

BUILDING PERMIT

CITY OF MARSHALL

323 W. Michigan Ave. Marshall, Michigan 49068
Phone: (269) 789-4604 Fax: (269) 789-4628

(Read instructions before completing this application. For assistance, call: (269) 789-4604)

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: \$ _____

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)

New Building Demolition Mobile Home Repair/Replacement

Addition Pool Foundation only Safety Inspection

Alteration Deck Pre-manufactured Relocation

Tenant Space (exterior walls and roof only) Temporary Building/Structure

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: _____

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FLAT FEES	
1. Roofing (layers removed)	\$30.00
2. Decks	\$40.00
3. Fences	\$30.00
4. Pools	\$100.00
5. Extending Permits	\$50.00
6. Addit'l safety or reinspection	\$35.00
7. Temp Certificate of Occupancy	\$25.00
8. Certificate of Occupancy	\$30.00
9. Certificate of Occupancy (copy)	\$25.00
10. Special Inspection	\$50.00
11. Starting work without permit	\$75.00

DEMOLITION	
12. Residential	\$50.00
13. Commercial/Industrial	\$100.00

ADDITIONS (Includes Plan Review and C of O)	
14. Up to 200 square feet	\$100.00
15. 200 to 500 square feet	\$125.00
16. Over 500 square feet	\$150.00

RESIDENTIAL REMODELING	
17. Interior or Exterior	\$80.00

COMMERCIAL REMODELING (per square foot)	
18. Interior under 1,000 square ft	\$0.05 <i>(minimum fee of \$50.00)</i>
19. Over 1,000 square ft	\$0.03 <i>(not to exceed \$800)</i>
20. Exterior	\$100.00

INDUSTRIAL & COMMERCIAL Additions & new buildings/structures (per square foot)	
Minimum \$450 Maximum \$25,000 *Does not apply to High Hazard.	
21. Up to 24,000 square ft	\$0.10
22. 24,001 to 50,000 square ft	\$0.08
23. 50,001 to 100,000 square ft	\$0.06
24. Over 100,000 square ft	\$0.05
25. 2nd story-add additional fee	\$0.01
26. High Hazard-add additional fee	\$0.05

GARAGES & CARPORTS Includes Plan Review (per square foot)	
27. Based on square footage of the first floor for structures over 200 square feet residential and 12 square feet for commercial. (Minimum \$80.00)	\$0.10

SINGLE STORY RESIDENTIAL HOMES (per square foot)	
28. Square footage is calculated using 1st floor including garage. (Minimum \$350 Maximum \$550) Over 3,499 square ft no limit.	\$0.30

TWO STORY RESIDENTIAL HOMES (per square foot)	
29. Square footage is calculated using 1st floor including garage. (Minimum \$350 Maximum \$550) Over 3,499 square ft no limit.	\$0.45
30. Add 2nd floor square footage	\$0.05

MULTIPLE FAMILY BUILDING (per square foot)	
31. Single story or below grade	\$0.15
32. 2nd floor square footage (inc. over garage)	\$0.05
33. Per third floor	\$0.02

SIGNS	
34. Wall	\$40.00
35. Pylon or Ground	\$50.00
36. Up to 3 in setback (exl. Hours of operation and 5 (over 3 - directional)	\$10.00

NOTES	
REMODELING Removing or changing any existing bearing or non-bearing walls, finishing basement areas or second story attic areas, changing window opening and/or any structural changes. Excludes: floor covering, replacing siding (not masonry), kitchen cabinets, or minor repairs.	

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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) 789-4604 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

The City of Marshall enforces all applicable Michigan Construction Codes and the City of Marshall Code of Ordinances.

Department of Building Safety and Planning & Zoning		
Natalie Huestis	Planning & Zoning Administrator	NHuestis@cityofmarshall.com
Tim Eggleston	Building Official/Inspector	TEggleston@cityofmarshall.com
Jim Deveney	Mechanical Inspector	(269) 964-3371
Daryl Gano	Electrical Inspector	(517) 629-6781
John Gross	Plumbing/Mechanical Inspector	(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.

Site Plan (If Required)

