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**

1. Property Information:	
Property Address:	Owner Name:
Business Name:	
2. Architect or Engineer Information: (that sealed plans)	
Name:	Company Name:
Address:	
Phone Number:	Email:
License Number:	Expiration Date:
3. Applicant/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:	Email:
4. Property Owner Affidavit: I do hereby certify that I am the owner of the property herein described and that I have given the applicant/contractor herein named permission to perform the work described in this application.	
Name printed:	
Signature:	Date:

5. Description of work proposed (include written detail)
☐ New building/structure
☐ Additional square footage
☐ Interior renovations
☐ Exterior renovations
☐ Repairs
☐ Demo
6. Email this application and PDF version of the building plans to building@ci.owosso.mi.us
☐ Building Official will review and request changes, if necessary
☐ Email the revised PDF version
☐ After final approval, submit three (3) sets of drawings, signed and sealed
7. Include the following in the plans:

• **New construction plans**	• **Renovation plans**
☐ 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

8. Additional information required:		
Use group:	Construction type:	Occupant load:
Barrier free required: Yes/No	Square footage:	Number of dwelling units:
Mechanical permit required: Yes/ No	Plumbing permit required: Yes/No	Electrical permit required: Yes/No
Soil Erosion permit required: Yes/No (Contact Shiawassee County)	Fire Walls: Yes/No	Fire alarm/suppression required: Yes/No
Construction contract cost $		

9. Signature of Applicant

- 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: **Date:**

Fee Schedule	
• Base fee on all permits (non-refundable)	• $40
• Inspections on all permits	• $80 each
Construction value	
• $2,000 to $50,000	• $65 plus $15 per $1,000 over $2,000
• $50,000 to $500,000	• $545 plus $2 per $1,000 over $50,000
• $500,000 and above	• $1,000 plus $3.00 per $1,000 over $500,000
• Plan review fees	• 55% of building permit fee
Contact the Building Department for additional fee scheduled information **Email the Building Department at building@ci.owosso.mi.us for the link to pay online**	

FOR OFFICE USE ONLY

Building Official Comment/Remarks Section:	
Inspections that are required (mark all that apply)	
☐ Footing inspection before concrete	☐ Concrete floors before concrete
☐ Basement backfill/drain tile exposed	☐ Insulation prior to drywall
☐ Framing inspection after trades rough	☐ Fire rate drywall inspection before mud/tape
☐ Fire resistant penetrations after drywall	☐ Final project inspection after trades finals
Date submitted:	**Staff initials:**
Building Official Signature:	
Date:	
Permit #:	