



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:	
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:	
Workers' Comp Policy Number:		Expiration 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:	
<input type="checkbox"/> Property lines/easements with dimensions <input type="checkbox"/> Existing and proposed structures and dimensions <input type="checkbox"/> Front & side elevations <input type="checkbox"/> Plan (top view) with dimensions <input type="checkbox"/> Soil erosion permit (from Shiawassee County)	<input type="checkbox"/> Setbacks – front, sides, rear <input type="checkbox"/> Dimensions of new or replacement concrete <input type="checkbox"/> Grade, footings, framing, guard and handrail detail <input type="checkbox"/> MDEQ floodplain permit is required for all work in a flood zone

8. Signature of Applicant or Homeowner <ul style="list-style-type: none"> • Work shall not commence until this application has been filed with the City of Owosso • No work shall be concealed until it has been inspected • APPLICANT certifies that all information given is correct • APPLICANT shall be responsible for the scheduling of inspections • 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. • Expiration of Permit: a permit remains valid for 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. • Separate electrical, mechanical and/or plumbing permits may be required to complete your project. • 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: _____ Date: _____

Fee Schedule	
• Base fee on all permit (non-refundable)	\$40
• Inspections on all permits	\$80 each
• Roofing up to \$5,000	\$90 (base fee and inspection included)
• Roofing \$5,000 to \$10,000	\$120 (base fee and inspection included)
• Roofing over \$10,000	See below for construction value/permit fees
• Siding	\$90 (base fee and inspection included)
• Windows	\$90 (base fee and inspection included)
Construction Value	
• Up to \$1,000	\$110 (base fee and inspection included)
• \$1,001 to \$2,000	\$150 (base fee and inspection included)
• \$2,000 to \$50,000	\$65 plus \$15 per \$1,000 over \$2,000 (plus base fee and inspections)
• \$50,000 to \$500,000	\$545 plus \$15 per \$1,000 over \$50,000 (plus base fee and inspections)
Contact the Building department for additional fee schedule information Email the Building Department at building@ci.owosso.mi.us for the link to pay online	

FOR OFFICE USE ONLY		
Date submitted:	Staff initials:	Permit #:
PLAN REVIEW/BUILDING OFFICIAL:		
Survey/required drawings submitted:		
Signed contract submitted:		
Additional comments:		
Building Official signature:	Date:	