



Community and Economic Development Department  
2010 S. Lincoln Road  
Mt. Pleasant MI 48858  
Phone: (989) 772-4600 ext 227/242  
[www.uniontownshipmi.com](http://www.uniontownshipmi.com)

## INSTRUCTIONS FOR BUILDING PERMITS

**Please note:** Every building situation is different and some questions on the permit application may not apply to your specific situation. Please read the entire application carefully.

Building permit application will **NOT** be accepted unless the following are provided at the time of application.

1. **Correct property tax ID #.**
2. **Correct address of property.**
3. **Zoning approval** (if applicable).
4. **Septic approval** (if applicable) Contact Central Michigan District Health Department at (989) 773-5921.  
Septic is needed if:
  - a. New dwelling.
  - b. Dwelling is being replaced by a different dwelling (mobile home, modular home, etc.).
  - c. Bedroom addition is being constructed.
5. **Applications for new home must include:**
  - a. Three (3) sets of plans that include:
    1. Foundation & floor plans.
    2. Roof & wall sections.
    3. Building elevations.
  - b. Michigan Uniform Energy Code Compliance form.
  - c. Site Plan.
  - d. Plumbing, mechanical & electrical permits & respective plan reviews obtained from Isabella County.
6. **Application for Commercial projects MUST include:**
  - a. Four (4) sets of plans: sealed by an approved design professional.
  - b. Site plan.
  - c. Planning Commission approval.
  - d. Township plan review plus an additional agency plan reviews required.
  - e. Michigan Uniform Energy Code Compliance form.
  - f. Plumbing, Mechanical & Electrical permits & respective plan reviews obtained from Isabella County.
  - g. Projects with fire suppression and /or fire alarm systems may require third party review. Please contact Lieutenant Brad Doepker with City of Mt. Pleasant Fire Department at (989) 779-5122.
7. **Application for mobile homes or premanufactured homes must include:**
  - a. Two (2) sets of plans for the foundation and the method of anchorage to the foundation or pier.
  - b. Site Plan.
  - c. For Michigan approved pre manufactured units one (1) copy of the building system approval and the approved plans.
8. **Signature on application**
  - a. If a contractor is doing the work, then the contractor's signature is required.
  - b. If a homeowner is doing the work, then the homeowner's signature is required along with a copy of a valid driver's license.

\*\*\* A copy of Certificate of Liability Insurance and Contractor's License will need to be on file with the Union Township Building Official\*\*\*

## **Building Permit Fees**

Building permit fees are calculated by the Building Official based on the following:

- Total square footage of the structure
- Use group
- Type of construction

All applicable fees including Utilities & Building shall be paid in full before a building permit will be issued.

## **When to call for an inspection:**

Please call (989) 772-4600 Ext. 242 to schedule your inspection. A 24 hour advanced notice is preferred however, the Building Department will do it's best to try to accommodate all inspection requests.

\*\*It is the permit holder's responsibility to call for inspections prior to the construction being covered.

## **Inspections:**

**Footing Inspection** – Prior to placing concrete in piers, trenches & formwork.

**Backfill Inspection** – Prior to backfill & after footings, wall, waterproofing, & drain tile is installed.

**Rough Inspection** – The rough inspection is to be made upon completion of the framing of the building or structure and must have all rough Electrical, Mechanical & Plumbing approvals prior to the building rough in.

**Insulation Inspection** – The insulation inspection is to be made prior to covering walls. Caulk & seal per code.

**Final Inspection** – The final inspection is to be made upon completion of the building or structure and must have all final Electrical, Mechanical, & Plumbing approval prior to the building inspection along with blower door test as required for residential.

**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 Building 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 includes the building, electrical, mechanical, plumbing, boiler and/or elevator permit numbers. A Certificate of Occupancy can not 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, code, and other applicable laws and ordinances.



