

OTSEGO COUNTY LAND USE SERVICES

1322 HAYES ROAD
GAYLORD, MICHIGAN 49735
(989)731-7400 FAX (989)731-7419
BUILDING PERMIT APPLICATION

1. REQUIRED ATTACHMENTS AND APPROVALS:

- a. EQUALIZATION DEPT ADDRESS ASSIGNMENT
- b. ZONING APPROVAL (Gaylord City and Vanderbilt Village)
- c. HOA APPROVAL
- d. ENERGY ANALYSIS SHEET (OR RESCHECK)
- e. HEALTH DEPARTMENT WELL & SEPTIC APPROVAL
- f. TWO (2) SETS OF COMPLETE CONSTRUCTION DOCUMENTS
- g. ENERGY ANALYSIS SHEET (OR RESCHECK)

2. JOB SITE IDENTIFICATION:

TAX CODE (PROPERTY ID#): _____ - _____ - _____ - _____	
TOWNSHIP: _____	
JOB ADDRESS: _____	
CITY: _____	ZIP CODE: _____

3. PROPERTY OWNER

OWNER NAME: _____	
MAILING ADDRESS: _____	
CITY/STATE: _____	PHONE: _____

4. ARCHITECT/ ENGINEER/ OR CONTRACTOR:

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

PB

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/HER 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
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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 ME 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 23a ARE SUBJECTED TO CIVIL FINES.

HOMEOWNER SIGNATURE	PRINTED NAME	DATE
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ALL STRUCTURES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE OTSEGO COUNTY ZONING ORDINANCE AND THE STATE OF MICHIGAN BUILDING CODES.

5. **TYPE OF CONSTRUCTION:**

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

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

REMODEL: SCOPE OF WORK _____

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

NEW RESIDENTIAL SQUARE FOOTAGE:

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

7. **COMMERCIAL:** USE GROUP _____ TYPE OF CONSTRUCTION _____

REMODEL: SCOPE OF WORK _____

COMMERCIAL SQUARE FOOTAGE:

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

8. **DEMOLITION:** TYPE OF CONSTRUCTION _____ SQ FT _____

REFUSE WILL BE TAKEN: _____

9. **CONSTRUCTION CHARACTERISTICS:** (Complete what applies to THIS project)

ALL FOOTINGS SHALL BE A MINIMUM OF 42" BELOW GRADE TO THE TOP OF THE FOOTING* *ALL POLES SHALL BE PLACED IN THE GROUND ONE-FOURTH (1/4) IT'S TOTAL LENGTH OR A MINIMUM OF 48" ** SEALED TRUSS SPECS NEED TO BE ON THE JOB SITE (ROUGH & FINAL) **ALL BASEMENTS ARE REQUIRED TO HAVE A MINIMUM OF ONE EGRESS WINDOW

FOUNDATION

BASEMENT/CRAWL: _____
NO OF ROWS OF BLOCKS: _____
FOOTINGS: _____ X _____
BLOCK SIZE: _____
SLAB ON GRADE: _____
POSTS: _____ X _____ X _____ OC
PIERS: _____ X _____ X _____ OC
BACK FILL HEIGHT: _____
VENTS: _____

FRAMING

SIZE OF BUILDING: _____ X _____
2ND STORY: _____ X _____
HEIGHT TO PEAK: _____
SILL SEALER: _____
SILL PLATE: _____
ANCHOR BOLTS/STRAPS TO CODE: _____
FLOOR JOIST: _____ X _____ X _____ OC
STUDS: _____ X _____ X _____ OC
LOAD BEARING HEADERS: _____ X _____
WALL SHEATHING: _____
RAFTERS: _____ X _____ X _____ OC
ENG. TRUSS: _____ OC
TRUSS SPECS. REQUIRED: _____
ROOF SHEATHING: _____
ICE & WATER SHIELD: _____
ROOF COVERING: _____

EXTERIOR

WOOD: _____
VINYL: _____
BRICK: _____
OTHER: _____

INTERIOR

WALL FINISH: _____
FLOOR COVERING: _____

SMOKE ALARMS

NO. OF: _____
SEE CURRENT CODE FOR REQUIREMENTS

EGRESS WINDOWS

NO. OF: _____
SEE CURRENT CODE FOR REQUIREMENTS

INSULATION

FOUNDATION-R: _____
WALLS-R: _____
ROOF-R: _____

PORCHES/DECKS

COVERED PORCH: _____
DECK SIZES: _____

GARAGE:

