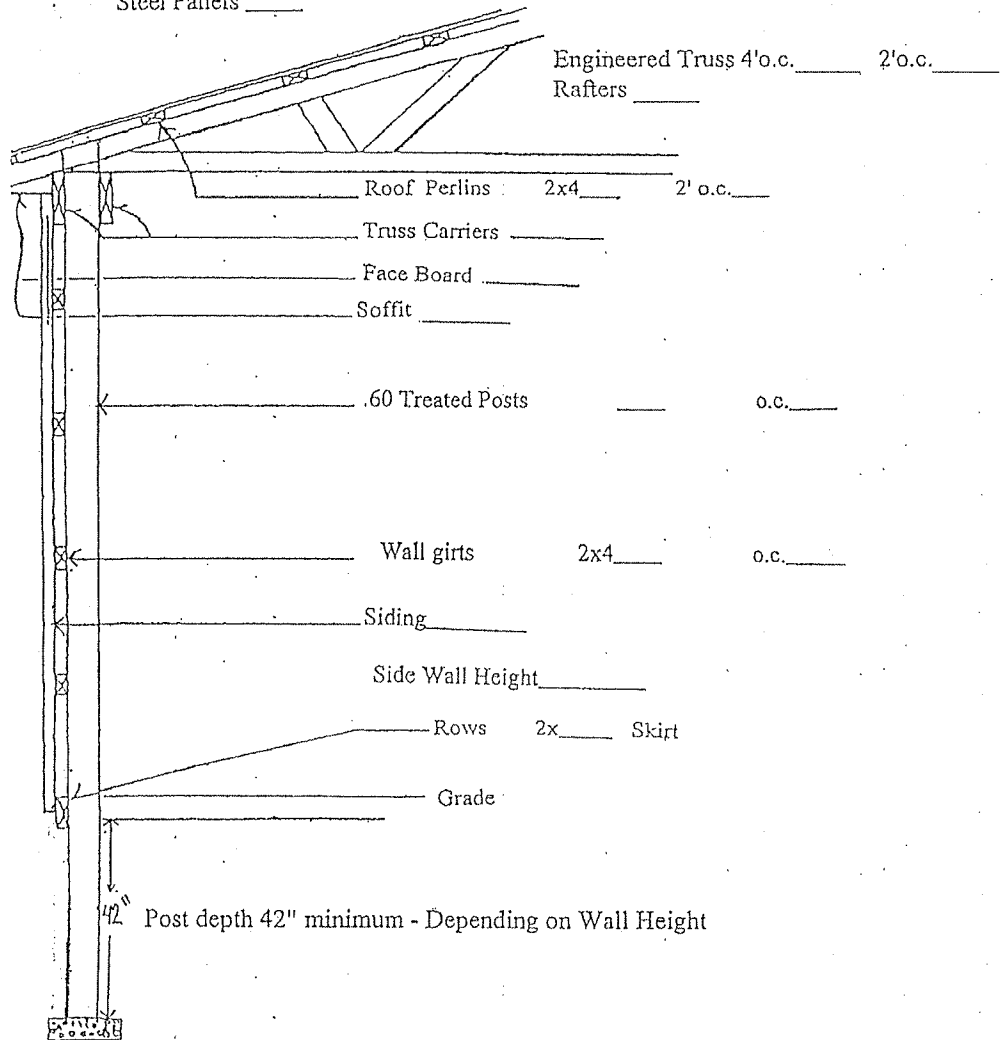
Location Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Size of Building   X  

Roof  
OSB and Shingles \_\_\_\_\_  
# Felt Paper \_\_\_\_\_  
Steel Panels \_\_\_\_\_



Sample Pole Building/Covered Porch. Const. Detail

— Show pitch of roof and wall height

SAMPLE DRAWINGS — Not to Scale

Dimensions if shown are typical construction standards. Change dimensions to reflect your project