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## Requirements for Obtaining Building Permits

### Residential Structures

(One-and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Building Permit Application (BCC-324).
- Minimum of one (1) set of plans that include the following:
  - Foundation and floor plans
  - Roof and wall section
  - Building elevations
  - Site plan
  - Provide method of compliance with the "ADR"

### Commercial Structures

(Including One and Two-Family Structures with *more* than 3,500 square feet of calculated floor area)

- Building Permit Application (BCC-324)
- Copy of plan review approval letter. Building plan review must be approved prior to a building permit being issued.

### Mobile and Premanufactured Homes

- Building Permit Application (BCC-324)
- Minimum of one (1) set of plans for the foundation and the method of anchoring the unit to the foundation for Mobile Homes
- Site plan
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

### Demolition of Structures

- Call Building Inspector Scott Crofoot @ 989-737-5671

### Instructions for Completing Application

Page 1 of the application: Complete all applicable sections. Note section II(C, D). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space. The application must be signed by the owner and the applicant. (If the applicant is the owner, only sign the application on the "Signature of Owner" line.

Page 2 of the application: Enter the information as required. (Type of improvement, use of structure, type of construction and Dimensions/Data)

Page 3 Environmental Control Approvals - This section must be completed by the local governmental agency (city/township etc.) for environmental control approvals (be sure that all local requirements A through I are approved). In certain jurisdictions, a land use permit may be substituted for zoning approval. Indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

Schools: It is the responsibility of public schools to submit for environmental control approvals as required by law.

## Building Permit Fees

Building permit fees are calculated based on the type of construction and may be obtained from the Jonesfield Township Building Official Scott Crofoot @ 989-737-5671

### You will need to furnish the following information when calling

- Total square footage of the structure.
- Use group (i.e., "R-3" use group for single family homes, "U" use group for detached garages, pole barns, etc.).
- Type of construction ("5B" for wood frame construction is typical for a residence, or "2B" construction on-combustible construction is typical for a school).

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the building permit fee.

### When to Call for an Inspections

Please call the building inspector's telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of five (5) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

#### Foundation Inspection

Prior to placing concrete in piers, trenches and formwork.

#### Backfill Inspection

Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

#### Rough Inspection

The rough inspection is to be made after the roof, all framing, fire stopping, bracing, and the electrical rough, mechanical rough, and the plumbing rough installations have been approved and before the insulation is installed.

#### Insulation Inspection

The insulation inspection is conducted after all insulation has been installed and before any finish work is installed.

#### Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

### Expiration of Permit

A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$100.00.**

### Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy (in writing) upon the completion of the project. This request must include the building, electrical, mechanical, plumbing, boiler and elevator permit numbers (when applicable), the plan review submission number and the Bureau of Fire Services project number (for schools only). A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances. If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.