ATTACHED: _____ DETACHED: _____
SIZE: _____ X _____
STORAGE ABOVE SIZE: _____ X _____
STUDS: _____ X _____ X _____ OC
LOAD BEARING HEADERS: _____ X _____
WALL SHEATHING: _____
RAFTERS: _____ X _____ X _____ OC
ENGINEERED TRUSS: _____ OC
TRUSS SPECS. REQUIRED: _____
ROOF SHEATHING: _____
ICE & WATER SHIELD: _____
ROOF COVERING: _____

SIGNS/BILLBOARDS

WALL: _____ POST: _____
MONUMENT: _____
HEIGHT: _____

10. **ESTIMATED PROJECT COST:** \$ _____

EFFECTIVE CONSTRUCTION CODES IN OTSEGO COUNTY

- 1. THE MICHIGAN BUILDING CODE 2009 INCORPORATING THE 2009 EDITION OF THE INTERNATIONAL BUILDING CODE.
- 2. THE MICHIGAN RESIDENTIAL CODE 2009 INCORPORATING THE 2009 EDITION OF THE INTERNATIONAL RESIDENTIAL CODE FOR 1 & 2 FAMILY DWELLINGS.
- 3. THE MICHIGAN ELECTRICAL CODE 2008 INCORPORATING THE NEC 2008.
- 4. THE MICHIGAN PLUMBING CODE 2009 INCORPORATING THE INTERNATIONAL PLUMBING CODE 2009.
- 5. THE MICHIGAN MECHANICAL CODE 2009.
- 6. THE INTERNATIONAL FUEL GAS CODE 2009.
- 7. MICHIGAN UNIFORM ENERGY CODE 2009 CHAPTER 11 OF THE IRC.

8. Carbon Monoxide Alarms shall be provided in accordance with Section R315.1 & R315.2

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**-REFER TO ISSUANCE OF A TEMPORARY CERTIFICATE OF OCCUPANCY.

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

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.

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 (HOA) SOME ASSOCIATIONS REQUIRE SEPARATE APPROVALS

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, ETC) - EMERGENCY SERVICES AVAILABILITY

SIGNATURE REQUIRED ON BACK PAGE OF PERMIT APPLICATION

THIS IS A BUILDING PERMIT ONLY

ELECTRIC, PLUMBING, AND MECHANICAL, and ZONING PERMITS ARE EACH SEPARATE PERMITS WITH SEPARATE FEES AND SEPARATE INSPECTIONS

MINIMUM INSPECTION REQUESTS:

1. FOOTINGS & COLUMN PADS - AFTER THEY ARE DUG AND **BEFORE** POURING CONCRETE.

FOOTINGS MAY REQUIRE A GROUNDING INSPECTION BY THE ELECTRICAL INSPECTOR BEFORE THE BUILDING INSPECTOR CONDUCTS A FOOTING INSPECTION. PLEASE VERIFY THIS WITH THE LAND USE SERVICES STAFF.

***ALL FOOTINGS & PADS MUST BE INSPECTED INCLUDING POSTHOLES FOR DECKS.**

*** UNDERGROUND SYSTEMS / ALL TRADE WORK THAT WILL BE COVERED BY CONCRETE FLOOR ARE REQUIRED TO BE INSPECTED BEFORE COVERING***

2. UNDERSLAB AND OR POURED WALL INSPECTION

3. BACKFILL INSPECTION AFTER WATERPROOFING/INSULATING/DRAINAGE TILE INSTALLED BUT **BEFORE** BACKFILLING.

4. ALL ICE & WATERSHIELD/FLASHING & HOUSEWRAP MUST BE INSPECTED BEFORE COVERING UP AND MAY BE COMBINED WITH ROUGH BUILDING IF CONVENIENT FOR YOU.

5. ROUGH BUILDING FRAME - AFTER ROUGH TRADES ARE **APPROVED**.

6. CORRECTED ROUGH BUILDING FRAME-IF REQUIRED.

7. INSULATION INSPECTION

8. 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.

PERMIT WEATHER CARD MUST BE POSTED AND VISIBLE FROM THE ROAD

PLANS SHALL BE ON SITE FOR INSPECTIONS TO BE CONDUCTED

BY SIGNING THIS PERMIT YOU ARE AGREEING TO CONTACT OTSEGO COUNTY LAND USE SERVICES TO SCHEDULE INSPECTIONS. YOU ARE ALSO AGREEING NOT TO OCCUPY OR ALLOW THE OCCUPANCY OF ANY STRUCTURE PRIOR TO A CERTIFICATE OF OCCUPANCY BEING ISSUED.

Signature

Date

Printed Name