



COMMUNITY BUILDING SERVICES

BUILDING PERMIT APPLICATION <i>(Commercial & Residential)</i>	Bldg. Permit No. _____
Project Jurisdiction: <input type="checkbox"/> DeWitt Charter Township <input type="checkbox"/> City of DeWitt <input type="checkbox"/> City of Grand Ledge	Utility Permit No. _____

Description of Project: _____

Job Address: _____

Property Owner: _____
Name
Address
Phone

Occupant (if different): _____

Market Value of Project (must include labor, material & profit): _____

Work will be completed by: Owner Occupant Licensed Contractor (see below)

CONTRACTOR INFORMATION:

Business / Organization: _____

Contractor: _____ Office No.: _____

Cell No.: _____ Fax No.: _____

Address: _____ City, State, Zip: _____

Email: _____ State License No.: _____ Exp. Date: _____

Federal ID No. (*DO NOT USE SOCIAL SECURITY NO.*): _____

Workers Comp Ins. (or reason for exemption): _____

MESC Employer No. (or reason for exemption): _____

ARCHITECT/ENGINEER:

Name: _____ Contact No.: _____

Address: _____ City, State, Zip: _____

Email: _____ State License No.: _____ Exp. Date: _____

SEWER CONTRACTOR INFORMATION (if applicable):

Name: _____ Phone No.: _____

Address: _____

APPLICANT ACKNOWLEDGEMENT:

“Section 23a of the state construction code act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, 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.”

Print	Signature	Date
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BUILDING DEPARTMENT USE ONLY

Permit Fee	Signature	Date
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*The following **MUST** be submitted with an application for building permit, as applicable to appropriate jurisdiction:*

- Building Permit Application and Project Specification Sheet
- Drawings - 2 sets for residential, 3 sets for commercial (must be sealed for commercial projects of any size) *or* Specification Sheet (i.e. deck, pole barn) filled out at applicable.
- 2 copies of site plan (drawn to scale showing lot dimensions, size & location of proposed & existing structures with distances from property lines, all public & private easements and the location of the water meter for new homes).
- Inspection Requirements & Miss Dig Notice signed by applicant.
- Energy Code Worksheet - go to www.energycodes.gov/rescheck to complete an online calculation form.
- Sewer Contractor Information. Liability requirements:
 - Permit Bond for \$10,000
 - Personal liability insurance coverage for \$1 million
 - Property damage insurance coverage for \$1 million
 - Aggregate insurance coverage for \$2 million
- Drive permit from the appropriate jurisdiction, unless the road is private.
- Copies of well & septic permit, if necessary and/or applicable.
- Soil erosion permit or exemption/waiver from appropriate jurisdiction.
- Site address from Zoning/Assessing/Equalization, as applicable, if lot is not in a platted subdivision.
- Proof of ownership (i.e. Recorded Warranty Deed or Land Contract, Property Transfer Affidavit or written permission from land owner of record authorizing construction on the site.

DESIGNATED INSPECTION LINE: 517-277-0700



**1401 W. HERBISON ROAD
DEWITT, MICHIGAN 48820**

INSPECTION REQUIREMENTS & MISS DIG NOTICE

**DEWITT TOWNSHIP BUILDING DEPARTMENT
DIRECT NUMBER: (517) 668-0278
FAX NUMBER: (517) 669-6496
www.dewitttownship.org**

Please be advised of the following regulations regarding building permits:

1. To receive an inspection within 48 hours, this office requires a 24 hour notice.
2. All inspections must be called for by Address or Permit Number.
3. The applicant or applicant's agent will be held responsible for calling for the required inspections as indicated on the application form.
4. It is a violation of the Michigan Building Code and Sec. 42-31 of DeWitt Township's Zoning Ordinance to occupy any structure without a Certificate of Occupancy.
5. Pursuant to Act 53 of 1974, you are responsible to provide notice to all affected parties as to any excavations which could potentially endanger any underground utility facilities. Said notice is required to be given not less than three full business days (72 hours), excluding Saturdays, Sundays and holidays, before beginning any work. Please contact "Miss Dig" at 811 or www.missdig.net.

This certifies that I have read and understand the above:

Signature: _____ Date: _____

Roof:

Pitch - _____
 Shingles - _____
 Felt - _____
 Ice Barrier - _____
 Roof Sheathing - _____
 Truss - Yes _____ No _____
 If No Answer The Following
 Rafter Size - _____
 Rafter Spacing - _____
 Rafter Clear Span - _____
 Rafter Species - _____
 Ridge - _____
 Ceiling Joist Size _____
 Ceiling Joist Spacing- _____
 Ceiling Joist Species- _____
 Insulation - _____
 Roof Ventilation - _____

Walls:

