



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

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

Signature line

Print Name Signature Date

# RESIDENTIAL BUILDING FEES

FEE SCHEDULE	FEE	TOTAL
Plan Review residential <b>under 600 sqft</b>	15% of permit fee	
Plan Review residential <b>over 600 sqft</b>	\$200.00	
<b>1. Administrative Fees (non-refundable)</b>	<b>\$75.00</b>	<b>\$75.00</b>
<b>FLAT FEES</b>		
<b>2. Roofing</b>	\$120.00	
<b>3. Above Ground Swimming Pool</b>	\$120.00	
<b>4. Demolition</b>	\$140.00	
CONSTRUCTION COST FEES (new builds, remodeling, additions, decks, garages, in-ground pools) round up to nearest \$1000		
<b>5. Up to \$1,000.00      nearest \$1,000</b>	\$75.00	
<b>6. \$1,000 to \$10,000 (\$75 + \$10 per \$1,000)</b>		
<b>7. \$10,000 to \$100,000 (\$165 + \$3 per \$1,000)</b>		
<b>8. \$100,000 to \$500,000 (\$435 + \$2 per \$1,000)</b>		
<b>9. \$500,000 plus (\$1,235 + \$3 per \$1,000)</b>		
<b>* Contractor's Registration</b>	\$10.00	
<b>TOTAL PERMIT FEES</b>		

**Example:** 800 sqft addition  
 Construction costs are \$13,275.00  
 Plan review \$200.00  
 Permit fees \$174.00  
 Administrative fee \$75.00  
**Total \$449.00**

**Example:** 550 sqft deck  
 Construction costs are \$1275.00  
 Plan review \$11.25  
 Permit fees \$75.00  
 Administrative fee \$75.00  
**Total \$161.25**

**Example:** Roof  
 Construction costs are \$5,500.00  
 Plan review \$0.00  
 Permit fees \$120.00  
 Administrative fee \$75.00  
**Total \$195.00**

\* Registration expires when Contractor's License expires.  
 If you have not registered with the City for 2017 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.



Zoning Plan (If Required)



NORTH