

Swan Creek Township
11415 Lakefield Rd
P.O. Box 176
St. Charles MI 48655-0176
Phone:(989)865-6251
Fax:(989)865-7941

**Requirements for Obtaining Building Permits
From Swan Creek Township**

Residential Structures

(One-and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Building Permit Application .
- Minimum of two (2) sets of plans that include the following:
 - Foundation and floor plans
 - Roof and wall section
 - Building elevations
 - Site plan
 - Provide method of compliance with the “Michigan Uniform Energy Code”

Commercial Structures

(Including One and Two-Family Structures with *more* than 3,500 square feet of calculated floor area)

- Building Permit Application
- Copy of plan review approval letter. Building plan review must be approved prior to a building permit being issued.

Mobile and Premanufactured Homes

- Building Permit Application
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation for Mobile Homes
- Site plan
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

Demolition of Structures

- Building Permit Application
- DEQ/LARA Notification of Intent Renovate/Demolish form (EQP 5661) (MIOSHA-CSH 142)
- Proof of Utility Disconnects (electrical, water, gas)

Instructions for Completing Application

Page 1 of the application: Complete all applicable sections. Note section II(C, D). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required. (Type of improvement, use of structure, type of construction and Dimensions/Data)

Page 3, Section VI of the application: The application must be signed by the owner and the applicant. (If the applicant is the owner only sign the application on the “Signature of Owner” line.

Section VII. This section must be completed by the local governmental agency (city/township etc.) for environmental control approvals (be sure that all local requirements A through I are approved). In certain jurisdictions, a land use permit may be substituted for zoning approval. Indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

Schools: It is the responsibility of public schools to submit for environmental control approvals as required by law.

Building Permit Fees

Building permit fees may be obtained from Swan Creek Township (517) 241-9317.

You will need to furnish the following information when calling

- Total square footage of the structure.
- Use group (i.e., “R-3”use group for single family homes, “U” use group for detached garages, pole barns, etc.).
- Type of construction (“5B” for wood frame construction is typical for a residence, or “2B” construction on-combustible construction is typical for a school).

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the building permit fee.

When to Call for an Inspections

Please call the building inspector’s telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of five (5) inspections are required on most structures. It is the permit holder’s responsibility to call for inspections, prior to the construction being covered.

Foundation Inspection

Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection

Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Rough Inspection

The rough inspection is to be made after the roof, all framing, firestopping, bracing, and the electrical rough, mechanical rough, and the plumbing rough installations have been approved and before the insulation is installed.

Insulation Inspection

The insulation inspection is conducted after all insulation has been installed and before any finish work is installed.

Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

Expiration of Permit

A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy (in writing) upon the completion of the project. This request must include the building, electrical, mechanical, plumbing, boiler and elevator permit numbers (when applicable), the plan review submission number and the Bureau of Fire Services project number (for schools only). *A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances.* If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write “not applicable” on the request form in the appropriate space.



Building Permit Application
Swan Creek Township
 11415 Lakefield Rd P.O. Box 176
 St. Charles MI 48655-0176

Phone:(989)865-6251 Fax:(989)865-7941

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B 2013 B

Authority: 1972 PA 230 Completion: Mandatory to obtain permit Penalty: Permit cannot be issued	
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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 or Facility Information	
PROJECT NAME	ADDRESS
BETWEEN	AND

II. Applicant/Facility Contact Information			
A. Applicant			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
B. Owner or Lessee			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
C. Architect or Engineer			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
LICENSE NUMBER		EXPIRATION DATE	
D. 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)			
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)			

III. Type of Job

A. Type of Improvement

NEW BUILDING ALTERATION DEMOLITION FOUNDATION ONLY RELOCATION
 ADDITION REPAIR MOBILE HOME SET-UP PREMANUFACTURE SPECIAL INSPECTION

B. Plan Review Required

A set of construction documents are required with each application for a permit, unless waived by the building official when code compliance can be determined based on the description in the application.

Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost.

For buildings regulated by the Michigan Building Code, a set of construction documents must be submitted with a separate Application for Plan Examination, the appropriate fee, and approved before a building permit can be issued.

BCC Plan Review Number _____ School Site Plan Review Number (if different) _____

IV. Plan Review Information

A. Residential - Buildings Regulated by the Michigan Residential Code

ONE FAMILY TOWNHOUSE DETACHED GARAGE
 NO. OF UNITS _____
 TWO OR MORE FAMILY ATTACHED GARAGE OTHER _____
 NO. OF UNITS _____

B. Buildings Regulated by the Michigan Building Code

(A-1) ASSEMBLY (THEATRES, ETC.) (H-1) HIGH HAZARD (DETONATION) (M) MERCANTILE
 (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC.) (H-2) HIGH HAZARD (DEFLAGRATION) (R-1) RESIDENTIAL 1 (HOTELS, MOTELS)
 (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC.) (H-3) HIGH HAZARD (COMBUSTION) (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY)
 (A-4) ASSEMBLY (INDOOR SPORTS, ETC.) (H-4) HIGH HAZARD (HEALTH HAZARD) (R-3) RESIDENTIAL 3 (CHILD & ADULT CARE)
 (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC.) (H-5) HIGH HAZARD (HPM) (R-4) RESIDENTIAL 4 (ASSISTED LIVING)
 (B) BUSINESS (I-1) INSTITUTIONAL 1 (SUPERVISED) (S-1) STORAGE 1 (MODERATE HAZARD)
 (E) EDUCATION (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.) (S-2) STORAGE 2 (LOW HAZARD)
 (F-1) FACTORY (MODERATE HAZARD) (I-3) INSTITUTIONAL 3 (PRISONS ETC.) (U) UTILITY (MISCELLANEOUS)
 (F-2) FACTORY (LOW HAZARD) (I-4) INSTITUTIONAL 4 (DAY CARE ETC.)

Alteration, repairs and additions - Provide a description of the work to be covered by the building permit. As examples; 20,000 square foot school roof covering, building a 2,300 square foot school addition, replace 5 exterior doors, renovate basement in a residence, etc.

V. Building Data

A. Type of Mechanical

WILL THERE BE FIRE SUPPRESSION? YES NO

B. Type of Construction

1A - Non Combustible (Protected Structural Elements) 3HR 1B - Non Combustible (Rated Structural Elements) 2HR 2A - Non Combustible (Rated Structural Elements) 1HR
 2B - Non Combustible (Non Rated Structural Elements) 3A - Non Combustibles (Exterior Walls Only) 3B - Non Combustible (Bearing Walls Rated)
 4 - Heavy Timber 5A - Combustible (Structural Elements Rated) 1HR 5B - Combustible (All Elements Not Rated)

C. Dimensions / Data

FLOOR AREA:	EXISTING	ALTERATIONS	NEW
BASEMENT	_____	_____	_____
1ST & 2ND FLOOR	_____	_____	_____
3RD - 10TH FLOOR	_____	_____	_____
11TH - ABOVE	_____	_____	_____
TOTAL AREA	_____	_____	_____

D. Number of Off Street Parking Spaces

ENCLOSED _____ OUTDOORS _____

VI. Signature

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 OWNER (Required)	TYPE OR PRINT
SIGNATURE OF OWNER'S AGENT	TYPE OR PRINT
BUILDING PERMIT FEE ENCLOSED (The first \$75.00 of an application is non-refundable) \$ _____ (Includes \$50.00 Certificate of Occupancy Fee)	

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 - Sewer	<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				

VIII. Validation - For Department Use Only

USE GROUP _____	APPLICATION FEE (non-refundable) \$ _____
TYPE OF CONSTRUCTION _____	NUMBER OF INSPECTIONS _____ \$ _____
SQUARE FEET _____	CERTIFICATE OF OCCUPANCY: <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____
TOTAL \$ _____	
APPROVAL SIGNATURE _____	
TITLE _____	DATE _____

IX. Site or Plot Plan - For Applicant Use

A large grid area for drawing a site or plot plan. The grid consists of 30 columns and 40 rows of small squares, providing a space for the applicant to draw their site or plot plan.

Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

OFFICE USE ONLY

A large empty rectangular area for office use, located to the right of the permit expiration text. It is bounded by a thin black line and is currently blank.

REQUIRED BUILDING PERMIT INFORMATION

Please state the description of the project: _____

Parcel #: _____

PROJECT COST

Total construction cost of this project: \$ _____

SQUARE FEET ADDED OR REMODELED

Finished Sq. Ft.:	1 st Story:	2 nd Story:	3 rd Story:
Basement Sq. Ft.:	Finished:	Unfinished:	Garage Sq. Ft.:
Deck Sq. Ft.:	Porch Sq. Ft.:	Covered Patio Sq. Ft.:	Other Sq. Ft.:

GENERAL INFORMATION

Owner:	Address:	Phone:
General Contractor:		City License #:
Electrical Contractor:		City License #:
Plumbing Contractor:		City License #:
Mechanical Contractor:		City License #:
Contact:	Phone #:	
Party responsible for payment of construction, connection, and metering costs:		
Name:		Phone #:

I hereby acknowledge that I have read this application; filled out in full the information required and have completed an accurate plot plan. I state that all of the information required is correct. I agree to build this structure according to the Tomas Township Ordinance and the Michigan Building Code.

Signature: _____ Date: _____
(Homeowner, Qualified Individual)

CONFIRMATION SHEET FOR SECURING A SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

Date: _____

Name: _____

Address: _____

Parcel #: _____

Date: _____

SECS permit secured through the Saginaw County Public Works Commissioner:
Yes: ___ No: ___ Not Needed: ___

If answered yes, please give the SECS permit number and attach a copy of the permit:

If answered no, you must contact Saginaw County Public Works Commissioners Office at 989-790-5258.

Signature of applicant: _____ Date: _____

Confirmation that the project does not need a soil and erosion permit.

