



Village of Birch Run  
 12060 Heath Street  
 Birch Run, MI 48415  
 Office (989) 624-5711 Fax (989) 624-9681

**APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION**

|   |   |
|---|---|
| AUTHORITY: P.A. 230 of 1972, AS AMENDED<br>COMPLETION: MANDATORY TO OBTAIN PERMIT<br>PENALTY: PERMIT WILL NOT BE ISSUED | THE VILLAGE 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 SECTION I, II, III, IV, V, & VI  
 NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED  
 FOR PLUMBING, MECHANICAL AND ELECTRICAL WORK PERMITS**

|  |   |                           |                        |                            |
|--|---|---------------------------|------------------------|----------------------------|
| <b>I. PROJECT INFORMATION</b>                          |   |                           |                        |                            |
| PROJECT NAME   |   | ADDRESS                   |                        |                            |
| CITY   | VILLAGE                                 | TOWNSHIP                  | COUNTY                 | ZIP CODE                   |
| BETWEEN  |   | AND                       |                        |                            |
| <b>II. IDENTIFICATION</b>                              |   |                           |                        |                            |
| <b>A. OWNER OR LESSEE</b>                              |   |                           |                        |                            |
| NAME   |   | ADDRESS                   |                        |                            |
| CITY   | STATE                                   | ZIP CODE                  |                        | TELEPHONE NUMBER           |
| <b>B. ARCHITECT OR ENGINEER</b>                        |   |                           |                        |                            |
| NAME   |   | ADDRESS                   |                        |                            |
| CITY   | STATE                                   | ZIP CODE                  |                        | TELEPHONE NUMBER           |
| LICENSE NUMBER   |   |                           |                        | EXPIRATION DATE            |
| <b>C. CONTRACTOR</b>                                   |   |                           |                        |                            |
| NAME   |   | ADDRESS                   |                        |                            |
| CITY   | STATE                                   | ZIP CODE                  |                        | TELEPHONE NUMBER           |
| BUILDERS LICENSE NUMBER                                |   |                           |                        | EXPIRATION DATE            |
| FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION     |   |                           |                        |                            |
| WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION |   |                           |                        |                            |
| MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION           |   |                           |                        |                            |
| <b>III. TYPE OF IMPROVEMENT AND PLAN REVIEW</b>        |   |                           |                        |                            |
| <b>A. TYPE OF IMPROVEMENT</b>                          |   |                           |                        |                            |
| 1. ___ New Building                                    | 3. ___ Alterations                      | 5. ___ Demolition         | 7. ___ Foundation Only | 9. ___ Relocation          |
| 2. ___ Addition  | 4. ___ Repair                           | 6. ___ Mobile Home Set Up | 8. ___ Premanufacture  | 10. ___ Special Inspection |
| <b>B. REVIEW(S) TO BE PERFORMED</b>                    |   |                           |                        |                            |
| ___ Building   | ___ Electrical                          | ___ Plumbing              | ___ Mechanical         | ___ Foundation             |
| <b>IV. PROPOSED USE OF BUILDING</b>                    |   |                           |                        |                            |
| <b>A. RESIDENTIAL</b>                                  |   |                           |                        |                            |
| 1. ___ One Family                                      | 3. ___ Hotel, Motel<br>___ No. of Units | 5. ___ Detached Garage    |                        |                            |
| 2. ___ Two or More Family<br>___ No. of Units          | 4. ___ Attached Garage                  | 6. ___ Other _____        |                        |                            |

| B. NON-RESIDENTIAL                           |   |   |
|--|---|---|
| 7. <input type="checkbox"/> Amusement        | 11. <input type="checkbox"/> Service Station            | 15. <input type="checkbox"/> School, Library, Educational |
| 8. <input type="checkbox"/> Church, Religion | 12. <input type="checkbox"/> Hospital, Institutional    | 16. <input type="checkbox"/> Store, Mercantile            |
| 9. <input type="checkbox"/> Industrial       | 13. <input type="checkbox"/> Office, Bank, Professional | 17. <input type="checkbox"/> Tanks, Towers                |
| 10. <input type="checkbox"/> Parking Garage  | 14. <input type="checkbox"/> Public Utility             | 18. <input type="checkbox"/> Other _____                  |

Nonresidential - describe in detail proposed use of building, e.g. food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

