

**GRATIOT COUNTY PLANNING & PERMITS OFFICE**  
**214 EAST CENTER STREET**  
**ITHACA, MI 48847**  
*Ph (989) 875-5201*  
*Fax (989) 875-5260*

**REQUIREMENTS FOR OBTAINING BUILDING PERMITS**

**Residential Structures**

(One-and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- \*Building Permit Application (BCC-324).
- \*Energy Compliance Statement
- \*Minimum of two (2) sets of plans that include the following:
  - Foundation and floor plans.
  - Roof and wall section.
  - Building elevations.
  - Site plan.

**Commercial Structures**

(Including One-and Two-Family Residential with *more* than 3,500 square feet of calculated floor area)

- \*Building Permit Application (BCC-324).
- \*Minimum of two (2) sets of plans sealed by an architect.

**Mobile and Premanufactured Homes**

- \*Building Permit Application (BCC-324).
- \*Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation.
- \*Energy Compliance Statement
- \*Site plan.
- \*For Michigan approved premanufactured units: one (1) copy of the Building System Approval and the approved plans.

**Instructions for Completing Application**

Page 1 of the application: Complete all applicable sections. Note section II(c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and **signed**.

Section VII. Must be completed by the local governmental agency (city/township) for the zoning (environmental) approval. In certain jurisdictions, a land use permit may be substituted. Note (g) and (h). Indicate whether a well or septic approval is required.

**DOCUMENTS REQUIRED FOR OBTAINING BUILDING PERMITS:**

**1. Township Zoning Permit:** Contact your local township zoning official. A copy of the zoning permit or letter of Township approval is required before a building permit can be issued.

**2. Septic and Well Permits:** (When applicable) Contact the Mid-Michigan Health Dept. at (989) 875-3681,

or visit their office located at 151 Commerce Dr., Ithaca MI. A copy of the well and septic permit is required before the building permit can be issued. Existing well and septic systems may be used, however, a copy of the well or septic evaluation must be submitted if the system is older than 10 years and has not been in use.

## **OTHER PERMITS WHICH MAY BE NEEDED**

**6. Soil Erosion Permits:** (When applicable) Required for any building project that disturbs over 1 acre or occurs within 500' of any lake, stream, river, wetland or other protected land, including State and County drains. This permit is issued through the Gratiot County Permits Office. A detailed map and site plan is required prior to issuance of any soil erosion permit.

**7. Driveway Permit:** (When applicable) Contact the Gratiot County Road Commission for information on these permits, curb cuts, or any other activity affecting County roads. Their telephone number is (989) 875-3811.

**8. State Electrical, Mechanical, and Plumbing Permits:** The following is a list of the State Inspectors, and the division offices. They can assist you in obtaining the necessary permits for all electrical, plumbing, heating and cooling projects, and can answer all questions regarding the State Permits, inspections, fees, etc. You can either mail a completed state application and a check or money order for the state permits to the State Bureau of Construction Codes or apply online at [www.michigan.gov/bcc](http://www.michigan.gov/bcc)

State Electrical Inspector	Mike Bouza (989) 686-0032	Electrical Division Office (517) 241-9320
State Mechanical Insp.	Richard Teal (989) 875-4782	Mechanical Div. Office (517) 241-9325
State Plumbing Inspector	Kole Myers (989) 539-7731	Plumbing Division Office (517) 241-9330

### **When to Call for an Inspection:**

#### **Foundation Inspection:**

Footing Inspection – After formwork is completed but prior to pouring concrete.

Backfill Inspection – Prior to backfill and after the footings, walls, waterproofing and drain tile are installed.

#### **Rough Inspection:**

The rough inspection is to be made after the roof, all framing, firestopping and bracing installations are in place and the electrical, mechanical and plumbing rough installations are in place and approved, but before the insulation is installed.

#### **Final Inspection:**

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

#### **Certificate of Occupancy:**

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which included the building, electrical, mechanical and plumbing permit numbers. A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances.

