

## **GUIDELINES FOR OBTAINING BUILDING PERMITS**

- \_\_\_ (1) A **PROPERTY ADDRESS** ASSIGNED BY SAGINAW COUNTY ROAD COMMISSION (989) 752-6140.
  
- \_\_\_ (2) COPY OF **APPROVED LAND DIVISION LETTER**, IF PARCEL WAS CREATED AFTER MARCH 31, 1997.
  
- \_\_\_ (3) COPY OF **DEED** AND LATEST **PROPERTY TAX STATEMENT**.
  
- \_\_\_ (4) **SEPTIC SYSTEM PERMIT:** (FOR NEW HOUSE) MUST BE ISSUED BY THE SAGINAW COUNTY HEALTH DEPT. (989)-758-3800. YOU MUST HOOK TO CITY SEWER, IF AVAILABLE.
  
- \_\_\_ (5) **WELL PERMIT:** MUST BE ISSUED BY THE SAGINAW COUNTY HEALTH DEPT. (989) 758-3800. YOU MUST CONNECT TO CITY WATER IF AVAILABLE.
  
- \_\_\_ (6) **DRIVEWAY PERMIT:** MUST BE ISSUED BY THE SAGINAW COUNTY ROAD COMMISSION (989-752-6140). CALL M-DOT IF ON A STATE HIGHWAY.  
  
THE DRIVEWAY APPROACH MUST BE APPROVED BY THE SAGINAW COUNTY ROAD COMMISSION (OR M-DOT) AND WORK COMPLETED PRIOR TO THE START OF HOUSE CONSTRUCTION.  
  
A PASSABLE DRIVEWAY TO THE BUILDING SITE MUST BE APPROVED BY THE BUILDING INSPECTOR, JIM GRAY (989) 213-9549, PRIOR TO THE START OF HOUSE CONSTRUCTION.
  
- \_\_\_ (7) **SOILS EROSION PERMIT:** IS REQUIRED BY THE SAGINAW COUNTY DEPT. OF PUBLIC WORKS, DRAIN OFFICE (989) 790-5258 IF THERE IS AN EARTH CHANGE OF ONE (1) ACRE OR MORE, OR IF THE PROJECT IS WITHING FIVE HUNDRED (500) FEET OF A LAKE, STREAM, OR COUNTY DRAIN.
  
- \_\_\_ (8) **MDEQ FILL PERMIT:** IS REQUIRED BY THE MICHIGAN DEPT. OF ENVIRONMENTAL QUALITY (989) 686-8025 EXT. 8364 IF THE PROPERTY IS IN THE FLOODPLAIN.
  
- \_\_\_ (9) A DRAINAGE PLAN IS REQUIRED, SHOWING WHERE WATER RUN OFF IS DIRECTED. RUN OFF CANNOT GO TO OR AFFECT A NEIGHBORING PROPERTY.
  
- \_\_\_ (10) THIS DOCUMENT MUST BE SIGNED AND DATED AND RETURNED WITH BUILDING PERMIT APPLICATION.

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

\_\_\_\_\_  
DATE

MAKE CHECK PAYABLE TO MAPLE GROVE TOWNSHIP  
IF MAILED: RETURN TO Jim Gray, 7051 Trinklein Rd. Saginaw, MI. 48609

## PERMIT HOLDER RESPONSIBILITIES

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder:

- 1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
- 2. The permit must be posted and visible from the road.
- 3. The location must be identified by a street number or a sign indicating the owner's or contractor's name (Hand painted numbers or signs are fine.)

## INSPECTIONS

There are a number of inspections required in each of the four codes (building, electrical, mechanical, and plumbing); therefore, you must call us when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required visual inspections are:

### BUILDING:

- FOOTING – between the time the forms for the footings are set and before any sills are attached. We would like to inspect prior to any concrete being poured because if the forms are in the wrong place it is MUCH cheaper to move forms than concrete. If you do not have an approval of forms, you pour at YOUR OWN RISK.
- FOUNDATION – Before the walls are poured and before back filling when the walls are complete, damp proofed, or water proofed, and the foundation drains are completely installed.
- ROUGH-IN – when framing is completed BEFORE drywalling and AFTER electrical, plumbing and mechanical inspections.
- Insulation – Before drywall is installed
- FINAL – when project is complete and ready for occupancy, and AFTER electrical, plumbing, and mechanical final inspection.

### ELECTRICAL:

- TEMPORARY SERVICE – when temporary service is complete and ready for hook-up.
- PERMANENT SERVICE – when permanent service is completed and ready for hook-up.
- ROUGH-IN – BEFORE insulating or drywalling, when wiring which will be hidden is completed.
- FINAL – when all fixtures are set, plates are on and the building is ready to be occupied.

### MECHANICAL:

- UNDERGROUND – if anything is to be covered by dirt or concrete.
- ROUGH-IN – anything in walls (including ducts or chimneys) BEFORE drywalling.
- FINAL – when all furnace and/or air conditioning are completed and operating and you are ready to occupy.

### PLUMBING:

- UNDERGROUND – when pipes are all run in ground, BEFORE you backfill or pour concrete.
- ROUGH-IN – when pipes are all run in wall BEFORE drywalling, also drainage lines in ceiling of basement BEFORE covering.
- FINAL – when fixtures are all set and operating and you are ready to occupy.

Please remember each job is different and goes at a different pace. Therefore, we have no idea when you are ready for any inspections unless you call us and let us know. Also, please make sure that you are actually ready for inspection. If an inspection is called for and the job is not ready, a re-inspection fee will be charged.

