



Building Permit Application

City of Menominee Building Department
2511 10th Street, Menominee, MI 49858
Ph. 906-863-3029, Fax 906-863-3266

Instructions: Complete all applicable sections of the application then submit with 2 sets of building plans and application fee (\$100/Commercial, \$50/Residential). Applicant will be notified of final review and building permit fees based on attached fee schedule. Applicant shall also submit with this application, or as a phased submittal, a copy of electrical, mechanical, fire protection, and plumbing permits issued by Michigan Bureau of Construction Codes and, if applicable, a soil erosion & sedimentation control permit issued by Menominee County Building Department.

I. Project Location				
ADDRESS			PROPERTY NUMBER	
II. Contact Information				
A. Owner or Lessee				
NAME				
BUSINESS		ADDRESS		
CITY	STATE	ZIP CODE	PHONE	
B. Registered Designer Professional <input type="checkbox"/> Check if Design professional in responsible charge (If not, identify whom will be in responsible charge)				
NAME		LICENSE NUMBER	EXPIRATION DATE	
BUSINESS		ADDRESS		
CITY	STATE	ZIP CODE	PHONE	
EMAIL			MOBILE	
C. Contractor/Agent responsible for construction				
NAME		LICENSE NUMBER	EXPIRATION DATE	
BUSINESS		ADDRESS		
CITY	STATE	ZIP CODE	PHONE	
EMAIL			MOBILE	
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		WORKERS COMP INSURANCE CARRIER (or reason for exemption)		
UIA NUMBER (or reason for exemption)				
D. Electrical Contractor – Provide a copy of the electrical permit (issued by State) – <input type="checkbox"/> Check if no electrical work required				
NAME		LICENSE NUMBER	EXPIRATION DATE	
BUSINESS		ADDRESS		
CITY	STATE	ZIP CODE	PHONE	
EMAIL			MOBILE	
E. Mechanical Contractor – Provide a copy of the mechanical permit (issued by State of Michigan) – <input type="checkbox"/> Check if no mechanical work required				
NAME		LICENSE NUMBER	EXPIRATION DATE	
BUSINESS		ADDRESS		
CITY	STATE	ZIP CODE	PHONE	
EMAIL			MOBILE	

F. Plumbing Contractor – Provide a copy of plumbing permit (issued by State) – ☐ Check if no plumbing work required

NAME		LICENSE NUMBER	EXPIRATION DATE
BUSINESS		ADDRESS	
CITY	STATE	ZIP CODE	PHONE
EMAIL			MOBILE

G. Fire Protection Contractor – Provide a copy of fire protection permit (issued by State of Michigan) – ☐ Check if no fire protection work required

NAME		LICENSE NUMBER	EXPIRATION DATE
BUSINESS		ADDRESS	
CITY	STATE	ZIP CODE	PHONE
EMAIL			MOBILE

H. Soil Erosion & Sedimentation Contractor – Provide a copy of SESC permit (issued by Menominee County) – ☐ Check if no SESC work required

NAME		LICENSE NUMBER	EXPIRATION DATE
BUSINESS		ADDRESS	
CITY	STATE	ZIP CODE	PHONE
EMAIL			MOBILE

III. Project Description**A. Project Description:**

- ☐ NEW CONSTRUCTION ☐ ADDITION ☐ ALTERATION ☐ RELOCATION ☐ DEMOLITION ☐ CHANGE-OF-USE
☐ FOUNDATION ONLY ☐ REPAIR ☐ MOBILE OFFICE SETUP ☐ PREMANUFACTURE ☐ SPECIAL INSPECTION
☐ OTHER (describe): _____

B. Use Group: (Identify the primary Use Group of the building & applicable sub-groups as defined by MBC Chapter 3)

- ☐ Assembly (A): ☐ A-1 ☐ A-2 ☐ A-3 ☐ A-4 ☐ A-5 ☐ Institutional (I): ☐ I-1 ☐ I-2 ☐ I-3 ☐ I-4
☐ Business (B) ☐ Mercantile (M)
☐ Educational (E) ☐ Residential (R): ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4
☐ Factory (F): ☐ F-1 ☐ F-2 ☐ Storage (S): ☐ S-1 ☐ S-2
☐ High Hazard (H): ☐ H-1 ☐ H-2 ☐ H-3 ☐ H-4 ☐ H-5 ☐ Utility and Miscellaneous (U)

C. Type of Construction

- ☐ TYPE IA ☐ TYPE IIA ☐ TYPE IIIA ☐ IV – HEAVY TIMBER ☐ VA – LIGHTFRAME
☐ TYPE IB ☐ TYPE IIB ☐ TYPE IIIB ☐ VB – LIGHTFRAME

D. Dimensions / Data

		FLOOR AREA	EXISTING	ALTERED	NEW
Number of STORIES	_____	BASEMENT	_____	_____	_____
USE GROUP	_____	1 st 2 nd FLOOR	_____	_____	_____
CONSTRUCTION TYPE	_____	3 rd – 10 th FLOOR	_____	_____	_____
Number of OCCUPANTS	_____	11 th FLOOR & ABV	_____	_____	_____
		TOTAL AREA	_____	_____	_____

F. Water Supply

- ☐ PUBLIC (MUNICIPAL) ☐ PRIVATE WELL (Requires DEQ Well Permit) # _____

E. Sewage Disposal

- ☐ PUBLIC (MUNICIPAL) ☐ PRIVATE SEPTIC SYSTEM (Requires County Sanitation Permit) # _____

G. Mechanical

- Will this project require FIRE SUPPRESSION? ☐ YES ☐ NO Will this project include AIR CONDITIONING? ☐ YES ☐ NO