**V. SELECTED CHARACTERISTICS OF BUILDING**

| A. PRINCIPAL TYPE OF FRAME                        |   |  |
|---|---|--|
| 1. <input type="checkbox"/> Masonry, Wall Bearing | 2. <input type="checkbox"/> Wood Frame  | 3. <input type="checkbox"/> Structural Steel |
| 4. <input type="checkbox"/> Reinforced Concrete   | 5. <input type="checkbox"/> Other _____ |  |

| B. PRINCIPAL TYPE OF HEATING FUEL |  |   |
|-----------------------------------|--|---|
| 6. <input type="checkbox"/> Gas   | 7. <input type="checkbox"/> Oil          | 8. <input type="checkbox"/> Electricity |
| 9. <input type="checkbox"/> Coal  | 10. <input type="checkbox"/> Other _____ |   |

| C. TYPE OF SEWAGE DISPOSAL                             |  |
|--|--|
| 11. <input type="checkbox"/> Public or Private Company | 12. <input type="checkbox"/> Septic System |

| D. TYPE OF WATER SUPPLY                                |  |
|--|--|
| 13. <input type="checkbox"/> Public or Private Company | 14. <input type="checkbox"/> Private Well or Cistern |

| E. TYPE OF MECHANICAL   |  |
|---|--|
| 15. Will There Be Air Conditioning <input type="checkbox"/> yes <input type="checkbox"/> no | 16. Will There Be Fire Supression <input type="checkbox"/> yes <input type="checkbox"/> no |

| F. DIMENSIONS/DATA          |                 |                 |                    |            |
|-----------------------------|-----------------|-----------------|--------------------|------------|
| 17. Number of Stories _____ | 21. Floor Area  | <u>Existing</u> | <u>Alterations</u> | <u>New</u> |
| 18. Use Group _____         | Basement        | _____           | _____              | _____      |
| 19. Const Type _____        | 1st & 2nd Floor | _____           | _____              | _____      |
| 20. No. of Occupants _____  | 3rd-10th Floor  | _____           | _____              | _____      |
|                             | 11th above      | _____           | _____              | _____      |
|                             | Total Area      | _____           | _____              | _____      |

**VI. APPLICANT INFORMATION**

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

|  |      |                         |  |     |
|--|------|-------------------------|--|-----|
| NAME                                       |      | TELEPHONE NUMBER        |  |     |
| ADDRESS                                    | CITY | STATE                   |  | ZIP |
| FEDERAL I.D. NUMBER/SOCIAL SECURITY NUMBER |      | EMAIL TO RECEIVE PERMIT |  |     |

I HEARBY 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. 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.

SIGNATURE OF APPLICANT \_\_\_\_\_

|  |  |                           |
|--|--|---------------------------|
| <b>MAKE CHECKS PAYABLE TO : "VILLAGE OF BIRCH RUN"</b> | <b>VALIDATION AREA</b>   | <b>OFFICE USE ONLY</b>    |
| PLAN REVIEW FEE ENCLOSED \$ _____                      | <input type="checkbox"/> CASH <input type="checkbox"/> CHECK No. _____ | DATE _____ Initials _____ |
| BUILDING PERMIT FEE ENCLOSED \$ _____                  | <input type="checkbox"/> CASH <input type="checkbox"/> CHECK No. _____ | DATE _____ Initials _____ |

**VII. CALCULATION OF PERMIT COST**

The total cost of the improvement provides for the basis for the fee schedules. The cost of the 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 this 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 50% of the normal on-site construction permit fees.

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.

Contractor Registration Fee ..... \$15.00

The below listed fee schedule can be used for remodels/alterations, subject to approval by the building official. (1)

|                                     |  |
|-------------------------------------|--|
| \$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.                               |

**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 105.8 ..... \$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.

COST OF CONSTRUCTION: \$ \_\_\_\_\_

**VIII. LOCAL GOVERNMENT AGENCY TO COMPLETE THIS SECTION**

| ENVIRONMENTAL CONTROL APPROVALS          |                |          |      |        |    |
|--|----------------|----------|------|--------|----|
| Plans are enclosed with this application | Required?      | Approved | Date | Number | By |
| A. ZONING                                | yes ___ no ___ |          |      |        |    |
| B. FIRE DISTRICT                         | yes ___ no ___ |          |      |        |    |
| C. POLLUTION CONTROL                     | yes ___ no ___ |          |      |        |    |
| D. NOISE CONTROL                         | yes ___ no ___ |          |      |        |    |
| E. SOIL EROSION                          | yes ___ no ___ |          |      |        |    |
| F. FLOOD ZONE                            | yes ___ no ___ |          |      |        |    |
| G. WATER SUPPLY                          | yes ___ no ___ |          |      |        |    |
| H. SEPTIC SYSTEM                         | yes ___ no ___ |          |      |        |    |
| I. VARIANCE GRANTED                      | yes ___ no ___ |          |      |        |    |
| J. OTHER                                 | yes ___ no ___ |          |      |        |    |

**IX. VALIDATION - FOR DEPARTMENT USE ONLY**

USE GROUP \_\_\_\_\_ CODE EDITION \_\_\_\_\_

TYPE OF CONSTRUCTION \_\_\_\_\_ SPRINKLER SYSTEM \_\_\_\_\_

APPROVAL SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_