



EMMET COUNTY PLANNING ZONING & CONSTRUCTION RESOURCES

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BUILDING PERMIT APPLICATION

NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING MECHANICAL & ELECTRICAL PERMITS
Complete all sections of application applicable to the project. Incomplete applications will delay issuance of the permit

This section For Office Use Only		
Application Received Date:	Project Number:	Permit Number:

JOB LOCATION (Required)

Site Address and/or Street Name		City/ Village	Township
Property Tax I.D. No.	Lot/Unit Number	Plat or Condominium Name	

OWNER INFORMATION (Required)

First Name, Last Name			Telephone Number
Mailing Address			City
State	Zip	Email Address	Cell Phone Number
Fax Number			

BUILDING CONTRACTOR INFORMATION (Required unless owner is applicant and Responsible Party) All Fields Required

First Name, Last Name or Business Name			Telephone Number
Mailing Address			City
State	Zip	Email Address	Cell Phone Number
Fax Number			
Builder License Number	Expiration Date	Tax ID Number	MESC Number
Workers Comp Insurance			

DESIGN PROFESSIONAL INFORMATION (If Applicable)

First Name, Last Name or Business Name			Telephone Number
Mailing Address			City
State	Zip	Email Address	Cell Phone Number
Fax Number			

PROPOSED USE OF BUILDING - Please complete the correct section below based on the applicable code use groups described

Michigan Residential Code - Uses include - 1 & 2 Family Dwellings & Townhouses up to 3 stories in height, & their accessory structures

- | | | |
|--|---|--|
| ☐ One Family - # of Bedrooms: _____ | ☐ State Approved / Modular | ☐ Garage: ☐ Attached ☐ Unattached |
| ☐ Two - Family - # of Bedrooms: _____ | ☐ Mobile Home/ HUD Sectional | ☐ Other: _____ |
| ☐ Townhouse - # of stories: _____ | ☐ Storage Building | |

Michigan Building Code - Uses include Multi-Family/Multi Unit Residential & All Commercial Structures as listed below

- | | | |
|--|---|--|
| ☐ Assembly, Restaurant, Lounge, etc | ☐ Hazardous Materials | ☐ Parking or Service Garage |
| ☐ Business, Office, Salon, Etc | ☐ Hotel/ Motel - # of Units: _____ | ☐ Storage, Warehouse, Etc. |
| ☐ Church, Religious, Etc | ☐ Institutional | ☐ Tower, Bridge, Utility, Etc |
| ☐ Educational, School, Etc. | ☐ Mercantile | ☐ Agricultural |
| ☐ Factory, Industrial, Etc. | ☐ Multi-Family - # of Units: _____ | ☐ Other: _____ |

Describe proposed use of building (For Multi Unit Residential and Commercial only) :

TYPE OF IMPROVEMENT**Estimated Cost Required for Alteration Fee Calculation**

☐ New Building	☐ Change in Use	☐ Alteration - <i>Estimated Cost</i> = \$ _____
☐ Addition	☐ Moving/ Relocation	☐ Re-roofing - <i>Estimated Cost</i> = \$ _____
☐ Foundation Only	☐ Manufactured Home Set Up	☐ Re-siding - <i>Estimated Cost</i> = \$ _____
☐ Special Inspection	☐ Other: _____	☐ Demolition - <i>Estimated Cost</i> = \$ _____

DETAILED WRITTEN DESCRIPTION OF WORK (Required):

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BUILDING INFORMATION DATA / DIMENSIONS (Check all applicable boxes)

Foundation Information	Principal Type of Frame	Principal Heating Fuel	Type of Sewage Disposal	Type of Water Supply
☐ Slab on Grade	☐ Wood Frame	☐ Propane	☐ Public Sewer System	☐ Public Water Supply
☐ Piers	☐ Masonry	☐ Natural Gas	☐ Private Community System	☐ Private Community Supply
☐ Crawl Space	☐ Concrete	☐ Fuel Oil	☐ Private Septic System	☐ Private or Shared Well
☐ Partial Basement	☐ Steel Frame	☐ Electricity		
☐ Full Basement	☐ Pole Building	☐ Wood/Pellet		
☐ Other:	☐ Other:	☐ Other:		

Building Dimensions of the proposed construction (New Construction - overall dimensions. If Addition - addition dimensions only)

Building Width = _____ Feet	Building Height = _____ Feet	Total Square Feet = _____ Sq Feet
Building Length = _____ Feet	Number of Stories = _____ Stories	

APPLICANT SIGNATURE

Applicant is responsible for payment of all applicable fees and charges to this application and must provide the applicant and building owner signatures below

I hereby certify that the proposed work described on this application is authorized by the owner of record and that I have been authorized by the owner to make this authorized application as his/her agent. All of the information submitted on this application is accurate to the best of my knowledge. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code and the permit issuing agency. Regardless of who the applicant is, the owner signature is required in the "Owner Signature" space provided below. In lieu of the owner signature, other documentation verifying approval by the owner for the construction to occur under this permit may be accepted at the discretion of the department staff. I understand that once issued, the permit will expire in 180 days if construction has not commenced prior to the expiration date.		
Applicant Signature	Print Name	Date

PROPERTY OWNER AFFIDAVIT / OWNER SIGNATURE (Required for all construction - LICENSED CONTRACTOR or OWNER)

I, the undersigned, as property owner, attest that the statements, specifications, and/or plans submitted with this application for the jobsite location noted, are true and complete, and contain a correct description of the building or structure, lot or parcel, and proposed description of work. I further attest that I am a person authorized to make these statements and attestations contained in this application as required by 1972 PA 230; and I hereby authorize the Licensed Contractor noted on this application, to perform the work as described on page 2 of this application, at the job location shown on this application. OR, if applying for this permit as the property owner, in addition to the statements above, I hereby certify that the work described on this application shall be installed by myself in my own single family dwelling in which I am living or about to occupy. Section 23A of the State Construction Code Act of 1972, and specifically, 1972 PA 230 Section 125.1523A of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this State (IE - 1980 PA299 & 2016 PA407) relating to unlicensed persons who are working on a residential building or a residential structure. Violators of Section 23A are subject to civil fines. It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. Those found in violation of the licensing regulations noted herein will be subject to prosecution.		
Building Owner Signature	Print Name	Date

OTHER REQUIRED PERMITS AND APPROVALS

> The permits identified below may be applicable to this construction project and must be applied for and issued prior to the issuance of the building permit. Copies of permits issued by other agencies shall be provided with this Building Permit Application and retained by the Department as a part of the project file. > The proposed construction/scope of work under this building permit shall not deviate from that approved by other permit issuing agencies for this project. Deviation from any related permit agency approvals shall result in the suspension and/or revocation of the building permit in accordance with Section 105.6 of the Michigan Residential and Michigan Building Codes. > Other Agency Permit Types include: Zoning, Soil & Erosion, Septic/Well, Wetlands, Driveway/Culvert, Land Use Variance, Critical Dunes, Etc. > Other Construction Code Permits may Include: Electrical, Mechanical, Plumbing.
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