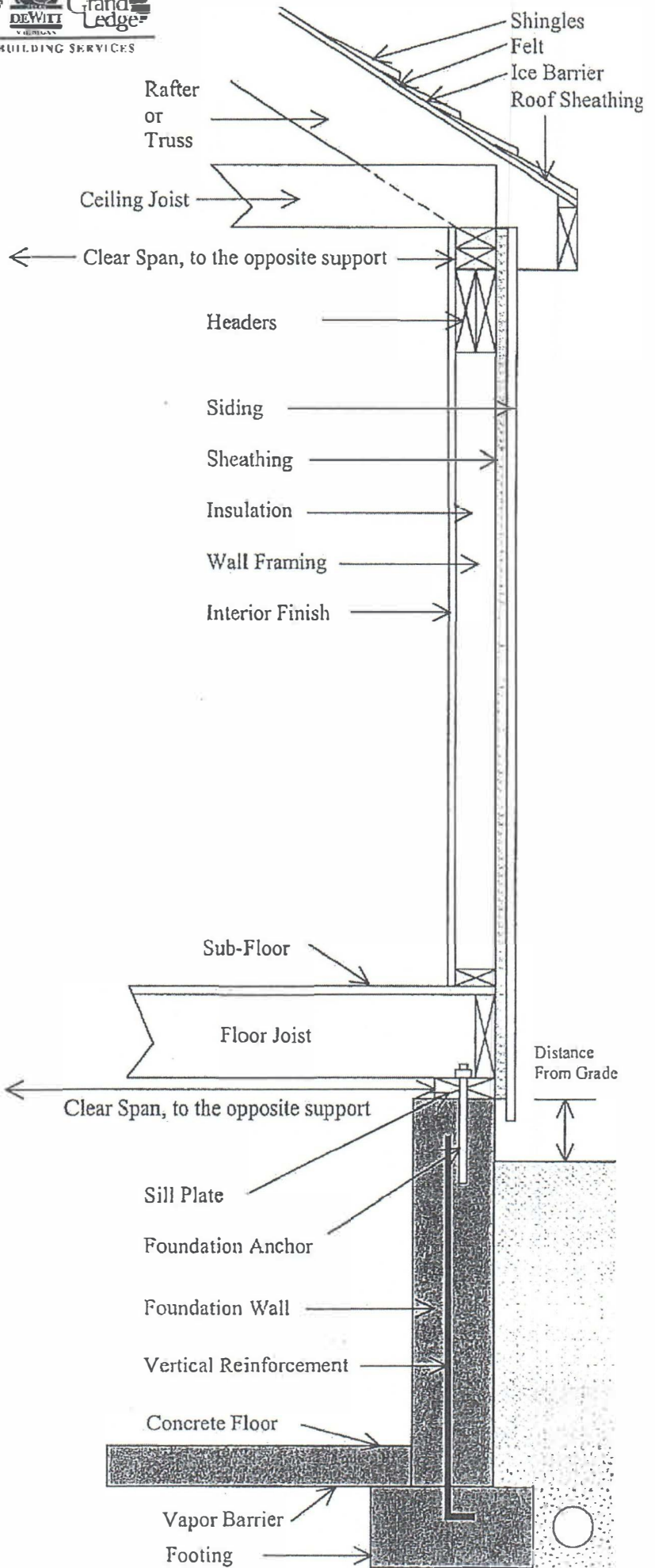
Siding - _____
 Sheathing - _____
 Insulation - _____
 Walls Framing - _____
 Headers - _____
 Interior Finish - _____
 Ceiling Height - _____

Floor:

Sub-Floor - _____
 Floor Joist Size- _____
 Floor Joist Spacing - _____
 Floor Joist Clear Span - _____
 Floor Joist Species - _____
 Beam Type & Size - _____
 Distance From Grade - _____

Foundation:

Anchor Type - _____
 Anchor Spacing - _____
 Sill Plate - _____
 Poured Wall Size - _____
 Block Wall Size - _____
 Vertical Reinforcement - # _____ - _____ O.C.
 Concrete Floor Thickness - _____
 Vapor Barrier - _____
 Column Pad Size - _____ x _____ x _____
 Column Spacing- _____
 Footing Width - _____
 Footing Height - _____
 Footing Depth Below Grade - _____





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DEWITT, MICHIGAN 48820

*** SITE AND/OR PLOT PLAN FORM ***

DEWITT TOWNSHIP BUILDING DEPARTMENT

DIRECT NUMBER: (517) 668-0278

FAX NUMBER: (517) 669-6496

Applicant/Owner: _____ Date: _____

Address: _____
Number & Street City Zip Code



In circle to left indicate
where north is in relation to
site plan.

Lot Number: _____ Subdivision: _____ Use: _____

I certify that the construction proposed will conform to the use and dimensions shown and that no changes will be made without first obtaining the approval of the DeWitt Township Building Department.

Applicant/Owner: _____ (Please Print) _____ (Signature) _____ Date: _____

Approved by: _____ Date: _____

This plot/site plan form, when used, must show and specify the following:

- 1) Location of proposed construction on the property and all existing structures.
- 2) Setback dimensions of all structures from property line and road rights of way; front, side and rear. The distance between structures and overhead utility line locations should also be shown.
- 3) Easements that prevail, survey pin or monument locations and drainage flows (indicate by directional arrows).
- 4) Underground utility service locations (i.e. sewer, water, gas & electric). “Miss Dig” is required to be notified prior to any excavations and will locate utilities by calling toll free 1-800-482-7171.
- 5) Existing and proposed building uses.
- 6) Roads must be labeled and the direction of true north should be indicated on the plan.