



Village of Birch Run
12060 Heath Street
PO Box 371
Birch Run, Michigan 48415
Phone: (989) 624-5711 Fax: (989) 624-9681

Building Permit Application

Authority: 1972 PA230 Failure to provide the information may result in denial of your request.	Village of Birch Run is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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PROJECT INFORMATION	
Name	Location
APPLICANT INFORMATION	
Name	Phone Number
Address	Email Address
OWNER/LESSEE INFORMATION	
Name	Phone Number
Address	Email Address
CONTRACTOR INFORMATION	
Name	Phone Number
Address	Email Address
State of Michigan License Number	Expiration Date
Federal Employer ID # (or reason for exemption)	Worker's Comp Insurance Carrier (or reason for exemption)
MESC Employer Number (or reason for exemption)	

*****VALIDATION AREA - OFFICE USE ONLY*****

BUILDING PERMIT FEE PAID: \$ _____ DATE RECEIVED: _____ CASH/CC/CHECK #: _____

PLAN REVIEW FEE PAID: \$ _____ DATE RECEIVED: _____ CASH/CC/CHECK #: _____

SURETY DEPOSIT PAID: \$ _____ DATE RECEIVED: _____ CASH/CC/CHECK #: _____

APPROVAL SIGNATURE: _____ DATE: _____

PURPOSE OF PROJECT

☐ New Building ☐ Alterations ☐ Demo ☐ Foundation ☐ Relocation
☐ Addition ☐ Repair ☐ Mobile Home Setup ☐ Premanufacture ☐ Special Inspection

RESIDENTIAL

☐ One Family ☐ Attached Garage ☐ Hotel or Motel - # of Units: ____
☐ Two or More Family - # of Units: ____ ☐ Detached Garage ☐ Other

NON-RESIDENTIAL

☐ Amusement ☐ Service Station ☐ School, Library, Educational
☐ Church/Religion ☐ Hospital/Institutional ☐ Store/Mercantile
☐ Industrial ☐ Office, Bank, Professional ☐ Tanks/Towers
☐ Parking Garage ☐ Public Utility ☐ Other

Non-Residential, describe, in detail, proposed use of building:

SELECTED CHARACTERISTICS OF BUILDING**TYPE OF FRAME**

☐ Masonry, Wall Bearing ☐ Wood Frame ☐ Other
☐ Reinforced Concrete ☐ Structural Steel

TYPE OF HEATING FUEL

☐ Gas ☐ Oil ☐ Other
☐ Coal ☐ Electricity

TYPE OF SEWAGE DISPOSAL

☐ Public or Private Company ☐ Septic System

TYPE OF WATER SUPPLY

☐ Public or Private ☐ Private Well or Cistern

TYPE OF MECHANICAL

Will there be Air Conditioning? _____ Will there be Fire Suppression? _____

DIMENSIONS/DATA

Number of Stories: _____	Floor Area	Existing	Alterations	New
Use Group: _____	Basement	_____	_____	_____
Construction Type: _____	1 st & 2 nd Floor	_____	_____	_____
	3 rd -10 th Floor	_____	_____	_____
Number of Occupants: _____	11 th & Above	_____	_____	_____
	Total Area	_____	_____	_____

CALCULATION OF PERMIT COST

The total cost of the improvement provides for the bases for the fee schedules. The cost of improvement will be based on the latest version of the ICC's Building Valuation Data Table and will be calculated for you at the time you submit the application. In addition, the applicant may be required to provide a copy of a signed contract to verify the cost of the project. Pre-manufactured unit fees are based on the cost of foundation and setting fees.

COST OF CONSTRUCTION: \$ _____

The below listed fee schedule shall be used for new projects, remodels/alterations, based on the cost of construction, subject to approval by the building official.

\$1.00 to \$500.00.....	\$50.00
\$501.00 to \$2,000.00.....	\$50.00 for the first \$500.00 plus \$6.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00.....	\$140.00 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00.....	\$485.00 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00.....	\$747.50 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00.....	\$1,122.50 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00.....	\$3,522.50 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up.....	\$6,022.50 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof.

When submittal documents are required by the MI Building Code (Current Edition), a plan review fee shall be paid at the time of submitting the said documents for plan review. Said **plan review fee shall be sixty-five percent (65%) of the building permit fee** as shown below. The plan review fees specified in this section are separate fees from the permit fees specified in said code and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in said code, the Building Official has the authority to charge a \$47.00 per hour fee (or the total hourly cost to the jurisdiction, whichever is greatest) for plan review submittals which exceed the 1st review per trade.

Other Inspections and Fees:

1. Inspections outside of normal business hours (minimum charge-two hours)\$100.00 per hour*
2. Reinspection fees assessed under provisions of Section 109.....\$100.00 per inspection*
3. Inspections for which no fee is specifically indicated (minimum charge-1/2 hour).....\$100.00 per hour*
4. Additional plan review required by changes, additions, or revisions to plans (minimum charge-1/2 hour)\$100.00 per hour*
5. For use of outside consultants for plan checking and inspections, or both..... Actual costs**

* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved.

** Actual costs include administrative and overhead costs.

6. Surety Deposits are as follows:

- a. Four Hundred (\$400.00) Dollar surety shall be deposited prior to a building permit being issued for a proposed residential structure, alteration, or addition thereto.
- b. Two Hundred (\$200.00) Dollar surety shall be deposited prior to a building permit being issued for an accessory structure, alteration, or addition thereto.
- c. Any and all Commercial or Industrial construction and or development requiring a building permit shall, in addition to the permit fee for Building Code Construction, deposit a surety equal to three (3%) percent of the estimated construction cost as calculated by the Village Building Official. Said Deposit will be held by the Village and will be subject to provisions as set forth in this adopted ordinance.

BUILDING PERMIT: \$ _____ PLAN REVIEW*: \$ _____ CONTRACTOR REGISTRATION: \$15.00

MAKE CHECKS PAYABLE TO: "VILLAGE OF BIRCH RUN"

*PLAN REVIEW & SURETY DEPOSIT PAYMENTS MUST BE ON SEPARATE CHECKS

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 the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate and to the best of my knowledge.

I, _____ (name), _____ (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

SIGNATURE OF APPLICANT: _____ DATE: _____

EMAIL TO RECEIVE PERMIT: _____