

BUILDING PERMIT **CITY OF MARSHALL**

Mailing Address
323 W Michigan Ave. Marshall, Michigan 49068

Physical Address
900 S Marshall Ave. Marshall MI 49068
Phone: (269) 781-3985 Ext: 1507 Fax: (269) 789-4628

(Read instructions before completing this application. For assistance, call: (269) 781-3985 EXT: 1507)

Please type or print legibly in ink. Failure to fill out application entirely may delay the approval of your project.
Please include: **Two sets of drawings, specifications and plot plans, including all encroachments.**
This application is for Building and Zoning compliance only.

1. PROJECT INFORMATION (Location where construction is to take place)

Project Cost: \$ _____ Rental Property? YES _____ NO _____
Job Name: _____
Address: _____ Suite or unit #: _____
Job Contact Person & Phone #: _____

2. HOMEOWNER INFORMATION (If you are doing the work yourself)

Name: _____ Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Cell Phone #: _____ Work Phone #: _____
Email: _____

3. ARCHITECT/ENGINEER/CONTRACTOR

Name/Firm: _____ Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____ Email: _____
License Number: _____ Expiration Date: _____
MESC No. _____ or reason for exemption _____
Federal ID: _____ or reason for exemption _____
Workers Comp Insurance _____ or reason for exemption _____

4. TYPE OF IMPROVEMENT (Check one)

- | | | | |
|--|-------------------------------------|---|---|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Demolition | <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Repair/Replacement |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Pool | <input type="checkbox"/> Foundation only | <input type="checkbox"/> Safety Inspection |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Deck | <input type="checkbox"/> Pre-manufactured | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Tenant Space (exterior walls and roof only) | | <input type="checkbox"/> Temporary Building/Structure | |
| <input type="checkbox"/> Other (Describe work to be done): _____ | | | |

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5. CONTRACTOR AFFIDAVIT (To be filled out by contractor only)

Applicant is responsible for the payment of all applicable fees and charges and must provide the following information. If you are the agent, attorney or design professional of another person, a written acknowledgement confirming your authority must be submitted with this application. In signing this form you are acknowledging that you are responsible to design this building with future improvements taken into consideration as related to setbacks.

I hereby certify that I have read and understand this application and 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. We agree to conform to all applicable laws of the State of Michigan and all ordinances and requirements of the City of Marshall. 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 125.153A, 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 are subject to civil fines.

APPLICANT SIGNATURE: _____ DATE: _____

PRINT NAME: _____

6. HOMEOWNER AFFIDAVIT--The undersigned represents that the following described property:

Is, or will be on completion, his/her bona fide residence, that he/she will occupy same upon completion, and that no part of such premises will be used for rental purposes for one year, nor is such property contemplated for sale. The undersigned further represents that he/she is fully aware of the provisions of the State Building Code, and all pertinent ordinances of the City of Marshall. In making this application, the undersigned understands that:

1. Homeowner is responsible for paying all fees required by the City of Marshall.
2. Homeowner is responsible for correcting any code or ordinance violations.
3. Homeowner will call for inspections and keep all work and installation exposed until approved by inspector.
4. Homeowner will be responsible for work being done.
5. Homeowner understands that if this property is used for rental purposes, the work has to be performed by a licensed residential contractor.

OWNER SIGNATURE: _____ DATE: _____

PRINT NAME: _____



Building Permit Fees Change Notice

City Council approved 4/18/2016, takes affect 7/1/2016

Starting July 1, 2016 the City of Marshall Building Permits will be figured by the following methods:

Residential Permits:

All residential building permits will be figured on the construction cost of the project, including detached one and two family homes, and shall be sixty dollars (\$60.00) for the first thousand dollars (\$1,000.00) or part thereof, of the value of work, plus (\$5.00) for each additional one thousand (\$1,000.00) or fraction thereof. Construction cost is calculated by the square foot if a non-realistic cost is given. The contract from your builder may be requested. This includes material and labor. Plan review cost will be 15% of the permit fee.

Residential flat fees:

Roofing permit: \$120.00

Above Ground Swimming pool: \$120.00

In ground pool: Figured on construction cost as noted above.

Fence Permit: \$45.00

Demolition: \$140.00

Commercial Permits:

All commercial building permits will be figured on construction cost of the project. New buildings and additions construction cost will be figured by square foot for type of construction type and building use building construction type. Permit fees are sixty dollars (\$60.00) for the first thousand (\$1,000.00) of construction cost and six dollars (\$6.00) for each additional thousand (\$1,000.00) or portion thereof. Plan review cost will be 25% of the permit fee. Commercial Demolition: \$150.00 plus .05 per square foot

Trade Permit Fees:

All fees for Electrical, Mechanical and Plumbing will remain the same except, for the administration fee will be \$40.00

Occupancy Classification / Chapter 3 of the IBC Brief Explanation

Assembly Group A: uses intended for the gathering together of persons for the purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation. A room of less than 50 persons used for assembly but is accessory to a different occupancy shall be considered that different occupancy. Assembly area less than 750 s.f. which is accessory to a different occupancy is not considered assembly. Assembly rooms which are accessory to Group E are not considered as Group A. Religious educational rooms and auditoriums with occupant loads less than 100 persons which are accessory to churches are considered A-3. Group A is divided into five sub groups, **A-1** usually with fixed seating, intended for production and viewing of the performing arts or motion pictures, **A-2** uses intended for food and/or drink consumption, **A-3** uses intended for worship, recreation or amusement and other assembly uses not otherwise classified, **A-4** uses intended for viewing of indoor sporting events and activities with spectator seating, **A-5** uses intended for participation in or viewing outdoor activities

Business Group B: Assembly occupancies less than 50 persons and/or uses intended for office, professional or service-type transactions, including storage of records and accounts.

