

GUIDELINES FOR OBTAINING BUILDING PERMITS

- ___ (1) A **PROPERTY ADDRESS** ASSIGNED BY SAGINAW COUNTY ROAD COMMISSION (989) 752-6140.

- ___ (2) COPY OF **APPROVED LAND DIVISION LETTER**, IF PARCEL WAS CREATED AFTER MARCH 31, 1997.

- ___ (3) COPY OF **DEED** AND LATEST **PROPERTY TAX STATEMENT**.

- ___ (4) **SEPTIC SYSTEM PERMIT:** (FOR NEW HOUSE) MUST BE ISSUED BY THE SAGINAW COUNTY HEALTH DEPT. (989)-758-3800. YOU MUST HOOK TO CITY SEWER, IF AVAILABLE.

- ___ (5) **WELL PERMIT:** MUST BE ISSUED BY THE SAGINAW COUNTY HEALTH DEPT. (989) 758-3800. YOU MUST CONNECT TO CITY WATER IF AVAILABLE.

- ___ (6) **DRIVEWAY PERMIT:** MUST BE ISSUED BY THE SAGINAW COUNTY ROAD COMMISSION (989-752-6140). CALL M-DOT IF ON A STATE HIGHWAY.

THE DRIVEWAY APPROACH MUST BE APPROVED BY THE SAGINAW COUNTY ROAD COMMISSION (OR M-DOT) AND WORK COMPLETED PRIOR TO THE START OF HOUSE CONSTRUCTION.

A PASSABLE DRIVEWAY TO THE BUILDING SITE MUST BE APPROVED BY THE BUILDING INSPECTOR, SCOTT CROFOOT (989) 737-5671, PRIOR TO THE START OF HOUSE CONSTRUCTION.

- ___ (7) **SOILS EROSION PERMIT:** IS REQUIRED BY THE SAGINAW COUNTY DEPT. OF PUBLIC WORKS, DRAIN OFFICE (989) 790-5258 IF THERE IS AN EARTH CHANGE OF ONE (1) ACRE OR MORE, OR IF THE PROJECT IS WITHING FIVE HUNDRED (500) FEET OF A LAKE, STREAM, OR COUNTY DRAIN.

- ___ (8) **MDEQ FILL PERMIT:** IS REQUIRED BY THE MICHIGAN DEPT. OF ENVIRONMENTAL QUALITY (989) 686-8025 EXT. 8364 IF THE PROPERTY IS IN THE FLOODPLAIN.

- ___ (9) A DRAINAGE PLAN IS REQUIRED, SHOWING WHERE WATER RUN OFF IS DIRECTED. RUN OFF CANNOT GO TO OR AFFECT A NEIGHBORING PROPERTY.

- ___ (10) THIS DOCUMENT MUST BE SIGNED AND DATED AND RETURNED WITH BUILDING PERMIT APPLICATION.

SIGNATURE OF APPLICANT

DATE

MAKE CHECK PAYABLE TO VILLAGE OF ST. CHARLES
IF MAILED: RETURN TO VILLAGE OF ST. CHARLES, 110 W. SPRUCE ST., ST. CHARLES MI 48655

PERMIT HOLDER RESPONSIBILITIES

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder:

- 1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
- 2. The permit must be posted and visible from the road.
- 3. The location must be identified by a street number or a sign indicating the owner's or contractor's name (Hand painted numbers or signs are fine.)

INSPECTIONS

There are a number of inspections required in each of the four codes (building, electrical, mechanical, and plumbing); therefore, you must call us when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required visual inspections are:

BUILDING:

- FOOTING – between the time the forms for the footings are set and before any sills are attached. We would like to inspect prior to any concrete being poured because if the forms are in the wrong place it is MUCH cheaper to move forms than concrete. If you do not have an approval of forms, you pour at YOUR OWN RISK.
- FOUNDATION – before back filling when the walls are complete, damp proofed, or water proofed, and the foundation drains are completely installed.
- ROUGH-IN – when framing is completed BEFORE drywalling and AFTER electrical, plumbing and mechanical inspections.
- FINAL – when project is complete and ready for occupancy, and AFTER electrical, plumbing, and mechanical final inspection.

ELECTRICAL:

- TEMPORARY SERVICE – when temporary service is complete and ready for hook-up.
- PERMANENT SERVICE – when permanent service is completed and ready for hook-up.
- ROUGH-IN – BEFORE insulating or drywalling, when wiring which will be hidden is completed.
- FINAL – when all fixtures are set, plates are on and the building is ready to be occupied.

MECHANICAL:

- UNDERGROUND – if anything is to be covered by dirt or concrete.
- ROUGH-IN – anything in walls (including ducts or chimneys) BEFORE drywalling.
- FINAL – when all furnace and/or air conditioning are completed and operating and you are ready to occupy.

PLUMBING:

- UNDERGROUND – when pipes are all run in ground, BEFORE you backfill or pour concrete.
- ROUGH-IN – when pipes are all run in wall BEFORE drywalling, also drainage lines in ceiling of basement BEFORE covering.
- FINAL – when fixtures are all set and operating and you are ready to occupy.

Please remember each job is different and goes at a different pace. Therefore, we have no idea when you are ready for any inspections unless you call us and let us know. Also, please make sure that you are actually ready for inspection. If an inspection is called for and the job is not ready, a re-inspection fee will be charged.

Thank you and good luck with your project!

Application for Building Permit

Village of St. Charles Jurisdiction

Authority: 1972 PA 230
Completion: Mandatory to obtain permit
Penalty: Permit will not be issued

Applicant to Complete All Items in Sections I, II, III, IV, V and VI

Note: Separate Applications Must Be Completed for Plumbing, Mechanical, and Electrical Work Permits

I. PROJECT INFORMATION			
PROJECT NAME	ADDRESS		
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED <p style="text-align: center;">Village of St. Charles</p>	COUNTY <p style="text-align: center;">Saginaw</p>	ZIP CODE	
BETWEEN	AND		
II. IDENTIFICATION			
A. OWNER OR LESSEE			PROPERTY ID# _____
NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
B. ARCHITECT OR ENGINEER			
NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
LICENSE NUMBER			EXPIRATION DATE
C. CONTRACTOR			
NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
BUILDERS LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			
III. TYPE OF IMPROVEMENT AND PLAN REVIEW			
A. TYPE OF IMPROVEMENT			
1. <input type="checkbox"/> NEW BUILDING		3. <input type="checkbox"/> ALTERATION	
2. <input type="checkbox"/> ADDITION		4. <input type="checkbox"/> REPAIR	
5. <input type="checkbox"/> DEMOLITION		7. <input type="checkbox"/> FOUNDATION ONLY	
6. <input type="checkbox"/> MOBILE HOME SET-UP		8. <input type="checkbox"/> PREMANUFACTURE	
9. <input type="checkbox"/> RELOCATION		10. <input type="checkbox"/> SPECIAL INSPECTION	
B. PLAN REVIEW REQUIRED			
Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as listed below.			
Plans are not required for alterations and repair work determined by the building official to be of a minor nature.			
Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.			
Plan Review Submission No. _____			

IV. PROPOSED USE OF BUILDING

A. RESIDENTIAL

1. ONE FAMILY

2. TWO OR MORE FAMILY
NO. OF UNITS _____

3. HOTEL, MOTEL
NO. OF UNITS _____

4. REPAIR

5. DETACHED GARAGE

6. OTHER _____

B. NON-RESIDENTIAL

7. AMUSEMENT

8. CHURCH, RELIGION

9. INDUSTRIAL

10. PARKING GARAGE

11. SERVICE STATION

12. HOSPITAL, INSTITUTIONAL

13. OFFICE, BANK, PROFESSIONAL

14. PUBLIC UTILITY

15. SCHOOL, LIBRARY, EDUCATIONAL

16. STORE, MERCANTILE

17. TANKS, TOWERS

18. OTHER _____

NONRESIDENTIAL-DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

V. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME

1. MASONRY, WALL BEARING

2. WOOD FRAME

3. STRUCTURAL STEEL

4. REINFORCED CONCRETE

5. OTHER _____

B. PRINCIPAL TYPE OF HEATING FUEL

6. GAS

7. OIL

8. ELECTRICITY

9. COAL

10. OTHER _____

C. TYPE OF SEWAGE DISPOSAL

11. PUBLIC OR PRIVATE COMPANY

12. SEPTIC SYSTEM

D. TYPE OF WATER SUPPLY

13. PUBLIC OR PRIVATE COMPANY

14. PRIVATE WELL OR CISTERN

E. TYPE OF MECHANICAL

15. WILL THERE BE AIR CONDITIONING? YES NO

16. WILL THERE BE FIRE SUPPRESSION? YES NO

F. DIMENSIONS/DATA

17. <input type="checkbox"/> NUMBER OF STORIES _____	21. FLOOR AREA:	EXISTING	ALTERATIONS	NEW
18. <input type="checkbox"/> USE GROUP _____	BASEMENT	_____	_____	_____
19. <input type="checkbox"/> CONSTRUCTION TYPE _____	1ST & 2ND FLOOR	_____	_____	_____
20. <input type="checkbox"/> NO. OF OCCUPANTS _____	3RD – 10TH FLOOR	_____	_____	_____
	11TH – ABOVE	_____	_____	_____
	TOTAL AREA	_____	_____	_____

G. NUMBER OF OFF STREET PARKING SPACES

22. ENCLOSED _____

23. OUTDOORS _____

VI. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION:

NAME	ADDRESS		
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CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
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FEDERAL EMPLOYER ID NUMBER (or reason for exemption) _____

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

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 OF APPLICANT

BUILDING PERMIT FEE ENCLOSED
 (The first \$75.00 of an application is non-refundable) \$ _____ PAYABLE TO: _____

