

**OTSEGO COUNTY BUILDING DEPARTMENT**

1066 CROSS STREET  
GAYLORD, MICHIGAN 49735  
(989)731-7400 FAX (989)731-7419

**BUILDING PERMIT APPLICATION**

1. **RECEIVED:** DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ RCVD.BY: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

2. **REQUIRED ATTACHMENTS AND APPROVALS:**

- a. EQUALIZATION DEPT ADDRESS ASSIGNMENT
  - b. TWO (2) SETS OF DETAILED CONSTRUCTION DRAWINGS-TO SCALE
  - c. ZONING APPROVAL
  - d. SOIL CONSERVATION DISTRICT APPROVAL (IF REQUIRED)
  - e. EGRESS WINDOW
  - f. FOUNDATION ONLY REQUEST FORM (IF APPLICABLE)
  - g. HEALTH DEPARTMENT WELL & SEPTIC APPROVAL
  - h. ENERGY ANALYSIS SHEET (OR RESCHECK)
  - i. SITE PLAN SHOWING ALL BUILDINGS & STRUCTURES
- **SEALED TRUSS SPECS NEED TO BE ON THE JOB SITE (ROUGH & FINAL)**

3. **JOB SITE IDENTIFICATION:**

TAX CODE (PROPERTY ID#) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
TOWNSHIP: \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWN: \_\_\_\_\_ RANGE: \_\_\_\_\_  
JOB ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

4. **PROPERTY OWNER:**

OWNER NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY/STATE \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME OWNER AFFIDAVIT (IF APPLICABLE)

PURSUANT TO PA 299 OF 1980 SECTION 2403. I CERTIFY THAT THE 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. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE MICHIGAN RESIDENTIAL BUILDING CODE AND SHALL NOT BE ENCLOSED, COVERED UP, OR OCCUPIED UNTIL IT HAS BEEN INSPECTED AND APPROVED BY A BUILDING INSPECTOR FOR OTSEGO COUNTY. I WILL COOPERATE WITH THE OTSEGO COUNTY BUILDING DEPARTMENT AND ASSUME THE RESPONSIBILITY TO ARRANGE FOR NECESSARY INSPECTIONS.

**SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972 (PA 230 OF 1972) PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENTS OF THIS STATE RELATING TO PERSONS WHO ARE TO PERFORM WORK ON A RESIDENTIAL STRUCTURE. VIOLATORS OF SECTION 23 a ARE SUBJECTED TO CIVIL FINES.**

\_\_\_\_\_  
HOMEOWNER SIGNATURE DATE

5. **ARCHITECT/ENGINEER/CONTRACTOR:**

BUSINESS NAME: \_\_\_\_\_  
LICENSEE \_\_\_\_\_ PHONE: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ STATE \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
LICENSE NUMBER \_\_\_\_\_ EXP DATE \_\_\_\_\_  
FEDERAL ID# \_\_\_\_\_ WORKMAN'S COMPENSATION # OR REASON  
FOR EXEMPTION \_\_\_\_\_ MESC EMPLOYER NUMBER \_\_\_\_\_  
OR REASON FOR EXEMPTION \_\_\_\_\_

APPLICANT AFFIDAVIT

I CERTIFY THAT THE PROPOSED WORK DESCRIBED ON THIS APPLICATION IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AUTHORIZED AGENT. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

**SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972 (PA 230 OF 1972) PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENTS OF THIS STATE RELATING TO PERSONS WHO ARE TO PERFORM WORK ON A RESIDENTIAL STRUCTURE. VIOLATORS OF SEC 23a ARE SUBJECTED TO CIVIL FINES.**

\_\_\_\_\_  
CONTRACTOR SIGNATURE PRINTED NAME DATE

**ALL BUILDINGS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE OTSEGO COUNTY ZONING ORDINANCE AND THE STATE OF MICHIGAN BUILDING CODES.**

