



# City of Marshall COMMERCIAL BUILDING PERMIT APPLICATION

**Address:**  
323 W Michigan Ave, Marshall,  
Michigan 49068



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

## 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. APPLICANT INFORMATION

|  |      |   |                 |
|--|------|---|-----------------|
| Name of Owner or Company   |      |   |                 |
| Address (Street No. and Name)                                    | City | State   | Zip Code        |
| Phone number with Area Code                                      |      | Email Address                                 |                 |
| <b>ARCHITECT/ENGINEER/CONTRACTOR (if applicable)</b>             |      |   |                 |
| Workers Compensation Insurance Carrier (or reason for exemption) |      | MI License #                                  | Expiration Date |
| MESC Employer # (or reason for exemption)                        |      | Federal Employer ID (or reason for exemption) |                 |

## 3. WORK DESCRIPTION

|       |                      |
|-------|----------------------|
| _____ | <b>TOTAL SQ FT:</b>  |
| _____ | <b>PROJECT COST:</b> |

## 4. TYPE OF JOB

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

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.

**TO THE APPLICANT- You will be notified within 10 business days (unless otherwise communicated) as to the status of your application. If your project is denied, you will be notified as to the reasons why. If approved, you will be issued an invoice. Once paid you will be issued your permit and work may begin. Please make sure that you have completed, signed, and submitted all the necessary paperwork as to not delay your approval and start date.**

**Applications lacking completion, contractor registration status issues, or lack of the submission or required plans, will be returned**

## 5. Applicant Signature

Print Name

Signature

Date

## 6. COMMERCIAL BUILDING FEES

### NEW BUILDING FEE SCHEDULE (per construction costs)

|                                       | FEE                                       | TOTAL           |
|---------------------------------------|---|-----------------|
| *Administrative Fees (non-refundable) | <b>\$100.00</b>                           | <b>\$100.00</b> |
| \$1 to \$10,000                       | \$390                                     |                 |
| \$10,001 to \$25,000                  | \$390 + \$8 per \$1,000 over \$10,000     |                 |
| \$25,001 to \$150,000                 | \$510 + \$6 per \$1000 over \$25,000      |                 |
| \$150,001 to \$500,000                | \$1,260 + \$4 per \$1000 over \$150,000   |                 |
| \$500,000 to \$1,000,000              | \$2,680 + \$2 per \$1000 over \$500,000   |                 |
| Over \$1,000,001                      | \$3,680 + \$1 per \$1000 over \$1,000,000 |                 |

### RENOVATION FEE SCHEDULE (per Sq Ft)

|                                       | FEE                                    | TOTAL           |
|---------------------------------------|--|-----------------|
| *Administrative Fees (non-refundable) | <b>\$100.00</b>                        | <b>\$100.00</b> |
| 2,000 sqft and below                  | \$400                                  |                 |
| 2,001 to 5,000 sqft                   | \$400 + .18 per sqft over 2000 sqft    |                 |
| 5,001 to 10,000 sqft                  | \$940 + .14 per sqft over 5000 sqft    |                 |
| 10,001 to 20,000 sqft                 | \$1640 + .12 per sqft over 10,000 sqft |                 |
| 20,001 to 50,000 sqft                 | \$2840 + .10 per sqft over 20,000 sqft |                 |
| 50,001 sqft and over                  | \$5840 + .08 per sqft over 50,000 sqft |                 |

### PLAN REVIEW AND DEMO

|                              | FEE                                      | TOTAL |
|------------------------------|--|-------|
| Plan Review                  | 25% of permit fees (min \$200)           |       |
| Commercial Demolition        | \$150 plus .05 per sq ft per application |       |
| ** Contractor's Registration | \$25.00                                  |       |
| <b>TOTAL PERMIT FEES</b>     |  |       |

\* Administration fee is added to all permits.

\*\*Registration expires when Contractor's STATE License expires. If you have not registered with the City since your license renewed, please include registration fee and copy of license.

**FAILURE TO COMPLETE THE FEE SECTION OF THE PERMIT APPLICATION COULD RESULT IN DENIAL OF YOUR APPLICATION AND DELAY OF YOUR PROJECT**

**AS OF JULY 1, 2023 ANY WORK COMPLETED BEFORE PERMIT IS ISSUED WILL BE SUBJECT TO A FEE OF DOUBLE THE PERMIT FEE, UP TO \$5000**

Any work covered before permit was pulled will require contractor/owner to uncover at their expense.

Building Official/Inspector

Date

Zoning Administrator

Date

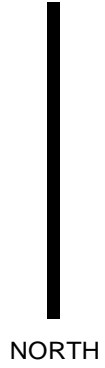
NOTES & COMMENTS:

### **PLEASE NOTE OUR INSPECTORS DO NOT SCHEDULE INSPECTIONS**

**Contact our building department below with any questions**

|                       |  |                     |
|-----------------------|--|---------------------|
| <b>Brandie Cary</b>   | Schedule Inspections- <a href="mailto:bcary@cityofmarshall.com">bcary@cityofmarshall.com</a>       | 269-781-3985 x 1501 |
| <b>Marcia Strange</b> | Zoning Administrator- <a href="mailto:mstrange@cityofmarshall.com">mstrange@cityofmarshall.com</a> | 269-558-0354x1145   |
| <b>Bryan Powers</b>   | Building Official- <a href="mailto:bpowers@cityofmarshall.com">bpowers@cityofmarshall.com</a>      | 517-937-8205        |

## Zoning Plan (If Required)



No individual or entity shall be subjected to discrimination or harassment by the City of Marshall on the grounds of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, or any other legally protected status under federal and state laws. If you need help with reading, writing, hearing, etc, under the Americans with Disabilities Act, you may make your needs known to this agency.