



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**

<b>1. PROPERTY INFORMATION:</b>	
Property Address:	Owner:
Company Name:	Address:
Phone Number:	Email:
Signature:	Date:
<b>2. BUSINESS OWNER INFORMATION: (if different than property owner)</b>	
Name:	Company Name:
Address:	
Phone Number:	Email:
Signature:	Date:
<b>3. APPLICANT INFORMATION:</b>	
Name:	Company Name:
Address:	
Phone Number:	Email:
Signature:	Date:
<b>4. ARCHITECT OR ENGINEER INFORMATION: (that sealed plans)</b>	
Name:	Company Name:
Address:	
Phone Number:	Email:
License Number:	Expiration date:
<b>5. PROPERTY OWNER INFORMATION/AFFIDAVIT:</b> 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:
<b>6. CONTRACTOR INFORMATION:</b> 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:	Email:
Signature:	Date:
<b>7. DESCRIPTION OF WORK PROPOSED:</b>	
<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	

<b>8. EMAIL APPLICATION AND PDF VERSION OF BUILDING PLANS</b>		
<b>9. BUILDING OFFICIAL REVIEWS AND REQUEST CHANGES, IF NECESSARY</b>		
<b>10. EMAIL THE REVISED PDF VERSION</b>		
<b>11. SUBMIT THREE (3) SETS OF DRAWINGS, SIGNED AND SEALED</b>		
<b>New construction plans</b>	<b>Renovation plans</b>	<b>Inspections</b>
○ Site plan	○ What will be removed	○ Footing inspection before concrete
○ Foundation plan	○ What will be added	○ Concrete floors before concrete
○ Floor plan, identifying all rooms	○ Floor plan, identifying all rooms	○ Basement backfill/drain tile exposed
○ Elevations	○ Complete floor, wall and ceiling detail	○ Insulation prior to drywall
○ Section plans	○ Section plans	○ Framing inspection after trades rough
○ Electrical plan	○ Electrical plan	○ Fire rated drywall inspection before mud/tape
○ Plumbing plan	○ Plumbing plan	○ Fire resistant penetrations after drywall
○ Heating plan	○ Heating plan	○ Final project inspection after trades finals
○ Parking lot plans	○ Parking lot plans	
<b>12. ADDITIONAL INFORMATION REQUIRED:</b>		
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
<b>FEE SCHEDULE:</b>		
▪ <b>Base fee on all permits (non-refundable)</b>	<b>\$30</b>	
▪ <b>Inspections on all permits</b>	<b>\$75 each</b>	
▪ <b>Construction Value:</b>	<b>Permit Fee:</b>	
\$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	\$5,000 plus \$6.00 per \$1,000 over \$500,000	
Plan review fees	55% of building permit fee	
<i>Contact the building department for further fee schedule information</i>		
<b>FOR OFFICE USE ONLY</b>		
Date submitted:	Staff Initials:	Permit #:
<b>PLAN REVIEWER/BUILDING OFFICIAL</b>		
Building Official Signature:	Date:	