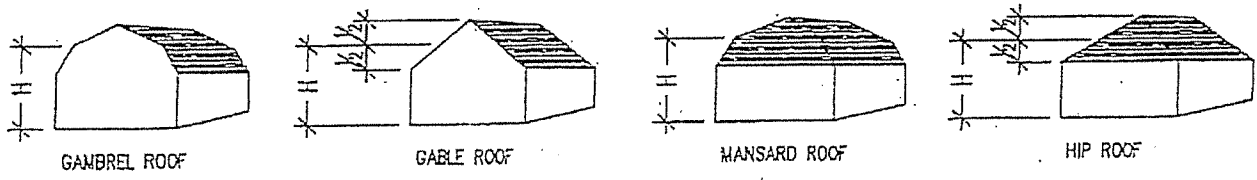
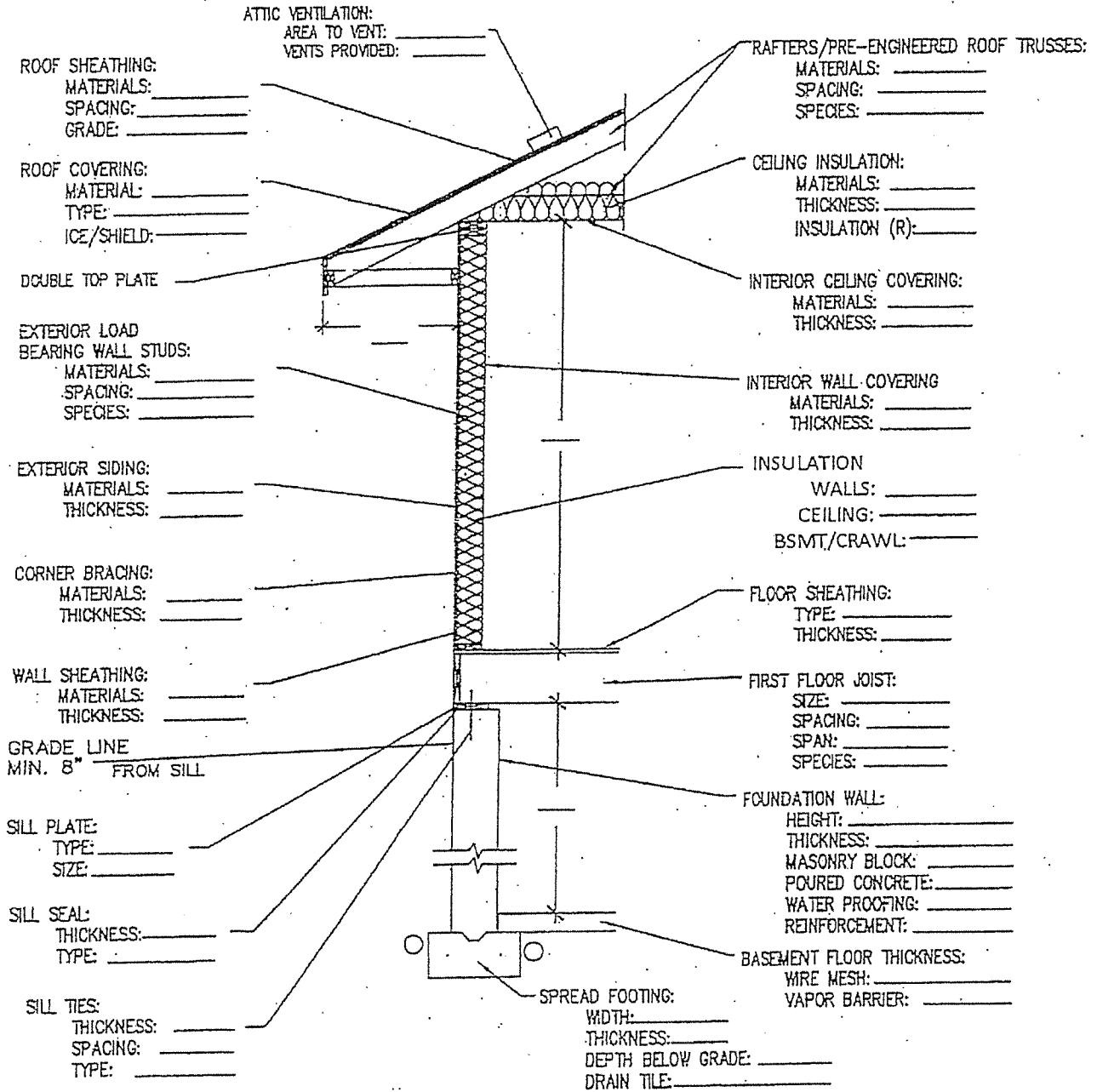
Staff Personnel who you spoke to: _____

If sediment control permit is needed, please complete the "PERMIT APPLICATION for Part 91 SOIL EROSION AND SEDIMENTATION CONTROL" on the backside of the form.

ONE STORY WALL SECTION

JOB: _____
 DATE: _____

NAME: _____
 ADDRESS: _____
 SIGNATURE: _____



You must provide BUILDING HEIGHT _____ (mean height see above)