**6. TYPE OF CONSTRUCTION:**

FOUNDATION ONLY  SIGN  NEW BUILDING  ADDITION  ALTERATION  REMODEL   
 DEMOLITION  MOVING  SETTING ONLY  REPAIR  CHANGE OF USE   
 OTHER (please describe) \_\_\_\_\_

**7. RESIDENTIAL USE: (CHECK ALL THAT APPLY)**

MOBILE HOME  ONE FAMILY  TWO FAMILY  MODULAR – DOUBLE WIDE   
 NUMBER OF BEDROOMS: \_\_\_\_\_ NUMBER OF BATHROOMS \_\_\_\_\_  
 DECK  COVERED PORCH  ATTACHED GARAGE  DETACHED GARAGE  SHED   
 REROOF  SIDING  WINDOWS/DOORS   
 OTHER  (PLEASE DESCRIBE): \_\_\_\_\_

**8. RESIDENTIAL SQUARE FOOTAGE:**

FIRST FLOOR \_\_\_\_\_ SECOND FLOOR \_\_\_\_\_  
 UNFINISHED BASEMENT \_\_\_\_\_ FINISHED BASEMENT \_\_\_\_\_  
 WALKOUT BASEMENT \_\_\_\_\_ CRAWL SPACE \_\_\_\_\_ SLAB ON GRADE \_\_\_\_\_  
 ATTACH GARAGE \_\_\_\_\_ DETACH GARAGE \_\_\_\_\_ 2ND FLR STORAGE \_\_\_\_\_  
 COVERED PORCH \_\_\_\_\_ DECK \_\_\_\_\_ ROOF OVER \_\_\_\_\_

**9. COMMERCIAL:**

USE GROUP \_\_\_\_\_ TYPE OF CONSTRUCTION \_\_\_\_\_

**10. COMMERCIAL SQUARE FOOTAGE:**

ASSEMBLY _____	BUSINESS _____
EDUCATIONAL _____	FACTORY _____
HIGH HAZARD _____	INSTITUTIONAL _____
MERCANTILE _____	STORAGE _____
UTILITY _____	PORCH/CANOPY _____
BASEMENT STORAGE ONLY _____	CRAWL/SLAB _____
REMODEL _____	REROOF _____
CHANGE OF USE: (PLEASE DESCRIBE) _____	

SIGN ON BUILDING \_\_\_\_\_ SIGN ON POLE \_\_\_\_\_

**11. CONSTRUCTION CHARACTERISTICS:**

FOUNDATION: BASEMENT/CRAWL	EXTERIOR:	PORCHES/DECKS
# OF ROWS OF BLOCKS _____	WOOD _____	PORCHES(W/ROOFS) _____
FOOTINGS _____ X _____	ALUMINUM _____	DECK SIZES _____
BELOW GRADE MIN _____	BRICK _____	SMOKE ALARMS: _____
BLOCK SIZE _____	STUCCO _____	EACH BEDROOM/HALL/FLOOR/FURNACE RM
CONCRETE _____	OTHER _____	HEATING: WOOD _____
POSTS _____ X _____ OC	INTERIOR:	STOVE _____ BOILER _____
PIERS _____ X _____	DRYWALL _____	GAS _____ HOT WATER _____ FORCED AIR _____
BACK FILL _____	PLASTER _____	OIL _____ HOT WATER _____ FORCED AIR _____
VENTS _____	PANELING _____	ELECTRIC _____ OTHER _____
FRAMING: HEIGHT TO PEAK _____	COMBINATION _____	GARAGE:
SIZE OF BUILDING _____ X _____	MISCELLANEOUS:	ATTACHED _____ DETACHED _____
UPPER STORY _____ X _____	CORNER BRACING _____	SIZE _____ X _____
WOOD _____ STEEL _____ CONCRETE _____	SOLID _____ X _____	COLD STORAGE ABOVE SIZE _____
SILL SEALER _____	HEADERS _____ X _____	STUDS _____ X _____ "O.C.
SILL PLATE _____	EGRESS WINDOWS	RAFTERS
ANCHOR BOLTS 2' FROM CORNER/EACH 8'	BEDR. CLEAR OPENINGS _____	MANUFACTURED TRUSSES _____ "OC
STUDS _____ X _____ "OC	GROUND FLR=5SQFT/MIN _____	NEED TRUSS CERTIFICATION _____
CEILING JOISTS _____ X _____ "OC	2 <sup>ND</sup> FLR=5.7 SQFT/MIN _____	STICK _____ X _____ "OC
CEILING HEIGHT	24" HIGH/20" WIDE/44" SILL _____	RIDGE BOARD _____ X _____
1 <sup>ST</sup> FLOOR _____ 2 <sup>ND</sup> _____	_____	HEADERS _____ X _____
RAFTERS	INSULATION	
TRUSS _____ X _____ OC	WALLS-R _____	SIGNS/BILLBOARDS
NEED TRUSS CERTIFICATION _____	FOUNDATION-R _____	HEIGHT _____ COST _____
STICK _____ X _____ OC ROOF-R _____	WALL _____ POST _____ MONUMENT _____	
RIDGE BOARD _____ X _____		

