

Permit Application - Building

Otsego County Land Use Services Department

Phone: 989.731.7400

1322 Hayes Road, Gaylord MI 49735

Fax: 989.731.7419

www.otsegocountymi.gov

PROPERTY INFORMATION (Required)			PERMIT#	
Address	City	State	Zip Code	

PROPERTY INFORMATION - OWNER - (Required)				
Owner	Phone #	Cell #	Email Address	
Address	City	State	Zip Code	

APPLICANT INFORMATION - (Required)				
Contractor / Owner	Phone #	Cell #	Email Address	
Address	City	State	Zip Code	
License # or n/a	Expiration Date or n/a			

BUILDING SYSTEMS CATEGORY INFORMATION - (Required)				
<input type="checkbox"/> Commercial	<input type="checkbox"/> Alter	<input type="checkbox"/> Change of Occupancy	<input type="checkbox"/> Repair	
<input type="checkbox"/> Residential	<input type="checkbox"/> Construct	<input type="checkbox"/> Demolish		

USE AND OCCUPANCY CLASSIFICATION - (Required)				
<input type="checkbox"/> Assembly	<input type="checkbox"/> Deck	<input type="checkbox"/> High-Hazard	<input type="checkbox"/> Porch	<input type="checkbox"/> Utility/Misc
<input type="checkbox"/> Business	<input type="checkbox"/> Demolition	<input type="checkbox"/> Institutional	<input type="checkbox"/> Residential	
<input type="checkbox"/> Educational	<input type="checkbox"/> Factory	<input type="checkbox"/> Mercantile	<input type="checkbox"/> Storage	

IDENTIFY/DESCRIBE THE WORK TO BE COVERED BY THE PERMIT FOR WHICH APPLICATION IS MADE - (Required)				

PERMIT FEE SCHEDULE

ITEM DESCRIPTION	Qty	Fee	Total	ITEM DESCRIPTION	Project Cost	Fee	Total
Application Fee				(Alter, Repair)			
Application Fee (Extension)				Total Building Fee(s)			
Building Fee(s)	Square Foot			Plan Review			
Assembly				(Total Building Fee(s) * PR Fee)			
Business				INSPECTIONS	Qty	Fee	Total
Educational				Demolition (Pre/Post) - 2			
Deck				Final			
Demolition				Fire-Resistance			
Factory				Footing			
High-Hazard				Foundation Reinforcement			
Insitutional				Foundation Waterproofing			
Mercantile				Frame			
Porch				General Requirements			
Residential				Gypsum Board			
Storage				Insulation			
Utility/Misc				Other			
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 residential structure. Violators of section 23a are subjected to civil fines.				Underfloor			
				Violation Penalty (working without permit)			
				Grand Total			
Applicant Signature - (Required)			Date	Make checks payable to "Otsego County"			
				Credit Card has a 3% Surcharge			

NOTE: Permit(s) shall be posted on-site until the completion of the project

NOTE: Construction Document(s) shall be readily available on-site until the completion of the project

Submit Application (4) Options:

1. Email - LUS-BD@otsegocountymi.gov (Save Application - Attach Application - Email Application) 2. Fax 3. Mail 4. Walk-In

Permit Information - Building

Michigan Building Code (Commercial) - Michigan Residential Code (Residential)

WHEN REQUIRED:

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

Note: Work Commencing Before Permit Issuance = \$170 Violation Penalty Fee. Continued Violation(s) = Complaint sent to SOM LARA

WORK EXEMPT FROM PERMIT: Permits shall not be required for the following:

1. One-story detached accessory structures, if the floor area does not exceed 200 square feet.
2. A fence that is not more than 7 feet high
3. A retaining wall that is not more than 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. A water tank supported directly upon grade if the capacity is not more than 5,000 gallons and the ratio of height to diameter or width is not greater than 2 to 1.
5. A sidewalk and driveway not more than 30 inches above adjacent grade and not over any basement or story below and are not part of an accessible route.
6. Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
7. A prefabricated swimming pool that is less than 24 inches deep, and not greater than 5,000 gallons and is installed entirely above ground.
8. Swings and other playground equipment accessory to detached 1- or 2-family dwellings.
9. Window awnings in group R-3 and U occupancies, supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support, as applicable in Section 101.2 and group U occupancies.
10. Decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point as prescribed by Section R312.1.1, are not attached to a dwelling or its accessory structures, are not within 36 inches of a dwelling or its accessory structures, and do not serve any ingress or egress door of the dwelling or its accessory structures.

Note: Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

EXPIRATION:

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Note: Extension Request Fee (180 days) = \$85.00

PLACEMENT OF PERMIT AND CONSTRUCTION DOCUMENTS:

Permit(s) shall be kept on the site of the work until the completion of the project
Construction Document(s) shall be kept at the site of work until the completion of the project

INSPECTION REQUESTS:

It shall be the duty of the holder of the permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by code.

APPROVAL REQUIRED:

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or the permit holder's agent wherein the same fails to comply with code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.

INSPECTION SCHEDULING: CALL (989) 731-7400 WITH THE FOLLOWING INFORMATION:

[Permit #] [Requested Inspection] [Requested Date] [Requested Entry]

Note: Requested Inspection(s) must be received on or before 8:30 am of the Requested Date

INSPECTION SCHEDULES:

Inspections - Building	Monday	thru	Thursday
Inspections - Electrical	Monday	thru	Thursday
Inspections - Mechanical	Tuesday	and	Thursday
Inspections - Plumbing	Tuesday	and	Thursday