



City of Owosso Building Department 301 W Main St. Owosso, MI 48867 989-725-0535 building@ci.owosso.mi.us	<b>BUILDING PERMIT APPLICATION          COMMERCIAL/INDUSTRIAL</b>
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<b>1. Property Information:</b>	
Property Address:	Owner Name:
Business Name:	
<b>2. Architect or Engineer Information: (that sealed plans)</b>	
Name:	Company Name:
Address:	
Phone Number:	Email:
License Number:	Expiration Date:
<b>3. Applicant/Contractor Information:</b> 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:	Company Name:
Address:	
Phone Number:	Email:
<b>4. Property Owner Affidavit:</b> 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:

<b>5. Description of work proposed (include written detail)</b>	
<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	
<b>6. Email this application and PDF version of the building plans to <a href="mailto:building@ci.owosso.mi.us">building@ci.owosso.mi.us</a></b>	
<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	
<b>7. Include the following in the plans:</b>	
<ul style="list-style-type: none"> <li>• <b>New construction plans</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Renovation plans</b></li> </ul>
<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

<b>8. Additional information required:</b>		
Use group:	Construction type:	Occupant load:
Barrier free required: Yes/No	Square footage:	Number of dwelling units:
Mechanical permit required: Yes/ No	Plumbing permit required: Yes/No	Electrical permit required: Yes/No
Soil Erosion permit required: Yes/No (Contact Shiawassee County)	Fire Walls: Yes/No	Fire alarm/suppression required: Yes/No
Construction contract cost \$		

<b>9. Signature of Applicant</b> <ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Signature:</b> _____ <b>Date:</b> _____

<b>Fee Schedule</b>	
• Base fee on all permits (non-refundable)	• \$40
• Inspections on all permits	• \$80 each
<b>Construction value</b>	
• \$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
<i>Contact the building department for further fee scheduled information</i>	

**FOR OFFICE USE ONLY**

<b>Building Official Comment/Remarks Section:</b>	
<b>Inspections that are required (mark all that apply)</b>	
<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
<b>Date submitted:</b>	<b>Staff initials:</b>
<b>Building Official Signature:</b>	
<b>Date:</b>	
<b>Permit #:</b>	