*\*\*\*It is the responsibility of the applicant, contractor, or home owner to obtain all necessary permits. The permit holder is responsible for any and all inspections necessary. If you need assistance, please contact the Gratiot County Permits Office. The telephone number is (989) 875-5201.*



# GRATIOT COUNTY PLANNING AND PERMITS DEPARTMENT

214 E. Center Street Ithaca, Michigan 48847  
Phone: 989-875-5201 Fax: 989-875-5620

## Energy Compliance Statement

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

Applicant: \_\_\_\_\_  
Project Name: \_\_\_\_\_

Square Footages				
Floor (Over unconditioned space)				
Ceiling				
	N	S	E	W
Walls				

✓	Foundation Type
	Crawl Vented
	Crawl Unvented
	Basement
✓	Foundation Material
	Concrete
	Masonry
	Wood

Fenestration List				
	Exterior Doors	Description	Size	
			Width	Height
1				
2				
3				
4				
5				
6				
7				
8				

	R-Value
Attic Insulation	
Wall Insulation	
Floor Insulation	
Foundation	

	Windows	Description	Size	
			Width	Height
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				

Heat Source / Efficiency %	

Air Conditioner / Efficiency %	

**Comments**

**Office Use**

**Building Permit Application**  
 Gratiot County Planning and Permits Office  
 214 East Center Street  
 Ithaca, MI 48847  
 989-875-5201  
 www.co.gratiot.mi.us

**B 2006 B**

Authority:	1972 PA 230
Completion:	Mandatory to obtain permit
Penalty:	Permit cannot be issued

**Applicant to Complete All Items in Sections I, II, III, IV V and VI**

**Note: Separate Applications Must be Completed for Plumbing, Mechanical and Electrical Work Permits**

I. Project Information			
PROJECT NAME		ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED		COUNTY	ZIP CODE
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township <b>OF:</b>			
BETWEEN		AND	
II. Identification			
A. Owner or Lessee			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
B. Architect or Engineer			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
LICENSE NUMBER		EXPIRATION DATE	
C. Contractor			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
BUILDERS LICENSE NUMBER		EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			
III. Type of Improvement and Plan Review			
A. Type of Improvement			
<input type="checkbox"/> 1. NEW BUILDING <input type="checkbox"/> 3. ALTERATION <input type="checkbox"/> 5. DEMOLITION <input type="checkbox"/> 7. FOUNDATION ONLY <input type="checkbox"/> 9. RELOCATION <input type="checkbox"/> 2. ADDITION <input type="checkbox"/> 4. REPAIR <input type="checkbox"/> 6. MOBILE HOME SET-UP <input type="checkbox"/> 8. PREMANUFACTURE <input type="checkbox"/> 10. SPECIAL INSPECTION			
B. Plan Review Required			
<p><b>Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as listed below.</b></p> <p><b>Plans are not required</b> for alterations and repair work determined by the building official to be of a minor nature.</p> <p>Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.</p> <p><b>Plan Review Submission No.</b> _____</p>			

**IV. Proposed Use of Building**

**A. Residential**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 1. ONE FAMILY                               | <input type="checkbox"/> 3. HOTEL, MOTEL<br>NO. OF UNITS _____ | <input type="checkbox"/> 5. DETACHED GARAGE |
| <input type="checkbox"/> 2. TWO OR MORE FAMILY<br>NO. OF UNITS _____ | <input type="checkbox"/> 4. ATTACHED GARAGE                    | <input type="checkbox"/> 6. OTHER _____     |

**B. Non-Residential**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 7. AMUSEMENT        | <input type="checkbox"/> 11. SERVICE STATION            | <input type="checkbox"/> 15. SCHOOL, LIBRARY, EDUCATIONAL |
| <input type="checkbox"/> 8. CHURCH, RELIGION | <input type="checkbox"/> 12. HOSPITAL, INSTITUTIONAL    | <input type="checkbox"/> 16. STORE, MERCANTILE            |
| <input type="checkbox"/> 9. INDUSTRIAL       | <input type="checkbox"/> 13. OFFICE, BANK, PROFESSIONAL | <input type="checkbox"/> 17. TANKS, TOWERS                |
| <input type="checkbox"/> 10. PARKING GARAGE  | <input type="checkbox"/> 14. PUBLIC UTILITY             | <input type="checkbox"/> 18. OTHER _____                  |