DIMENSIONS: WIDTH \_\_\_\_\_ ' LENGTH \_\_\_\_\_ ' HEIGHT GRADE-PEAK \_\_\_\_\_ '

**12. ESTIMATED PROJECT COST: \$ \_\_\_\_\_**

## **2006 MICHIGAN BUILDING CODE**

### SECTION 110.0 - CERTIFICATE OF OCCUPANCY

**110.1 USE AND OCCUPANCY:** A BUILDING OR STRUCTURE SHALL NOT BE USED OR OCCUPIED, AND A CHANGE IN THE EXISTING OCCUPANCY CLASSIFICATION OF A BUILDING OR STRUCTURE OR PORTION THEREOF SHALL NOT BE MADE UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED IN ACCORDANCE WITH SECTION 13 OF 1972 PA 230 MCL 125.1513.

NOTE: 110.4 REFERS TO ISSUANCE OF A TEMPORARY CERTIFICATE OF OCCUPANCY.

**PERMITS ARE VALID FOR 180 DAYS FROM THE LAST INSPECTION DATE ON THE PERMIT/PROJECT. AFTER THAT PERMITS ARE SUBJECT TO SUSPENSION.**

SUSPENSION MAY HAVE AN ADVERSE EFFECT ON FUTURE PERMITS, LIFE SAFETY ISSUES AND/OR INSURANCE CLAIMS AND PROPERTY RESALE.

**PLEASE NOTE: OCCUPYING WITHOUT BENEFIT OF A CERTIFICATE OF OCCUPANCY AND RELATED INSPECTIONS IS IN VIOLATION OF STATE CODES AND IS SUBJECT TO ENFORCEMENT UNDER THOSE LAWS.**

#### **EFFECTIVE CONSTRUCTION CODES IN OTSEGO COUNTY**

1. THE MICHIGAN BUILDING CODE 2006 INCORPORATING THE 2006 EDITION OF THE INTERNATIONAL BUILDING CODE.
2. THE MICHIGAN RESIDENTIAL CODE 2006 INCORPORATING THE 2006 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE FOR 1 & 2 FAMILY DWELLINGS.
3. THE MICHIGAN ELECTRICAL CODE 2006 INCORPORATING THE NEC 2005.
4. THE MICHIGAN PLUMBING CODE 2006 INCORPORATING THE INTERNATIONAL PLUMBING CODE 2006.
5. THE MICHIGAN MECHANICAL CODE 2006.
6. THE INTERNATIONAL FUEL GAS CODE 2006.
7. MICHIGAN UNIFORM ENERGY CODE 2003 CHAPTER 11 OF THE IRC,

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**CONTACT INFORMATION FOR SUPPORTING DOCUMENTS**

1. ADDRESS - EQUALIZATION: (989)731-7410
2. WELL & SEPTIC SYSTEMS – NORTHWEST COMMUNITY HEALTH AGENCY: (989)732-1794
3. ZONING APPROVAL:
  - A. OTSEGO COUNTY: (989)731-7420
  - B. CITY OF GAYLORD: (989)732-4060
  - C. VILLAGE OF VANDERBILT: (989)983-4244

