



**COMMUNITY BUILDING SERVICES**

|  |                          |
|--|--------------------------|
| <b>BUILDING PERMIT APPLICATION</b> <i>(Commercial &amp; Residential)</i>   | Bldg. Permit No. _____   |
| <b>Project Jurisdiction:</b> <input type="checkbox"/> DeWitt Charter Township <input type="checkbox"/> City of DeWitt <input type="checkbox"/> City of Grand Ledge | Utility Permit No. _____ |

Description of Project: \_\_\_\_\_

Job Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

|      |         |       |
|------|---------|-------|
| Name | Address | Phone |
|------|---------|-------|

Occupant (if different): \_\_\_\_\_

Market Value of Project (must include labor, material & profit): \_\_\_\_\_

Work will be completed by:     Owner     Occupant     Licensed Contractor (see below)

**CONTRACTOR INFORMATION:**

Business / Organization: \_\_\_\_\_

Contractor: \_\_\_\_\_ Office No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ State License No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Federal ID No. (**DO NOT USE SOCIAL SECURITY NO.**): \_\_\_\_\_

Workers Comp Ins. (or reason for exemption): \_\_\_\_\_

MESC Employer No. (or reason for exemption): \_\_\_\_\_

**ARCHITECT/ENGINEER:**

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ State License No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**SEWER CONTRACTOR INFORMATION (if applicable):**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

**APPLICANT ACKNOWLEDGEMENT:**

“Section 23a of the state construction code act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, 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.”

|       |           |       |
|-------|-----------|-------|
| _____ | _____     | _____ |
| Print | Signature | Date  |

**BUILDING DEPARTMENT USE ONLY**

|            |           |       |
|------------|-----------|-------|
| _____      | _____     | _____ |
| Permit Fee | Signature | Date  |

*The following **MUST** be submitted with an application for building permit, as applicable to appropriate jurisdiction:*

- Building Permit Application and Project Specification Sheet
- Drawings - 2 sets for residential, 3 sets for commercial (must be sealed for commercial projects of any size) *or* Specification Sheet (i.e. deck, pole barn) filled out at applicable.
- 2 copies of site plan (drawn to scale showing lot dimensions, size & location of proposed & existing structures with distances from property lines, all public & private easements and the location of the water meter for new homes).
- Inspection Requirements & Miss Dig Notice signed by applicant.
- Energy Code Worksheet - go to [www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck) to complete an online calculation form.
- Sewer Contractor Information. Liability requirements:
  - Permit Bond for \$10,000
  - Personal liability insurance coverage for \$1 million
  - Property damage insurance coverage for \$1 million
  - Aggregate insurance coverage for \$2 million
- Drive permit from the Clinton County Road Commission, unless the road is private.
- Copies of well & septic permit, if necessary and/or applicable.
- Soil erosion permit or exemption/waiver from appropriate jurisdiction.
- Site address from Zoning/Assessing/Equalization, as applicable, if lot is not in a platted subdivision.
- Proof of ownership (i.e. Recorded Warranty Deed or Land Contract, Property Transfer Affidavit or written permission from land owner of record authorizing construction on the site.

**DESIGNATED INSPECTION LINE: 517-277-0700**