**NON-RESIDENTIAL** - DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G., FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

**V. Selected Characteristics of Building**

**A. Principal Type of Frame**

1. MASONRY, WALL BEARING     2. WOOD FRAME     3. STRUCTURAL STEEL     4. REINFORCED CONCRETE     5. OTHER \_\_\_\_\_

**B. Principal Type of Heating Fuel**

6. GAS     7. OIL     8. ELECTRICITY     9. COAL     10. OTHER \_\_\_\_\_

**C. Type of Sewage Disposal**

11. PUBLIC OR PRIVATE COMPANY     12. SEPTIC SYSTEM

**D. Type of Water Supply**

13. PUBLIC OR PRIVATE COMPANY     14. PRIVATE WELL OR CISTERN

**E. Type of Mechanical**

15. WILL THERE BE AIR CONDITIONING?  YES     NO    16. WILL THERE BE FIRE SUPPRESSION?  YES     NO

**F. Dimensions / Data**

17. NUMBER OF STORIES _____	21. FLOOR AREA:	<b>EXISTING</b>	<b>ALTERATIONS</b>	<b>NEW</b>
18. USE GROUP _____	BASEMENT	_____	_____	_____
19. CONSTRUCTION TYPE _____	1ST & 2ND FLOOR	_____	_____	_____
20. NO. OF OCCUPANTS _____	3RD - 10TH FLOOR	_____	_____	_____
	11TH - ABOVE	_____	_____	_____
	TOTAL AREA	_____	_____	_____

**G. Number of Off Street Parking Spaces**

22. ENCLOSED \_\_\_\_\_    23. OUTDOORS \_\_\_\_\_

**VI. Applicant Information**

**APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.**

NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

FEDERAL EMPLOYER ID NUMBER (or reason for exemption) \_\_\_\_\_

I HEREBY CERTIFY THAT THE PROPOSED WORK 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, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

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 of Applicant**

BUILDING PERMIT FEE ENCLOSED  
 (The first \$75.00 of an application is non-refundable) \$ \_\_\_\_\_ OR COUNTY ACCOUNT NUMBER \_\_\_\_\_

**VII. Local Governmental Agency to Complete This Section**

**ENVIRONMENTAL CONTROL APPROVALS**

	REQUIRED?	APPROVED	DATE	NUMBER	BY
<b>A - Zoning</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>B - Fire District</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>C - Pollution Control</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>D - Noise Control</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>E - Soil Erosion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>F - Flood Zone</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>G - Water Supply</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>H - Septic System</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>I - Variance Granted</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>J - Other</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				

**VIII. Validation - For Department Use Only**

USE GROUP \_\_\_\_\_ BASE FEE \_\_\_\_\_  
 TYPE OF CONSTRUCTION \_\_\_\_\_ NUMBER OF INSPECTIONS \_\_\_\_\_  
 SQUARE FEET \_\_\_\_\_

**APPROVAL SIGNATURE**

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

**IX. Site or Plot Plan - For Applicant Use**

A large grid area for drawing a site or plot plan. The grid consists of 30 columns and 30 rows of small squares, providing a space for the applicant to draw their site or plot plan.

The Department of Labor and Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

**OFFICE USE ONLY**

A large empty rectangular box for office use, located below the "OFFICE USE ONLY" label. It is bounded by a thin black line and occupies the bottom right portion of the page.

**Gratiot County Permits Office**

**Soil Erosion and Sedimentation Control Division**

214 E. Center Street

Courthouse

Ithaca, MI 48847

Tel: 989-875-5301 Fax: 989-875-5260

I, \_\_\_\_\_, the permit applicant do hereby affirm that I am not within 500' of a stream, lake, river or county drain; nor will I disturb over one acre of ground. This statement exempts me from having to obtain a Soil Erosion and Sedimentation Control Permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, the permit applicant do hereby affirm that I **am** within 500' of a stream, lake, river or county drain; or I **will be** disturbing over one acre of ground. However, I am not required to obtain a Soil Erosion and Sedimentation Control Permit because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date