



City of Owosso Building Department
 301 W Main St. Owosso, MI 48867
 989-725-0535 building@ci.owosso.mi.us

**BUILDING PERMIT APPLICATION
 COMMERCIAL/INDUSTRIAL**

Property Information:	
Property Address:	Owner Name:
Business Name:	
Phone Number:	Email:
Signature:	Date:
Architect or Engineer Information: (that sealed plans)	
Name:	Company Name:
Address:	
Phone Number:	Email:
License Number:	Expiration Date:
Applicant/Contractor Information: (application is hereby made for a permit to perform work as described in this application and the accompanying drawings, which are a part of this application. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances enforced by the City of Owosso.)	
Name:	Business Name:
Address:	
Phone Number:	Email:
Signature:	Date:
Property Owner Affidavit: I do hereby certify that I am the owner of the property herein described and that I have given the applicant/contractor herein named permission to perform the work described in this application.	
Name printed:	
Signature:	Date:

Description of work proposed (include written detail)
<input type="checkbox"/> New building/structure
<input type="checkbox"/> Additional square footage
<input type="checkbox"/> Interior renovations
<input type="checkbox"/> Exterior renovations
<input type="checkbox"/> Repairs
<input type="checkbox"/> Demo
Email this application and PDF version of the building plans to building@ci.owosso.mi.us
<input type="checkbox"/> Building Official will review and request changes, if necessary
<input type="checkbox"/> Email the revised PDF version
<input type="checkbox"/> After final approval, submit three (3) sets of drawings, signed and sealed

Include the following in the plans:	
New construction plans	Renovation plans
<input type="checkbox"/> Site plan	<input type="checkbox"/> What will be removed
<input type="checkbox"/> Foundation plan	<input type="checkbox"/> What will be added
<input type="checkbox"/> Floor plan (identifying all rooms)	<input type="checkbox"/> Floor plan (identifying all rooms)
<input type="checkbox"/> Elevations	<input type="checkbox"/> Complete floor, wall and ceiling detail
<input type="checkbox"/> Section plans	<input type="checkbox"/> Section plans
<input type="checkbox"/> Electrical plan	<input type="checkbox"/> Electrical plan
<input type="checkbox"/> Plumbing plan	<input type="checkbox"/> Plumbing plan
<input type="checkbox"/> Heating plan	<input type="checkbox"/> Heating plan
<input type="checkbox"/> Parking lot plans	<input type="checkbox"/> Parking lot plans

Additional information required:		
• Use group:	• Construction type:	• Occupant load:
• Barrier free required: Yes No	• Square footage:	• Electrical permit required: Yes No
• Mechanical permit required: Yes No	• Plumbing permit required: Yes No	• Fire walls: Yes No
• # of dwelling units:	• Soil erosion permit required: Yes No (contact Shiawassee County)	• Fire alarm/suppression permits required: Yes No
• Construction contract cost \$		

FOR OFFICE USE ONLY

Building Official Comment/Remarks Section:	
Inspections that are required (mark all that apply)	
<input type="checkbox"/> Footing inspection before concrete	<input type="checkbox"/> Concrete floors before concrete
<input type="checkbox"/> Basement backfill/drain tile exposed	<input type="checkbox"/> Insulation prior to drywall
<input type="checkbox"/> Framing inspection after trades rough	<input type="checkbox"/> Fire rate drywall inspection before mud/tape
<input type="checkbox"/> Fire resistant penetrations after drywall	<input type="checkbox"/> Final project inspection after trades finals
Date submitted:	Staff initials:
Building Official Signature:	
Date:	
Permit #:	

Fee Schedule (contact the building department for further fee schedule information):	
• Base fee on all permits (non-refundable)	• \$40
• Inspections on all permits	• \$80 each
• Construction value:	• Permit fee:
• \$2,000 to \$50,000	• \$65 plus \$15 per \$1,000 over \$2,000
• \$50,000 to \$500,000	• \$545 plus \$15 per \$1,000 over \$50,000
• \$500,000 and above	• \$5,000 plus \$6.00 per \$1,000 over \$500,000
• Plan review fees	• 55% of building permit fee