



CITY OF MARSHALL

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

Authority: P.A. 230 of 1972

Completion: Mandatory to obtain permit Penalty: Permit will not be issued



ROOFING PERMIT APPLICATION Permit Fee - \$30.00

Please type or print legibly in ink. Fill in all applicable sections that pertain to your project. Failure to do so will delay the approval of your project.

1. HOMEOWNER INFORMATION - IF YOU ARE DOING THE WORK YOURSELF

Name: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Phone No. _____ Cell Phone No. _____ Business _____

JOB ADDRESS: _____

2. CONTRACTOR

Name/Firm: _____ Address: _____
City: State: _____ Zip Code: _____
Phone No. _____ Fax Phone No. _____
E – Mail Address: _____ Other Phone No. _____
License Number. _____ Expiration Date: _____
MESC No. _____ or reason for exemption _____
Federal ID _____ or reason for exemption _____
Workers Comp. Insurance _____ or reason for exemption _____

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

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information. If you are the agent, attorney or design professional of another person, a written instrument confirming your authority, such as a copy of a Contract, power of attorney or notarized authorization letter must be submitted with this application. I acknowledge that I am 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, and 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.

APPLICANT SIGNATURE _____ DATE _____

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 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.

PRINT NAME: _____

4. HOMEOWNER AFFIDAVIT The undersigned represents that the following described Property:

Is, or will be on completion, his or her bona fide residence, that he or 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 or she is fully aware of the provisions of the Building Code of the City of Marshall and all ordinances and supplements pertaining to the proposed work. In making this application, the undersigned understands that:

1. As the homeowner is responsible for paying all fees as required by the City of Marshall.
2. As the homeowner is responsible for correcting any code or ordinance violations.
3. To call for inspections as required by the City of Marshall and to keep all work and installation exposed until approved by the appropriate inspector.
4. As the homeowner doing all the work him or herself.
5. As the property/homeowner understands that if this property is used for rental purposes that any work done has to be by a licensed residential contractor.

OWNER SIGNATURE _____ Date _____

PRINT NAME: _____

Notes & Comments

DEPARTMENT USE ONLY

Received ByDate _____

Amount Received: \$ _____ Check # _____

Tim Eggleston, Building Official/Inspector – teggleston@cityofmarshall.com

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.