

City of Marshall
BUILDING PERMIT

CMRSE-2017



323 W. Michigan Ave., Marshall, MI 49068 (Mailing Address)
900 S. Marshall, Marshall, MI 49068 (Physical Address)
Telephone (269) 781-3985 Fax (269) 789-4628

CMM-2003



AUTHORITY: P.A. 230 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT CANNOT BE ISSUED

RESIDENTIAL

1. Job Location

Name of Owner/Agent	Rental Property? Yes <input type="checkbox"/> No <input type="checkbox"/>
Street Address & Job Location (Street No. and Name)	

2. Homeowner Information (If you are doing the work yourself)

Name			
Address (Street No. and Name)	City	State	Zip Code
Phone number with Area Code			
* Applications lacking complete owner information, contractor information, and/or registration information will be returned			

3. TYPE OF JOB

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Foundation | <input type="checkbox"/> Mobile Home |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Pre-Manufactured | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair/Replace | <input type="checkbox"/> Temporary Building / Structure |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Safety Inspection | <input type="checkbox"/> Other - please specify |
| <input type="checkbox"/> Pool | <input type="checkbox"/> Garage | |
| <input type="checkbox"/> Deck | <input type="checkbox"/> New Pole Barn | |

Project Cost _____

4. ARCHITECT/ENGINEER/CONTRACTOR

Name of Owner or Company		License #	Expiration Date
Address (Street No. and Name)	City	State	Zip Code
Phone number with Area Code	Driver License #	Federal Employer ID (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer # (or reason for exemption)	
Cell Phone Number	Fax Phone number	Email Address	

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED, IF REQUIRED

5. Applicant Signature

Print Name	Signature	Date
------------	-----------	------

Building Department – Residential

RESIDENTIAL BUILDING PERMIT FEES	
Round up to nearest \$1,000 of Reasonable Construction Cost * (Including new builds, remodeling, additions, decks, garages, in-ground pools, etc.)	
Administrative Fee	\$75.00/Permit (Non-Refundable)
Up to \$1,000	\$100.00
\$1,001 to \$10,000	\$100.00 + \$10.00 per \$1,000
\$10,001 to \$100,000	\$190.00 + \$3.00 per \$1,000 over \$10,000
\$100,001 to \$500,000	\$460.00 + \$2.00 per \$1,000 over \$100,000
Over \$500,001	\$1,260 + \$3.00 per \$1,000 over \$500,000

Building Department – Commercial

COMMERCIAL BUILDING PERMIT FEES	
Round up to nearest \$1,000 of Reasonable Construction Cost * (Including new builds, renovations, etc.)	
Administrative Fee	\$75.00/Permit (Non-Refundable)
Up to \$3,000	\$200.00
\$3,001 to \$10,000	\$320.00 + \$10.00 per \$1,000 over \$3,000
\$10,001 to \$25,000	\$390.00 + \$8.00 per \$1,000 over \$10,000
\$25,001 to \$150,000	\$510.00 + \$6.00 per \$1,000 over \$25,000
\$150,001 to \$500,000	\$1,260 + \$4.00 per \$1,000 over \$150,000
Over \$500,001	\$2,680 + \$2.00 per \$1,000 over \$500,000

* Construction Costs, if not deemed reasonable, will be changed per the State of Michigan's Standard Construction Cost Guidelines.

Plan Review and Other Miscellaneous Fees

Plan Review Fee (Building) Residential & Commercial	25% of Permit Fee (\$200 Minimum)
Plan Review Fee (Electric, Mechanical, Plumbing) Residential & Commercial	\$200.00/Trade, As Required
Trade Inspection Fee (Electric, Mechanical, Plumbing)	\$75.00/Inspection or Re-Inspection
Administrative Fee for Electric, Mechanical, Plumbing Permits	\$75.00/Permit/Trade
Residential Roofing	\$120.00 Flat Fee per Permit
Above Ground Swimming Pool	\$120.00 Flat Fee per Permit
Residential Demolition	\$140.00 per Permit
Contractor Registration	\$10.00/Trade, Registration Fee must be re- submitted at License Renewals

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. 1501 if you have questions.

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

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

CALL Building Department to schedule all inspections: (269) 781-3985 ext 1501
INSPECTOR DO NOT SCHEDULE.
The City of Marshall enforces all applicable Michigan Construction Codes.

Colleen Webb	Schedule Inspections – cwebb@cityofmarshall.com	269-781-3985 x 1501
Tim Musser	Building Official – tmusser@cityofmarshall.com	269-781-3985 x 1507
Jacqueline Slaby	Zoning Administrator – jslaby@cityofmarshall.com	269-781-3985 x 1502
John Gross	Commercial/Plumbing & Mechanical Inspector	
Jeff Nichols	Electrical Inspector	
Jim Deveny	Residential Mechanical Inspector	

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 this 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.

Zoning Plan (If Required)



NORTH