H. Primary Fuel Source
☐ GAS ☐ OIL ☐ ELECTRICITY ☐ COAL ☐ OTHER _____
I. Number of Off Street Parking Spaces

ENCLOSED SPACES _____ OUTDOOR SPACES _____

J. Construction Cost (may be estimated, but must include electrical, mechanical, plumbing, gas piping, and fire suppression work)

\$ _____

IV. Plan Review

Pursuant to 1980 PA 299, All applications for a building permit shall be accompanied by plans drawn to scale and of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that the work will conform to the provisions of all relevant codes, laws, ordinances, rules and regulations. Plans for a proposed building, addition, or deck shall include a site plan drawn to scale showing the location of all easements, drainage facilities, adjacent grades, property lines, and every existing building on the property. A minimum of two sets of such plans and specifications bearing the signature and seal of a registered Michigan architect or engineer who shall assume responsibility for their design, shall be required for all work except one- or two-family residential buildings less than 3,500 square feet. **Plans must be submitted with an Application for Plan Examination and the appropriate Plan Review Fee before a permit can be issued.**

Plans are not required for alterations and repair work determined by the building official to be of a minor nature, which includes painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work; prefinished swimming pools less than 24 inches (610 mm) deep; window awnings projecting less than 54 inches (1372 mm) and do not require additional support (Use Group R-3 and U occupancies); replacing windows or doors with the same unit sizes, and swings and other playground equipment accessory to 1- and 2-family dwellings.

SITE PLAN APPROVAL:

- ☐ Review Not Required
☐ Plan Attached (Fee: \$50/hr., \$50 min.)
☐ Plan Previously Approved, refer to # _____

BUILDING PLAN APPROVAL:

- ☐ Review Not Required (construction cost less than \$15,000)
☐ Plan Review for New Construction, Additions (fee is based on sq. ft. building cost: 0.0013 X Building Cost, \$100 min.)
☐ Plan Review for Alterations, Remodeling (fee when is not based on sq. ft. area: \$75/hr. \$100 min.)
☐ Previously Approved, Plan # _____

PHASED PLAN APPROVAL:
☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Fire Suppression ☐ Gas Piping ☐ Other _____
SPECIAL INSPECTIONS: (Indicate special inspections required for this project per Chapter 17)

- ☐ Steel (Sec. 1705.2) ☐ Concrete (Sec. 1705.3) ☐ Masonry (Sec. 1705.4) ☐ Wood (Sec. 1705.5) ☐ Soils (Sec. 1705.6)
☐ Driven deep foundations (Sec. 1705.7) ☐ Cast-in-place foundations (Sec. 1705.8) ☐ Helical pile foundations (Sec. 1705.9)
☐ Special inspections for wind resistance (Sec. 1705.10) ☐ Special inspections for seismic resistance (Sec. 1705.11)
☐ Testing and qualifications for seismic resistance (Sec. 1705.12) ☐ Sprayed fire-resistant materials (Sec. 1705.13)
☐ Mastic and intumescent fire-resistant coatings (Sec. 1705.14) ☐ Exterior insulation and finish systems (Sec. 1705.15)
☐ Fire-resistant penetrations and joints (Sec. 1705.16) ☐ Special inspection for smoke control (Sec. 1705.17)
☐ Other special inspections: _____

V. 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)

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 CONFIRM 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 the state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subject to civil fines.

Signature of Applicant

Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00**

VI. Department Approval (Completed by City)

ADDRESS

PROPERTY NUMBER

LAND-USE DEVELOPMENT & ENVIRONMENTAL CONTROLS

	REQUIRED	NUMBER	DATE	APPROVED	FEE
A – Land Use Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No				
B – Variance	<input type="checkbox"/> Yes <input type="checkbox"/> No				
C – Special Use Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No				
D – Conditional Use Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No				
E – Historic District	<input type="checkbox"/> Yes <input type="checkbox"/> No				
F – Fire District	<input type="checkbox"/> Yes <input type="checkbox"/> No				
G – Pollution Control	<input type="checkbox"/> Yes <input type="checkbox"/> No				
H – Noise Control	<input type="checkbox"/> Yes <input type="checkbox"/> No				
I – Soil Erosion	<input type="checkbox"/> Yes <input type="checkbox"/> No				
J – Flood Zone	<input type="checkbox"/> Yes <input type="checkbox"/> No				
K – Water Supply	<input type="checkbox"/> Yes <input type="checkbox"/> No				
L – Septic System	<input type="checkbox"/> Yes <input type="checkbox"/> No				
M – Other	<input type="checkbox"/> Yes <input type="checkbox"/> No				

TOTAL FEE \$ _____

PLAN REVIEW & BUILDING PERMITS

USE GROUP _____ APPLICATION FEE (non-refundable) \$ _____

TYPE OF CONSTRUCTION _____ NUMBER OF INSPECTIONS _____ \$

PROJECT AREA Sq. Ft. _____ PLAN REVIEW FEE \$ _____

CONSTRUCTION COST \$ _____ BUILDING PERMIT FEE \$ _____

CONTRACTOR'S COST EST. \$ _____ C.O. FEE ☐ Yes ☐ No \$ _____

ASSIGNED PROJECT No. _____ TOTAL FEE \$ _____

APPROVAL SIGNATURE

TITLE

DATE

[illegible]

VII. Department Approval (Completed by Code Enforcement Officer)		
APPROVAL SIGNATURE	PROJ #	DATE ISSUED

Expiration of Permit: A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. TO RE-OPEN A CLOSED PERMIT IS A NEW PERMIT FEE OF \$30.**