VII: LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

ENVIRONMENTAL CONTROL APPROVALS						
	REQUIRED?		APPROVED	DATE	NUMBER	BY
A – ZONING	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
B – FIRE DISTRICT	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
C – POLLUTION CONTROL	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
D – NOISE CONTROL	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
E – SOIL EROSION	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
F – FLOOD ZONE	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
G – WATER SUPPLY	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
H – SEPTIC SYSTEM	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
I – VARIANCE GRANTED	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
J – OTHER	<input type="checkbox"/> YES	<input type="checkbox"/> NO				

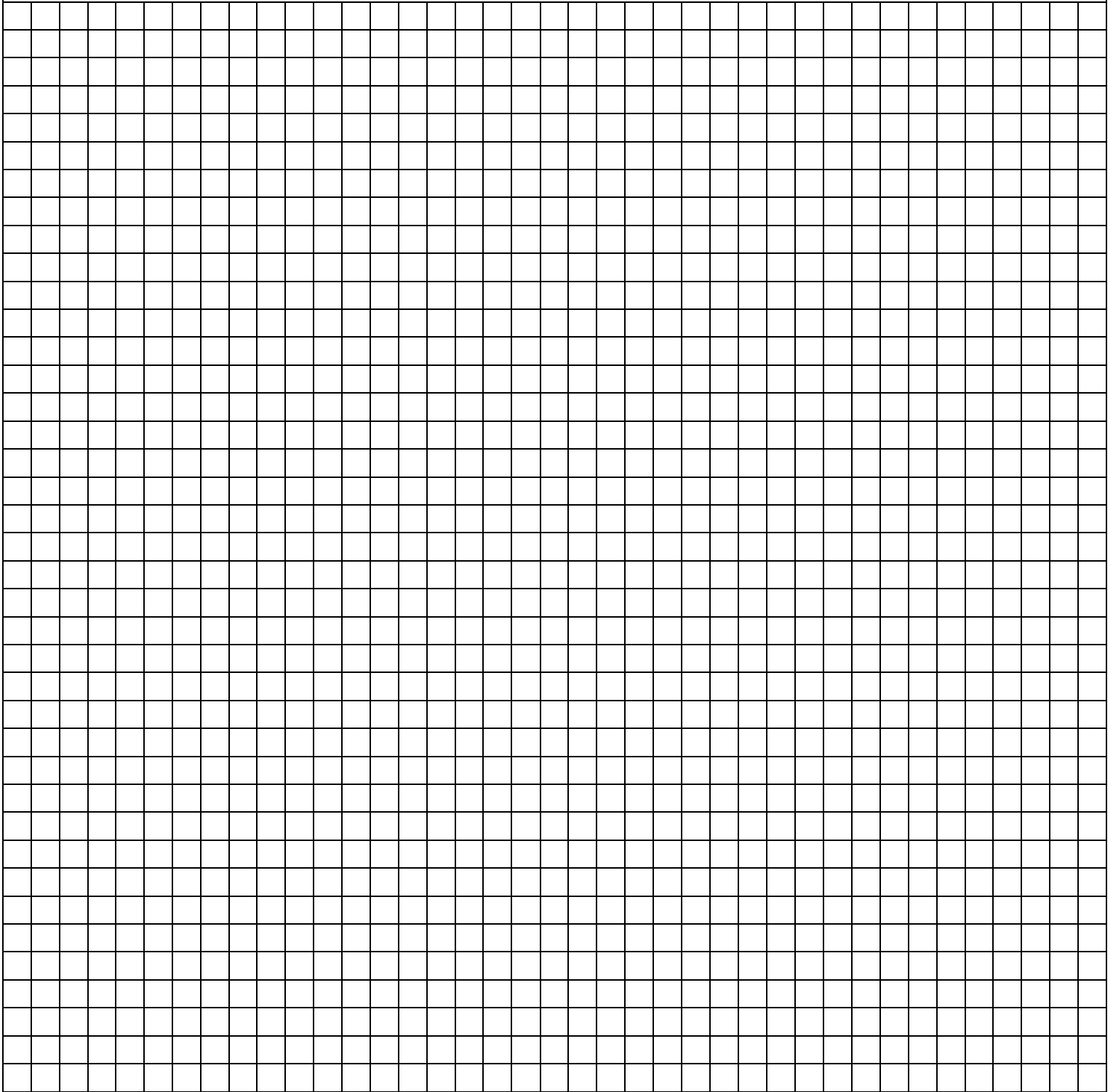
VII. VALIDATION – FOR DEPARTMENT USE ONLY

USE GROUP _____	BASE FEE _____
TYPE OF CONSTRUCTION _____	NUMBER OF INSPECTIONS _____
SQUARE FEET _____	

APPROVAL SIGNATURE

TITLE _____	DATE _____
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IX: SITE OR PLOT PLAN – FOR APPLICANT USE



X. FLOOR PLAN

A large grid for drawing a floor plan, consisting of 30 columns and 30 rows of small squares.

FLOOR PLANS ARE REQUIRED: **YES** **NO**

IF UNIT IS A MANUFACTURED HOME, YOU MUST PROVIDE A COPY OF THE UNIT SPEC SHEET AND FLOOR PLAN.

The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc, under the Americans with Disabilities Act, you may make your needs known to this agency.