

ST. CLAIR TOWNSHIP BUILDING PERMIT APPLICATION
1539 S. BARTLETT ROAD, ST. CLAIR, MI 48079
 PHONE: 810-329-9042 FAX: 810-329-1198 Building Department Director: Brian Bayly
 www.twp.stclair.mi.us

Date: _____

Location of Job: _____

Nearest Cross Streets, Between: _____ and _____

Proposed Construction: _____

Owner of Property: _____ Phone Number _____

Address: _____ C/S/Z _____

Contractor/Company Name: _____ Phone Number _____

Address: _____ C/S/Z _____

State Bldrs Lic # _____ Expiration _____ Ins _____

Federal Emp # _____ MESC # _____ Workers Comp _____

Applicant's Name: _____ Phone Number _____

Please Print _____

Architect/Engineer _____ Phone Number _____

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THIS APPLICATION. Permits will not be processed until all information is received.	Office Verification of Each Item Received
Proof of Ownership with Legal Description	
Tax Identification Number	
Approved Septic System Application from St. Clair County Health Department	
Water System Verification of Functioning Well or other approved system	
Culvert Permit from St Clair County Road Commission	
Two Sets of Plans. All Plans for Residential Structures over 3500 square feet require the Signature and Seal of a Licensed Architect or Engineer.	
Plot Plan, Layout of Property or Survey, for additions & accessory structures	
Certified Grade Survey, for all New Residential Home Construction or Changes in Grade above Existing Grades. The Survey must include Proposed Finish Floor and Adjacent Grade Elevations and bear the seal of a licensed architect, engineer or licensed surveyor.	
Soil Erosion Permit is required for land use activities which disturb 1 or more acres of land, or if the earth change is within 500 feet of a lake, stream or County drain. Contact St. Clair County Health Department @ 810.987.9396	

Estimated Cost of project \$ _____

Building Department Approval _____ Date _____

INFORMATION AND REQUIREMENTS

- * Each application will be submitted for review and approval by the Building Department Director only after receiving **all** necessary items.
- * The permit will generally be approved by the Building Director within 10 working days.
- * The permit must be issued, paid for and received prior to the start of any work.
- * All other work involving electrical, plumbing and heating require additional permits in each field.
- * The following inspections must be called into the Township Office 24 hours in advance and will normally be done during business hours.

FOUNDATION INSPECTIONS to verify at least 42" min depth including;

- Post hole inspections of the empty hole.
- Formed footings for basement walls on undisturbed ground.
- Backfill inspections of any drain tile with the pea stone in place and the necessary damp-proofing of the basement walls as well as interior gravel or sand under basement or garage slabs.
- Trench footings of the empty trench prior to pouring.

ROUGH FRAMING INSPECTION to be made after all rough electrical, heating and plumbing inspections have been approved.

INSULATION INSPECTION to verify compliance with the Michigan Energy Code.

FINAL INSPECTION after all work is completed prior to use or occupancy of the structure.

I certify that the information submitted is true and accurate. I understand the above requirements listed by the Township, and agree to comply with them.

HOMEOWNERS: I am making this application for a homeowner's permit to perform the work according to this application. I am exempt from the provisions of ACT 303, Public Acts 1965, as amended requiring that residential builders or residential maintenance and alteration contractors be licensed, for the reason that I am the owner of the property, which is to be used and occupied by myself.

CONTRACTORS: "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."

Applicant's
Signature: _____

Date: _____

Staff Initial: _____

Date of submitted and completed application: _____