



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

RESIDENTIAL BUILDING & RENOVATION APPLICATION FOR PERMIT AND PLAN REVIEW

- Residential Building Permit-** New residential building or additional square footage
- Residential Renovation Permit-** For interior or exterior remodeling

Two (2) copies of a site plan or mortgage survey showing the following:

<ul style="list-style-type: none"> ▪ Property lines & easements with dimensions 	<ul style="list-style-type: none"> ▪ Existing structures, proposed structures and additions dimensioned
<ul style="list-style-type: none"> ▪ Setbacks-front, sides and rear property lines 	<ul style="list-style-type: none"> ▪ Dimensions of all proposed new or replacement concrete

Two (2) sets of scaled construction documents showing the following:

<ul style="list-style-type: none"> ▪ Describe all proposed work on drawings 	<ul style="list-style-type: none"> ▪ Front & side elevations of proposed work for walls, roofs, windows and doors
<ul style="list-style-type: none"> ▪ Drawing showing grade, footings, framing, guardrail & handrail detail 	<ul style="list-style-type: none"> ▪ Plan (top view) with dimensions of proposed work
<ul style="list-style-type: none"> ▪ MDEQ floodplain permit is required for all work in a flood zone prior to application ▪ Soil erosion permit (from Shiawassee County) required 	

Permit application address: _____

Homeowner or Applicant Information:

Name: _____ **Company Name:** _____

Address: _____

Phone Number: _____ **Cell:** _____

E-mail: _____

Homeowner or Applicant signature: _____

Please check all that apply:

- New House
 House addition
 Housing inspection requirement:
 Water damage Fire damage

1 st floor sq. ft.=	2 nd floor sq. ft.=	Basement sq. ft.=	
<input type="checkbox"/> Housing renovation	<input type="checkbox"/> Interior remodeling	<input type="checkbox"/> Exterior remodeling	
<input type="checkbox"/> Deck	<input type="checkbox"/> Drywall	<input type="checkbox"/> Exterior waterproofing	<input type="checkbox"/> Garage
<input type="checkbox"/> Porch/cap/steps	<input type="checkbox"/> Ramp	<input type="checkbox"/> Roof	<input type="checkbox"/> Siding
<input type="checkbox"/> Windows	<input type="checkbox"/> Egress window		
House width=	House length=	House height=	Lot sq. ft.=

Detailed description of all proposed work: _____

CONSTRUCTION VALUE \$ _____

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.

Separate electrical, mechanical and/or plumbing permits may be required to complete your project.

Architect/Engineer that sealed plans (if applicable) Are you the permit applicant? YES NO

Name: _____ **Company Name:** _____

Address: _____

Phone Number: _____ **Cell:** _____

E-mail: _____

License number: _____ **Expiration date:** _____

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: _____ **Cell:** _____

Authorization signature of property owner: _____

Contractor Information – Are you the permit applicant? YES NO

Copy of current State license and driver's license required

Name: _____ **Company Name:** _____

Address: _____

Phone Number: _____ **Cell:** _____

E-mail: _____

License number: _____ **Expiration date:** _____

Employer identification number: _____

Contractor signature: _____

The acceptance of the permit shall constitute an agreement to abide by all State codes and ordinances enforced by the City of Owosso.

Building permit fee	
▪ Up to \$1,000	▪ \$80 (includes base fee and 1 inspection)
▪ \$1,001 to \$2,000	▪ \$110 (includes base fee and 1 inspection)
▪ \$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

▪ Survey/required drawings submitted	▪ Signed contract
▪ Date submitted:	▪ Staff Initials:
▪ Permit number:	▪

Plan Reviewer/Building Official

Additional comments:	
Signature:	Date: