



**COMMUNITY BUILDING SERVICES**

<b>BUILDING PERMIT APPLICATION</b> <i>(Commercial &amp; Residential)</i>	Bldg. Permit No. _____
<b>Project Jurisdiction:</b> <input type="checkbox"/> DeWitt Charter Township <input type="checkbox"/> City of DeWitt <input type="checkbox"/> City of Grand Ledge	Utility Permit No. _____

Description of Project: \_\_\_\_\_

Job Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Name	Address	Phone
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Occupant (if different): \_\_\_\_\_

Market Value of Project (must include labor, material & profit): \_\_\_\_\_

Work will be completed by:     Owner     Occupant     Licensed Contractor (see below)

**CONTRACTOR INFORMATION:**

Business / Organization: \_\_\_\_\_

Contractor: \_\_\_\_\_ Office No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ State License No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Federal ID No. (**DO NOT USE SOCIAL SECURITY NO.**): \_\_\_\_\_

Workers Comp Ins. (or reason for exemption): \_\_\_\_\_

MESC Employer No. (or reason for exemption): \_\_\_\_\_

**ARCHITECT/ENGINEER:**

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ State License No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**SEWER CONTRACTOR INFORMATION (if applicable):**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

**APPLICANT ACKNOWLEDGEMENT:**

“Section 23a of the state construction code act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, 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.”

_____	_____	_____
Print	Signature	Date

**BUILDING DEPARTMENT USE ONLY**

_____	_____	_____
Permit Fee	Signature	Date

*The following **MUST** be submitted with an application for building permit, as applicable to appropriate jurisdiction:*

- Building Permit Application and Project Specification Sheet.
- Drawings - 2 sets for residential, 3 sets for commercial - 2 hard copies, 1 digital (must be sealed for commercial projects of any size) *or* Specification Sheet (i.e. deck, pole barn) filled out as applicable.
- 2 copies of site plan (drawn to scale showing lot dimensions, size & location of proposed & existing structures with distances from property lines, all public & private easements and the location of the water meter for new homes).
- Inspection Requirements & Miss Dig Notice signed by applicant.
- Energy Code Worksheet - go to [www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck) to complete an online calculation form.
- Sewer Contractor Information. Liability requirements:
  - Permit Bond for \$10,000
  - Personal liability insurance coverage for \$1 million
  - Property damage insurance coverage for \$1 million
  - Aggregate insurance coverage for \$2 million
- Drive permit from the appropriate jurisdiction, unless the road is private.
- Copies of well & septic permit, if necessary and/or applicable.
- Soil erosion permit or exemption/waiver from appropriate jurisdiction.
- Site address from Zoning/Assessing/Equalization, as applicable, if lot is not in a platted subdivision.
- Proof of ownership (i.e. Recorded Warranty Deed or Land Contract, Property Transfer Affidavit or written permission from land owner of record authorizing construction on the site).

**DESIGNATED INSPECTION LINE: 517-277-0700**



414 E. MAIN STREET  
DEWITT, MICHIGAN 48820

**INSPECTION REQUIREMENTS & MISS DIG NOTICE**

CITY OF DEWITT  
INSPECTION LINE: (517) 668-0278  
DIRECT NUMBER: (517) 669-2441  
FAX NUMBER: (517) 669-8211  
[www.dewittmi.org](http://www.dewittmi.org)

Please be advised of the following regulations regarding building permits:

1. To receive an inspection within 48 hours, this office requires a 24 hour notice.
2. All inspections must be called for by Address or Permit Number.
3. The applicant or applicant's agent will be held responsible for calling for the required inspections as indicated on the application form.
4. Mandatory Storm Sewer Connection: According to Section 66-311 of the City of DeWitt Code, all houses, buildings or properties located within the City adjoining any street, easement or right of way in which there is located a public storm sewer main shall be required to connect directly to the public sewer main.
5. It is a violation of the Michigan Building Code and the City of DeWitt's Zoning Ordinance to occupy any structure without a Certificate of Occupancy.
6. Pursuant to Act 53 of 1974, you are responsible to provide notice to all affected parties as to any excavations which could potentially endanger any underground utility facilities. Said notice is required to be given not less than three full business days (72 hours), excluding Saturdays, Sundays and holidays, before beginning any work. Please contact "Miss Dig" at 811 or [www.missdig.net](http://www.missdig.net).

***This certifies that I have read and understand the above:***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Roof:**

Pitch - \_\_\_\_\_  
 Shingles - \_\_\_\_\_  
 Felt - \_\_\_\_\_  
 Ice Barrier - \_\_\_\_\_  
 Roof Sheathing - \_\_\_\_\_  
 Truss -  Yes  No  
 If No Answer The Following  
 Rafter Size - \_\_\_\_\_  
 Rafter Spacing - \_\_\_\_\_  
 Rafter Clear Span - \_\_\_\_\_  
 Rafter Species - \_\_\_\_\_  
 Ridge - \_\_\_\_\_  
 Ceiling Joist Size \_\_\_\_\_  
 Ceiling Joist Spacing- \_\_\_\_\_  
 Ceiling Joist Species- \_\_\_\_\_  
 Insulation - \_\_\_\_\_  
 Roof Ventilation - \_\_\_\_\_

**Walls:**

Siding - \_\_\_\_\_  
 Sheathing - \_\_\_\_\_  
 Insulation - \_\_\_\_\_  
 Walls Framing - \_\_\_\_\_  
 Headers - \_\_\_\_\_  
 Interior Finish - \_\_\_\_\_  
 Ceiling Height - \_\_\_\_\_

**Floor:**

Sub-Floor - \_\_\_\_\_  
 Floor Joist Size- \_\_\_\_\_  
 Floor Joist Spacing - \_\_\_\_\_  
 Floor Joist Clear Span - \_\_\_\_\_  
 Floor Joist Species - \_\_\_\_\_  
 Beam Type & Size - \_\_\_\_\_  
 Distance From Grade - \_\_\_\_\_

**Foundation:**

Anchor Type - \_\_\_\_\_  
 Anchor Spacing - \_\_\_\_\_  
 Sill Plate - \_\_\_\_\_  
 Poured Wall Size - \_\_\_\_\_  
 Block Wall Size - \_\_\_\_\_  
 Vertical Reinforcement - # \_\_\_\_\_ - \_\_\_\_\_ O.C.  
 Concrete Floor Thickness - \_\_\_\_\_  
 Vapor Barrier - \_\_\_\_\_  
 Column Pad Size - \_\_\_\_\_ x \_\_\_\_\_  
 Column Spacing- \_\_\_\_\_  
 Footing Width - \_\_\_\_\_  
 Footing Height - \_\_\_\_\_  
 Footing Depth Below Grade - \_\_\_\_\_