\* NOTE -- IT IS RECOMMENDED TO CHECK TO DETERMINE IF YOUR PROPERTY IS REGULATED BY A PROPERTY OWNERS ASSOCIATION. SOME ASSOCIATIONS REQUIRE SEPARATE APPROVALS

**ELECTRIC, PLUMBING, AND MECHANICAL PERMITS ARE SEPARATE PERMITS WITH SEPARATE FEES.**

**SOME ITEMS TO CHECK FOR ON YOUR PROPERTY:**

DEVELOPMENT RESTRICTIONS - PROPERTY TITLE - PROPERTY BOUNDARIES  
(DO NOT MOVE OR REMOVE MONUMENTS-IT IS PUNISHABLE BY LAW UNDER ACT 26 P.A. 1988.) UTILITIES & UTILITY EASEMENTS - ACCESS - ROAD RITE OF WAY - EASEMENTS - ROAD MAINTENANCE - EROSION PROBLEMS - DNR RULES FOR WATER FRONTAGE (NATURAL RIVERS) - GREEN BELT REQUIREMENTS - WATER QUALITY & QUANTITY - RIGHTS OF OTHERS (MINERAL, ECT.) - EMERGENCY SERVICES AVAILABILITY

**RESIDENTIAL INSPECTION REQUESTS:**

1. FOOTINGS & COLUMN PADS - AFTER THEY ARE DUG AND **BEFORE** POURING CONCRETE.  
**NOTE:** MOST FOOTINGS REQUIRE A GROUNDING INSPECTION BY THE ELECTRICAL INSPECTOR **BEFORE** THE BUILDING INSPECTOR GOES FOR THE FOOTINGS. **ALL** FOOTINGS & PADS MUST BE INSPECTED INCLUDING POSTHOLES FOR DECKS.
2. UNDERGROUND SYSTEMS (PLUMBING, MECHANICAL AND ELECTRICAL) **BEFORE** COVERING.
3. UNDERSLAB & FOUNDATION WALL INSPECTION
4. BACKFILL INSPECTION AFTER WATERPROOFING/INSULATING/DRAINAGE TILE INSTALLED BUT **BEFORE** BACKFILLING.
5. ROUGH ELECTRICAL, PLUMBING AND MECHANICAL INSPECTIONS
6. CORRECTED ROUGH ELECTRICAL, PLUMBING AND MECHANICAL INSPECTION-IF REQUIRED.
7. ALL ICE & WATERSHIELD/ FLASHING & HOUSEWRAP MUST BE INSPECTED BEFORE COVERING UP. MAY BE COMBINED WITH ROUGH BUILDING IF CONVENIENT FOR YOU.
6. ROUGH BUILDING FRAME - AFTER ROUGH TRADES ARE **APPROVED.**
7. CORRECTED ROUGH BUILDING FRAME-IF REQUIRED.
8. INSULATION INSPECTION
9. FINAL BUILDING AND TRADE INSPECTIONS-AFTER WORK IS COMPLETE AND **PRIOR TO THE OCCUPANCY OF THE BUILDING.** SITE COMPLIANCE CAN BE DONE AT THIS TIME ALSO.
9. CORRECTED FINAL BUILDING AND TRADE INSPECTIONS-IF REQUIRED.

**INSPECTION REQUESTS:** IT SHALL BE THE RESPONSIBILITY OF THE PERMIT APPLICANT THAT IS DOING THE WORK TO NOTIFY THE BUILDING DEPARTMENT THAT SUCH WORK IS READY FOR INSPECTION(MINIMUM 24 HOUR NOTICE). PLEASE ALLOW UP TO 2 FULL WORKING DAYS AFTER YOUR REQUEST IS MADE FOR THE INSPECTION TO BE CONDUCTED.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_