

**MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH**  
**BUREAU OF CONSTRUCTION CODES**  
**P.O. BOX 30255**  
**LANSING MI 48909**  
**(517) 241-9317**

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**Requirements for Obtaining Building Permits  
from the  
Bureau of Construction Codes**

**Residential Structures**

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

- Building Permit Application (BCC-324).
- 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).
- Copy of plan review approval letter. Plan review must be approved prior to a building permit being issued.

**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.
- 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 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. Well and septic permits are typically issued by the county health department.

Schools: It is the responsibility of schools to submit for environmental control approvals as required by law, when applicable.

## **Building Permit Fees**

Building permit fees may be obtained from the Bureau of Construction Codes, by calling the Building Division, (517) 241-9317.

### **You will need to furnish the following information when calling**

- Total square footage of the structure.
- Use group (i.e., “R-3” use group for single family homes, “U” use group for detached garages, pole barns, etc.).
- Type of construction (“5B” for wood frame construction).

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the building permit fee.

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

Please call the building inspector’s telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of four (4) inspections are required on most structures. It is the permit holder’s responsibility to call for inspections, prior to the construction being covered.

#### **Foundation Inspection**

Footing Inspection - Prior to placing concrete in piers, trenches and formwork.

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, bracing, electrical, mechanical, and plumbing rough installations are in place, and 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 includes the building, electrical, mechanical, plumbing, boiler and elevator permit numbers, the plan review submission number, and the Bureau of Fire Services project number (for Schools only). 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. If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write “not applicable” on the request form in the appropriate space.

**Building Permit Application**  
 Michigan Department of Labor & Economic Growth  
 Bureau of Construction Codes / Building Division  
 P.O. Box 30255, Lansing, MI 48909  
 517-241-9317  
 www.michigan.gov/bcc

**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**

<b>I. Project Information</b>			
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	
<b>II. Identification</b>			
<b>A. Owner or Lessee</b>			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
<b>B. Architect or Engineer</b>			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
LICENSE NUMBER			EXPIRATION DATE
<b>C. Contractor</b>			
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			
<b>III. Type of Improvement and Plan Review</b>			
<b>A. Type of Improvement</b>			
<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"/> 2. ADDITION	<input type="checkbox"/> 4. REPAIR	<input type="checkbox"/> 6. MOBILE HOME SET-UP	<input type="checkbox"/> 8. PREMANUFACTURE
		<input type="checkbox"/> 9. RELOCATION	<input type="checkbox"/> 10. SPECIAL INSPECTION
<b>B. Plan Review Required</b>			
<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>			
<b>Plans are not required</b> 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.			
Plan Review Submission No. _____			

**IV. Proposed Use of Building**

**A. Residential**

- 1. ONE FAMILY
- 2. TWO OR MORE FAMILY  
NO. OF UNITS \_\_\_\_\_
- 3. HOTEL, MOTEL  
NO. OF UNITS \_\_\_\_\_
- 4. ATTACHED GARAGE
- 5. DETACHED GARAGE
- 6. OTHER \_\_\_\_\_

**B. Non-Residential**

- 7. AMUSEMENT
- 8. CHURCH, RELIGION
- 9. INDUSTRIAL
- 10. PARKING GARAGE
- 11. SERVICE STATION
- 12. HOSPITAL, INSTITUTIONAL
- 13. OFFICE, BANK, PROFESSIONAL
- 14. PUBLIC UTILITY
- 15. SCHOOL, LIBRARY, EDUCATIONAL
- 16. STORE, MERCANTILE
- 17. TANKS, TOWERS
- 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 STATE 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.