Thank you and good luck with your project!

Application for Building Permit  
 Maple Grove Township  
 Mail to: 7051 Trinklein Rd.  
 Saginaw, MI. 48609

Authority:	1972 PA 230
Completion:	Mandatory to Obtain Permit
Penalty:	Permit Will Not Be Issued

Applicant to Complete All Items in Sections I, II, III, IV, V and VI  
 Note: Separate Applications Must Be Completed for Plumbing, Mechanical and Electrical Work Permits

<b>I. PROJECT INFORMATION</b>					
Project Name			Address		
City	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. <input type="checkbox"/> New Building	3. <input type="checkbox"/> Alteration	5. <input type="checkbox"/> Demolition	7. <input type="checkbox"/> Foundation Only	9. <input type="checkbox"/> Relocation	
2. <input type="checkbox"/> Addition	4. <input type="checkbox"/> Repair	6. <input type="checkbox"/> Mobile Home Set up	8. <input type="checkbox"/> Premanufacture	10. <input type="checkbox"/> Special Inspection	
<b>B. PLAN REVIEW REQUIRED</b>					

Property Tax ID \_\_\_\_\_

Building Permit No. \_\_\_\_\_

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

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

Date \_\_\_\_\_

**IV. PROPOSED USE OF BUILDING**

**A. RESIDENTIAL**

- 1.  One Family
- 2.  Two or More Family  
No. of Units \_\_\_\_\_
- 3.  Hotel, Motel  
No. of Units \_\_\_\_\_
- 4.  Attached Garage
- 5.  Detached Garage
- 6.  Other \_\_\_\_\_

**B. NON-RESIDENTIAL**

- 7.  Amusement
- 8.  Church, Religion
- 9.  Industrial
- 10.  Parking Garage
- 11.  Service Station
- 12.  Hospital, Institutional
- 13.  Office, Bank, Professional
- 14.  Public Utility
- 15.  School, Library, Educational
- 16.  Store, Mercantile
- 17.  Tanks, Towers
- 18.  Other \_\_\_\_\_

NON RESIDENTIAL- 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.  Masonry, Wall Bearing
- 2.  Wood Frame
- 3.  Structural Steel
- 4.  Reinforced Concrete
- 5.  Other

**B. PRINCIPAL TYPE OF HEATING FUEL**

- 6.  Gas
- 7.  Oil
- 8.  Electricity
- 9.  Coal
- 10.  Other

**C. TYPE OF SEWAGE DISPOSAL**

- 11.  Public or Private Company
- 12.  Septic System

**D. TYPE OF WATER SUPPLY**

- 13.  Public or Private Company
- 14.  Private Well or Cistern

**E. TYPE OF MECHANICAL**

- 15. Will there be Air Conditioning?  YES  NO
- 16. Will there be Fire Suppression?  YES  NO

**F. DIMENSIONS / DATA**

17. Number of Stories _____ 18. Use Group _____ 19. Const. Type _____ 20. No. of Occupants _____	21. Floor Area:    Existing                      Alterations                      New Basement    _____                      _____                      _____ 1 <sup>st</sup> & 2 <sup>nd</sup> Floor _____                      _____                      _____ 3 <sup>rd</sup> – 10 <sup>th</sup> Floor _____                      _____                      _____ 11 <sup>th</sup> – Above    _____                      _____                      _____ Total Area        _____                      _____                      _____
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**G. NUMBER OF OFF STREET PARKING SPACES**

- 22. Enclosed \_\_\_\_\_
- 23. Outdoors \_\_\_\_\_

**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 Code
Federal I.D. Number			

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. 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 X**

Building Permit Fee Enclosed \$ \_\_\_\_\_ Date \_\_\_\_\_

**VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION**

**ENVIRONMENTAL CONTROL APPROVALS**

	Required?	Approved	Date	Number	By
A. – Zoning	<input type="checkbox"/> Yes <input type="checkbox"/> No				
B. – Fire District	<input type="checkbox"/> Yes <input type="checkbox"/> No				
C. – Pollution Control	<input type="checkbox"/> Yes <input type="checkbox"/> No				
D. – Noise Control	<input type="checkbox"/> Yes <input type="checkbox"/> No				
E. – Soil Erosion	<input type="checkbox"/> Yes <input type="checkbox"/> No				
F. – Flood Zone	<input type="checkbox"/> Yes <input type="checkbox"/> No				
G. – Water Supply	<input type="checkbox"/> Yes <input type="checkbox"/> No				
H. – Septic System	<input type="checkbox"/> Yes <input type="checkbox"/> No				
I. – Variance Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No				
J. – Other	<input type="checkbox"/> Yes <input type="checkbox"/> No				

**VIII. VALIDATION – FOR DEPARTMENT USE ONLY**

Use Group \_\_\_\_\_ Base Fee \_\_\_\_\_

Type of Construction \_\_\_\_\_ Number of Inspections \_\_\_\_\_

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

### SITE OR PLOT PLAN

The Site or plot plan sheet must be used to show where the building will sit on the property. Lot lines must be shown with dimensions from all four sides. Do not measure from the center of the road for the front lot line. Use the road right-of-way line to measure setback from. A separate sheet of paper is attached to show a floor plan.

North

W  
e  
s  
t

E  
a  
s  
t

South

## FLOOR PLAN

If unit is a manufactured or modular home, you must provide a copy of the unit spec sheet and floor plan.

