



City of Owosso Building Department
 301 W Main St. Owosso, MI 48867
 989-725-0535 building@ci.owosso.mi.us

**BUILDING PERMIT APPLICATION
 COMMERCIAL/INDUSTRIAL**

COMMERCIAL/INDUSTRIAL BUILDING & RENOVATION APPLICATION FOR PLAN REVIEW & PERMIT
<input type="checkbox"/> New building, structure or additional square footage
<input type="checkbox"/> Interior or exterior renovations, repairs or build-out
1. E-mail building permit application and PDF version of the building plans to building@ci.owosso.mi.us
2. Building Official will review and request changes, if necessary
3. Once the plans are complete:
a. E-mail the revised PDF version
b. Submit three (3) sets of a sealed land survey, for new construction and/or
c. Submit three (3) sets of drawings, signed & sealed by a state licensed architect or engineer

NEW CONSTRUCTION PLANS REQUIRE:	RENOVATION PLANS REQUIRE:
<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

THE FOLLOWING INSPECTIONS ARE REQUIRED FOR BUILDING/RENOVATION PERMITS:	
<input type="checkbox"/> Footing inspection before concrete	<input type="checkbox"/> Framing inspection after trades rough
<input type="checkbox"/> Concrete floors before concrete	<input type="checkbox"/> Fire rated drywall inspection before mud/ tape
<input type="checkbox"/> Basement backfill/drain tile exposed	<input type="checkbox"/> Fire resistant penetrations after drywall
<input type="checkbox"/> Insulation prior to drywall	<input type="checkbox"/> Final project inspection after trades finals

PROPERTY ADDRESS:

DESCRIPTION OF PROPOSED WORK:
<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"/> Build-out:

ADDITIONAL INFORMATION REQUIRED:

USE GROUP	CONSTRUCTION TYPE	OCCUPANT LOAD	BARRIER FREE REQUIRED
SQUARE FOOTAGE	ELECTRICAL PERMIT REQUIRED	MECHANICAL PERMIT REQUIRED	PLUMBING PERMIT REQUIRED
FIRE WALLS	# OF DWELLING UNITS	PARKING LOT PERMIT REQUIRED	SERVICE WALK PERMIT REQUIRED
SOIL EROSION PERMIT (SHIAWASSEE COUNTY)		FIRE ALARM/SUPPRESSION PERMITS	

CONSTRUCTION CONTRACT COST (include copy of contract with application):

PROPERTY OWNER INFORMATION:	
Name:	Company Name:
Address:	
Phone Number:	Cell:
E-mail:	

BUSINESS OWNER INFORMATION: (if different than property owner)	
Name:	Company Name:
Address:	
Phone Number:	Cell:
E-mail:	

APPLICANT INFORMATION:	
Name:	Company Name:
Address:	
Phone Number:	Cell:
E-mail:	

ARCHITECT OR ENGINEER INFORMATION: (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 printed:	
Signature:	Date:

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.	
Name:	Company Name:
Address:	
Phone Number:	Cell:
E-mail:	
Signature:	Date:

- Building work shall not be started until the application for permit has been filed with the city of Owosso. All work shall be in conformance with the Michigan Building Code
- 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
- 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 6 months after issuance of the permit or if the authorized work is suspended or abandoned for a period of 6 months 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.**
- Effective October 1, 2020 - Bureau of Construction Codes (BCC) will begin implementing its authority to issue citations in accordance with MCL 339.553 and MCL 339.5537 to maintain compliance with the Occupational Code, 1980 PA 299, and the Skilled Trades Regulation Act, 2016 PA 407. Individuals licensed/registered as building officials, inspectors, plan reviewers, residential builders, maintenance & alteration contractors, electricians, plumbers, mechanical contractors, and boiler tradesmen may be subject to a citation being issued.
- List of violations:
 - Lack of Identification: No proof of licensure and government-issued photo identification
 - No Permit Status: No documentation of permit where required before work commences
 - Unregistered Apprentice: Non-licensed individual on worksite assisting with electrical or plumbing work
 - Operation of a Boiler Without a Valid Certificate: Boiler found operating with a certificate blocking violation and existing code deficiencies that are not corrected

FEE SCHEDULE:	
▪ Base fee on all permits (non-refundable)	\$30
▪ Inspections on all permits	\$75 each
Construction Value:	
▪ \$2,000 to \$50,000	Permit Fee: \$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	\$5,000 plus \$6.00 per \$1,000 over \$500,000
▪ Plan review fees	55% of building permit fee
CONTACT THE BUILDING DEPARTMENT FOR FURTHER FEE SCHEDULE INFORMATION	
FOR OFFICE USE ONLY	
Date submitted:	Staff Initials: Permit number:
PLAN REVIEWER/BUILDING OFFICIAL	
<input type="radio"/> Use Group:	<input type="radio"/> Type of Construction:
Cost/Square foot \$	X square foot = \$
<input type="radio"/> 3 sets of drawings (signed & sealed):	<input type="radio"/> Sealed land survey
<input type="radio"/> Application complete:	
Building Official Signature:	Date approved: