



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

**BUILDING PERMIT APPLICATION
 RESIDENTIAL**

1. PROPERTY INFORMATION			
Property address:		Owner:	
Phone number:		Email:	
Signature:		Date:	
2. CONTRACTOR INFORMATION–Are you the applicant? YES NO (include copy of state license & ID)			
Name:		Company Name:	
Address:			
Phone Number:		Email:	
License number:		Expiration date:	
Signature:		Date:	
3. HOMEOWNER PERMIT AUTHORIZATION: I am the owner of this property and I have given the applicant permission to perform the work described in this application.			
Name:			
Address:			
Phone Number:		Email:	
Signature:		Date:	
4. DETAILED DESCRIPTION OF ALL PROPOSED WORK			
5. CONSTRUCTION VALUE \$			
6. CHECK ALL THE FOLLOWING THAT APPLY			
<input type="checkbox"/> Interior renovations	<input type="checkbox"/> Deck/Porch	<input type="checkbox"/> Ramp	<input type="checkbox"/> Roof
<input type="checkbox"/> Siding	<input type="checkbox"/> Windows	<input type="checkbox"/> Waterproofing	<input type="checkbox"/> Other
<input type="checkbox"/> House new		<input type="checkbox"/> House addition	
1 st floor sq. ft.	2 nd floor sq. ft.	Basement sq. ft.	
House width	House length	House height	
Lot sq. ft.	<input type="checkbox"/> Single family	<input type="checkbox"/> Duplex	
<input type="checkbox"/> Garage – attached			
Width	Length	Height	Sq. footage
<input type="checkbox"/> Garage – detached			
Width	Length	Height	Sq. footage
7. For house and garage permits, a site plan is required to be submitted and include the following			
<ul style="list-style-type: none"> • Property lines/easements with dimensions • Existing and proposed structures and dimensions • Front & side elevations • Plan (top view) with dimensions • Soil erosion permit required (from Shiawassee County) 		<ul style="list-style-type: none"> • Setbacks-front, sides, rear • Dimensions of new or replacement concrete • Grade, footings, framing, guard and handrail detail • MDEQ floodplain permit is required for all work in a flood zone 	

<ol style="list-style-type: none"> 1. Work shall not commence until this application has been filed with the city of Owosso 2. All work shall be in conformance with the Michigan Building Code 3. No work shall be concealed until it has been inspected 4. Applicant certifies that all information given is correct 5. Applicant shall be responsible for the scheduling of inspections 6. HOMEOWNER – I hereby certify the building 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 7. Expiration of Permit: A permit remains valid 6 months after such time the permit is closed if no inspections are performed. Closed permits cannot be refunded and the charge to re-open is \$75. 8. Separate electrical, mechanical and/or plumbing permits may be required to complete your project 9. 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. 	<ol style="list-style-type: none"> 10. Effective October 1, 2020 - Bureau of Construction Codes (BCC) will begin implementing its authority to issue citations in accordance with MCL 339.553 and MCL 339.5537 to maintain compliance with the Occupational Code, 1980 PA 299, and the Skilled Trades Regulation Act, 2016 PA 407. Individuals licensed/registered as building officials, inspectors, plan reviewers, residential builders, maintenance & alteration contractors, electricians, plumbers, mechanical contractors, and boiler tradesmen may be subject to a citation being issued. <ul style="list-style-type: none"> ❖ List of violations: <ul style="list-style-type: none"> ○ Lack of Identification: No proof of licensure and government-issued photo identification ○ No Permit Status: No documentation of permit where required before work commences ○ Unregistered Apprentice: Non-licensed individual on worksite assisting with electrical or plumbing work ○ Operation of a Boiler Without a Valid Certificate: Boiler found operating with a certificate blocking violation and existing code deficiencies that are not corrected
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Fee Schedule

▪ Base fee on all permits (non-refundable)	\$40
▪ Inspections on all permits	\$80 each
▪ Construction Value:	Permit Fee:
Up to \$1,000	\$110 (includes base fee and 1 inspection)
\$1,001 to \$2,000	\$150 (includes base fee and 1 inspection)
\$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 \$10 per \$1,000 over \$500,000
▪ Roofing up to \$5,000	\$90 (includes base fee and 1 inspection)
▪ Roofing \$5,000 to \$10,000	\$120 (includes base fee and 1 inspection)
▪ Roofing over \$10,000	follow above construction values/permit fees
▪ Siding	\$90 (includes base fee and 1 inspection)
▪ Windows	\$90 (includes base fee and 1 inspection)
▪ Plan review fees	55% of building permit fee

Contact the building department for further fee schedule information

FOR OFFICE USE ONLY

Date submitted:	Staff Initials:	Permit #:
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PLAN REVIEWER/BUILDING OFFICIAL

Survey/required drawings submitted:

Signed contract submitted:

Additional comments:

Building Official signature:	Date:
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