



City of Marshall
BUILDING PERMIT

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

CMRSE-2017

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 [ ] No [ ]
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

Grid of checkboxes for job types: New Building, Addition, Alteration, Demolition, Pool, Deck, Foundation, Pre-Manufactured, Repair/Replace, Safety Inspection, Garage, New Pole Barn, Mobile Home, Roof, Temporary Building / Structure, Other - please specify

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

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.

5. Applicant Signature

Print Name Signature Date

# RESIDENTIAL BUILDING FEES

FEE SCHEDULE	FEE	TOTAL
Plan Review residential <b>25% of Permit fee</b>	Minimum \$200	
<b>1. Administrative Fees (non-refundable)</b>	<b>\$75.00</b>	<b>\$75.00</b>
<b>FLAT FEES</b>		
2. Roofing	\$120.00	
3. Above Ground Swimming Pool	\$120.00	
4. Demolition	\$140.00	
<b>CONSTRUCTION COST FEES (new builds, remodeling, additions, decks, garages, in-ground pools) round up to nearest \$1,000</b>		
5. Up to \$1,000.00	\$100.00	
6. \$1,000 to \$10,000 (\$100 + \$10 per \$1,000)		
7. \$10,000 to \$100,000 (\$190 + \$3 per \$1,000)		
8. \$100,000 to \$500,000 (\$460 + \$2 per \$1,000)		
9. \$500,000 plus (\$1,260 + \$3 per \$1,000)		
* Contractor's Registration	\$10.00	
<b>TOTAL PERMIT FEES</b>		

**Example:** 800 sqft addition

Construction costs are \$13,275.00

Plan review	\$200.00
Permit fees	\$199.00
Administrative fee	\$75.00
<b>Total</b>	<b>\$474.00</b>

**Example:** 550 sqft deck

Construction costs are \$1275.00

Plan review	\$200.00
Permit fees	\$100.00
Administrative fee	\$75.00
<b>Total</b>	<b>\$375.00</b>

## Work Description

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\* Registration expires when Contractor's License expires.  
 If you have not registered with the City for 2019 please include registration fee.

**Administration fee is added to all permits including flat fee line items.**

NOTE: All work started without a permit will be charged \$75.00. Any work covered before permit was pulled will require owner to uncover work.

**EXPIRATION OF A 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 six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

**CALL 24 HOURS IN ADVANCE TO SCHEDULE AN INSPECTION - FAILURE TO DO SO MAY HOLD UP YOUR PROJECT**

The City of Marshall will not discriminate against any individual or group because of race, sex, 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.

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
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NOTES & COMMENTS:

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**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.**

Michelle Eubank	Schedule Inspections – <a href="mailto:meubank@cityofmarshall.com">meubank@cityofmarshall.com</a>	269-781-3985 x 1501
Tim Musser	Building Official – <a href="mailto:tmusser@cityofmarshall.com">tmusser@cityofmarshall.com</a>	269-781-3985 x 1507
Trisha Nelson	Zoning Administrator – <a href="mailto:tnelson@cityofmarshall.com">tnelson@cityofmarshall.com</a>	269-781-3985 x 1114
John Gross	Plumbing & Mechanical Inspector	
Doug Scott	Electrical 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 ether 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