



BUILDING DEPARTMENT

301 W. MAIN ST. OWOSSO, MI 48867 · (989) 725-0535 · FAX (989) 725-0546

COMMERCIAL BUILDING & RENOVATION APPLICATION FOR PERMIT & PLAN REVIEW

- Commercial Building Permit-** New commercial building, structure, or additional square footage
- Commercial Renovation Permit-** For interior or exterior remodeling, repairs, or build-out
 - Three (3) sets of a sealed land survey, sealed by a land surveyor for new construction
 - Three (3) sets of drawings (signed & sealed by a state licensed architect or engineer) are required for all applications, showing the following:

New construction plans require:	Renovation plans require:
▪ Site plan	▪ What will be removed
▪ Foundation plan	▪ What will be added
▪ Floor plan, identifying all rooms	▪ Floor plan, identifying all rooms
▪ Elevations	▪ Complete floor, wall and ceiling detail
▪ Section plans	▪ Section plans
▪ Electrical plan	▪ Electrical plan
▪ Plumbing plan	▪ Plumbing plan
▪ Heating plan	▪ Heating plan
▪ Parking lot plans	▪ Parking lot plans

- E-mail the PDF version of the building plans to: building@ci.owosso.mi.us when submitting building permit application

The following inspections are required for commercial building/renovation permits:

▪ Footing inspection before concrete	▪ Framing inspection after trades rough
▪ Concrete floors before concrete	▪ Fire rated drywall inspection before mud/ tape
▪ Basement backfill/drain tile exposed	▪ Fire resistant penetrations after drywall
▪ Insulation prior to drywall	▪ Final project inspection after trades finals

The following permits may also be required to complete your project:

▪ Plumbing permit	▪ Concrete permit
▪ Electrical permit	▪ Soil erosion permit (Shiawassee County)
▪ Mechanical permit	▪ Fire alarm/suppression permit

CITY OF OWOSSO BUILDING DEPARTMENT

301 W. Main Street, Owosso, MI 48867

(989)725-0535 – Fax (989)725-0546

building@ci.owosso.mi.us

Commercial Building

Renovation

Permit application address: _____

Applicant Information:

Name: _____ **Company Name:** _____

Address: _____

Phone Number: _____ **Cell:** _____

E-mail: _____

Business Owner Information:

Name: _____ **Company Name:** _____

Address: _____

Phone Number: _____ **Cell:** _____

E-mail: _____

Is there a current C of O for this business? **YES (C of O date)** or **NO**

DESCRIPTION OF PROPOSED WORK:

New Building Addition Renovation Exterior Interior

Please answer the following:

Use group	Construction type	Occupant load	Barrier free required	Fire walls	# of dwelling units
Square footage	Plumbing permit required	Electrical permit required	Mechanical permit required	Parking lot permit required	Service walk permit required

Construction Contract Cost: \$ _____ (include a copy of contract with application)

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 in a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

Architect or Engineer (that sealed plans):**Name:****Company Name:****Address:****Phone Number:****Cell:****E-mail:****License Number:****Expiration date:****Property Owner Information/Affidavit:**

I do hereby certify that I am the owner of the property herein described and that I have given the applicant herein named permission to perform the work described in this application.

Name:**Address:****Phone Number:****Cell:****Signature of Property Owner:****Contractor Information:**

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.

Contractor Name:**Business Name:****Address:****Phone Number:****Cell:****E-mail:****Signature of Contractor:**

Building permit fee	
▪ Up to \$2,000	▪ \$60
▪ \$2,000 to \$50,000	▪ \$60 plus \$10 per \$1,000 over \$2,000
▪ \$50,000 to \$500,000	▪ \$540 plus \$10 per \$1,000 over \$50,000
▪ \$500,000 and above	▪ \$5,050 plus \$6.00 per \$1,000 over \$500,000
Plan review fees	▪ 55% of building permit fee
Base fee on all permits	\$30.00
Inspections	\$50.00 each

For office use only

▪ Use Group:	▪ Type of Construction:
▪ Cost/Square foot \$ X Square foot	= \$
▪ 3 sets of drawings (signed & sealed)	▪ Sealed land survey
▪ Application complete	▪
▪ Date submitted:	▪ Staff Initials:
▪ Permit number:	
▪ Plan reviewer:	▪ Date approved: