



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

**BUILDING PERMIT APPLICATION  
 RESIDENTIAL**

<b>1. PROPERTY INFORMATION</b>			
Property address:		Owner:	
<b>2. CONTRACTOR INFORMATION—Are you the applicant? YES/NO (include copy of state license &amp; ID)</b>			
Name:		Company Name:	
Address:			
Phone Number:		Email:	
License number:		Expiration date:	
Workers' Comp Policy Number:		Expiration date:	
<b>3. 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.</b>			
Name:			
Address:			
Phone Number:		Email:	
Signature:		Date:	
<b>4. DETAILED DESCRIPTION OF ALL PROPOSED WORK</b>			
<b>5. CONSTRUCTION VALUE \$</b>			
<b>6. CHECK ALL THE FOLLOWING THAT APPLY</b>			
<input type="checkbox"/> Interior renovations	<input type="checkbox"/> Deck/Porch	<input type="checkbox"/> Ramp	<input type="checkbox"/> Roof
<input type="checkbox"/> Siding	<input type="checkbox"/> Windows	<input type="checkbox"/> Waterproofing	<input type="checkbox"/> Other
<input type="checkbox"/> House new		<input type="checkbox"/> House addition	
1 <sup>st</sup> floor sq. ft.	2 <sup>nd</sup> floor sq. ft.	Basement sq. ft.	
House width	House length	House height	
Lot sq. ft.	<input type="checkbox"/> Single family	<input type="checkbox"/> Duplex	
<input type="checkbox"/> <b>Garage – attached</b>			
Width	Length	Height	Sq. footage
<input type="checkbox"/> <b>Garage – detached</b>			
Width	Length	Height	Sq. footage

<b>7. For house and garage permits, a site plan is required to be submitted and include the following:</b>	
<input type="checkbox"/> Property lines/easements with dimensions <input type="checkbox"/> Existing and proposed structures and dimensions <input type="checkbox"/> Front & side elevations <input type="checkbox"/> Plan (top view) with dimensions <input type="checkbox"/> Soil erosion permit (from Shiawassee County)	<input type="checkbox"/> Setbacks – front, sides, rear <input type="checkbox"/> Dimensions of new or replacement concrete <input type="checkbox"/> Grade, footings, framing, guard and handrail detail <input type="checkbox"/> MDEQ floodplain permit is required for all work in a flood zone

<p><b>8. Signature of Applicant or Homeowner</b></p> <ul style="list-style-type: none"> <li>• Work shall not commence until this application has been filed with the City of Owosso</li> <li>• No work shall be concealed until it has been inspected</li> <li>• APPLICANT certifies that all information given is correct</li> <li>• APPLICANT shall be responsible for the scheduling of inspections</li> <li>• HOMEOWNER – I hereby certify the building work described on this application shall be installed by myself in my own single-family dwelling in which I am living or about to occupy.</li> <li>• Expiration of Permit: a permit remains valid for 6 months, after such time the permit is closed if no inspections are performed. Closed permits cannot be refunded and the charge to re-open is \$75.</li> <li>• Separate electrical, mechanical and/or plumbing permits may be required to complete your project.</li> <li>• 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.</li> </ul> <p><b>Signature:</b> _____ <b>Date:</b> _____</p>
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<b>Fee Schedule</b>	
• Base fee on all permit (non-refundable)	\$40
• Inspections on all permits	\$80 each
• Roofing up to \$5,000	\$90 (base fee and inspection included)
• Roofing \$5,000 to \$10,000	\$120 (base fee and inspection included)
• Roofing over \$10,000	See below for construction value/permit fees
• Siding	\$90 (base fee and inspection included)
• Windows	\$90 (base fee and inspection included)
<b>Construction Value</b>	
• Up to \$1,000	\$110 (base fee and inspection included)
• \$1,001 to \$2,000	\$150 (base fee and inspection included)
• \$2,000 to \$50,000	\$65 plus \$15 per \$1,000 over \$2,000 (plus base fee and inspections)
• \$50,000 to \$500,000	\$545 plus \$15 per \$1,000 over \$50,000 (plus base fee and inspections)
<p><b>Contact the Building department for additional fee schedule information</b>  <b>Email the Building Department at <a href="mailto:building@ci.owosso.mi.us">building@ci.owosso.mi.us</a> for the link to pay online</b></p>	

<b>FOR OFFICE USE ONLY</b>		
Date submitted:	Staff initials:	Permit #:
<b>PLAN REVIEW/BUILDING OFFICIAL:</b>		
Survey/required drawings submitted:		
Signed contract submitted:		
Additional comments:		
Building Official signature:	Date:	