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## BUILDING PERMIT APPLICATION

**ALL PLUMBING, ELECTRICAL & MECHANICAL PERMITS ARE PULLED WITH ISABELLA COUNTY**

IDENTIFICATION			
<b>Owner or Lessee</b>			
Name:		Property Address:	
Property Tax ID#:		Email Address:	
<b>Owner's Signature (req'd):</b>		Owner's Phone:	Date:
<b>Architect or Engineer</b>			
Name:		Address:	
City:	State:	Zip:	Phone:
Email Address:			
License number:		Expiration Date:	
<b>Contractor</b>			
Business Name:		Address:	
City:	State:	Zip:	Phone:
Contact Name:		Contact Phone:	
Email Address:			
License Number:		Expiration Date:	
Federal Employer ID# or reason for exemption:			
Liability Insurance Carrier (req'd):		Expiration Date:	
TYPE OF IMPORVEMENT AND PLAN REVIEW			
<b>Type of Improvement</b>			
<input type="checkbox"/> New Building <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Foundation <input type="checkbox"/> Grading <input type="checkbox"/> Windows <input type="checkbox"/> Flatwork <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Mobile Home Set-up <input type="checkbox"/> Pre-Manufactured <input type="checkbox"/> Reroof <input type="checkbox"/> Siding <input type="checkbox"/> On – Site Construction Trailer <input type="checkbox"/> Pool			
<p><b>Plans must be submitted</b> with an Application for a Plan Review and the appropriate fee before permits can be issued. <b>Exception:</b> Plans are not required for alterations and repair work determined by the building official to be of a minor nature. 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>			
Plan Review Submitted:		Plan Review Completed:	

**PROPOSED USE OF BUILDING**

**Residential**

- Single Family       Hotel, Motel       Detached Garage
- # of Units \_\_\_\_\_
- Multifamily
- # of Units \_\_\_\_\_       Attached Garage       Other

**Description of work to be completed:**

**Construction Costs:**

**Non-Residential**

- Amusement                       Service Station                       School, Library, Educational
- Church, Religion                       Hospital, Institutional                       Store, Mercantile
- Industrial                       Office, Ban Professional                       Tanks, Towers
- Parking Garage                       Public Utility                       Other

**Description of work to be completed:**

**\*\*\*Projects with fire suppression and/or fire alarm systems may require third party review\*\*\***

**Construction Costs:**

**SELECTED CHARACTERISTICS OF BUILDING**

**Principal Type of Frame**

- Masonry, wall bearing       Wood frame       Structural steel       Reinforced concrete       Other

**Principal Type of Heating**

- Gas       Oil       Electricity       Coal       Other

**Type of Sewage Disposal**

- Public or Private Company       Septic System

**Type of Water Supply**

- Public or Private Company       Private Well or Cistern      Will there be an irrigation system?     Yes     No

**Type of Mechanical**

- Will there be air conditioning?     Yes     No

**Dimensions / Data**

# of Stories _____	Floor Area:	Existing _____	Alterations _____	New _____
Use Group _____	Basement	_____	_____	_____
Construction Type _____	1 <sup>st</sup> & 2 <sup>nd</sup> flr	_____	_____	_____
Construction Type _____	3 <sup>rd</sup> & above	_____	_____	_____
# of Occupants _____				

**# of Off-Street Parking Spaces**

Enclosed \_\_\_\_\_      Outdoors \_\_\_\_\_      Handicap \_\_\_\_\_

**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:	Phone #:

Email Address:

**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 to 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, PA 230, MCL 125.1523A prohibits a person from conspiring to circumvent the licensing requirements of this state related to person who are to perform work on a residential building or a residential structure. Violators of section 23s are subject to civil fines.

**Signature of Applicant (Req'd) \_\_\_\_\_ Date: \_\_\_\_\_**

**I. LOCAL GOVERNMENT AGENCY TO COMPLETE THIS SECTION**

Description	Required	Approved	Date	By
Fire District	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pollution Control	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Energy Code	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Soil Erosion	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Flood Zone	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No			

**II. VALIDATION – FOR DEPARTMENTAL USE ONLY**

Type of Construction \_\_\_\_\_ Construction Costs \_\_\_\_\_

Use Group \_\_\_\_\_ Building Permit Fee \_\_\_\_\_

Square Feet \_\_\_\_\_

**BUILDING OFFICIAL**

**Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**\*\*\*NOTICE: Projects requiring electrical, plumbing, or mechanical plan review shall be submitted to the Isabella County Community Development Department located at 200 N Main St., Mt. Pleasant, MI 48858. Submittal shall include a complete application along with three (3) sets of construction documents. For additional information call (989) 317-4061.**

**OFFICE USE ONLY**

Start Step

Building

Zoning

Assessing

Utilities

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