Educational Group E: uses intended by 6 or more persons at any one time for educational purposes through the 12th grade. Daycare uses for educational, supervision or personal care services for more than 5 children older than 2 1/2yrs

Factory Industrial Group F: uses intended for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified Group H hazardous or Group S storage. Group is divided into two sub groups, **F-1 Moderate Hazard** and **F-2 Low Hazard**

High-Hazard Group H: uses intended for manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed by code. Group H is divided into five sub groups, **H-1** detonation hazard, **H-2** accelerated burning, **H-3** materials that readily support combustion or pose a physical hazard, **H-4** materials are health hazards, **H-5** semiconductor fabrication facilities and comparable R&D areas which HPM's are used.

Institutional Group I: uses intended in which people are cared for or live in a supervised environment, having physical limitations because of health or age are harbored for medical treatment or other care or treatment or in which the liberty of the occupants is restricted. Group I is divided into four sub groups, **I-1** houses more than 16 persons, on a 24 hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services. The occupants are capable of responding to an emergency situation without physical assistance from staff, **I-2** used for medical, surgical, psychiatric, nursing or custodial care on a 24 hr basis of more than five persons who are not capable of self-preservation. Less than five people shall be considered an R-3, **I-3** is inhabited by more than five persons who are under restraint or security and is occupied by persons who are generally incapable of self-preservation due to security measures not under the occupant's control.

Mercantile Group M: uses intended for the display and sale of merchandise, and involve stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.

Residential Group R: uses intended for sleeping purposes. Group R is divided into four sub groups, **R-1** occupants are transient in nature, **R-2** occupancies containing sleeping units or more than two dwelling units where the occupants are more permanent in nature, **R-3** one and two family dwelling, or adult and child care facilities that provide accommodation for five or fewer persons of any age for less than 24 hrs, **R-4** are intended for occupancy as residential care/assisted living facilities including more than five but not more than sixteen occupants, excluding staff.

Storage Group S: uses intended for storage that is not classified as a hazardous occupancy. Group S is divided into two sub groups, **S-1 Moderate-Hazard storage** and **S-2 Low-Hazard storage**

Utility and Miscellaneous Group U: uses intended for structures of an accessory character and not classified in any specific occupancy.

NOTE: R-3 Occupancy:

Town Houses are occupancies where the development is owned by others but the individual plot of real estate that the dwelling is seated is owned by the occupant.

Condominiums are occupancies where the development is owned by others including the individual plot of real estate but the interior of the dwelling unit from wall to wall is owned by the occupant.

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TO THE APPLICANT- You will be notified within 10 business days (unless otherwise notified) as to whether your project has been approved or if any other information is needed. If your project is denied, you will be notified of the reasons why. If approved, you will be informed of the permit and bond fees due. Once paid you will be issued your permit, and you can start work. **Please make sure that you have completed, signed, and have all the necessary paperwork submitted with your application so that your approval will not be delayed. Contact the Building Department at: (269) 781-3985 Ext. 1507 if you have questions.**

NOTE: These fees are for the Building Department only. If you are doing Electrical, Mechanical, or Plumbing work you need to apply for the appropriate permits.

Building Official/Inspector	Date	Zoning Administrator	Date
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NOTES & COMMENTS:

DEPARTMENT USE ONLY			
Receive Date: _____	Amount: _____	Check #: _____	
Zoning District: _____	Type of lot: <input type="checkbox"/> Interior	<input type="checkbox"/> Corner	<input type="checkbox"/> Cul-de-sac

CALL DEPT OF BUILDING SAFETY AT: (269) 781-3985 ext 1507 TO SCHEDULE ALL INSPECTIONS. INSPECTOR DOES NOT SCHEDULE. The City of Marshall enforces all applicable Michigan Construction Codes.

Department of Building Safety:			
Lisa Huepenbecker	To Schedule Inspections	lhuepenbecker@cityofmarshall.com	269.781.3985 x1507
Natalie Dean	Director of Community Services	Ndean@cityofmarshall.com	269.781-3985 x1505
Frank Ballard	Building Official/Inspector	FraMeG5@ATT.net	269.209.2094
Jim Deveney	Mechanical Inspector		269.964.3371
Jeffrey Nichols	Electrical Inspector		269.209.1451
John Gross	Plumbing/Mechanical Inspector	Jgross@cityofeastlansing.com	517.490.1010

SECTION 105.4 - The issuance of or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permit presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data.

SECTION 105.6 - The Building Official is authorized to suspend or revoke a permit issued under the provisions of this code, whenever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulations or any of the provisions of this code.

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**NO WORK SHALL BE STARTED NOR SHALL ANY PERMIT BE ISSUED UNTIL ALL REQUIRED FEES
HAVE BEEN PAID IN FULL AND THOSE DEPARTMENTS AFFECTED BY THE PROPOSED WORK HAVE
APPROVED THE WORK BEING DONE.**

Zoning Plan (If Required)

