MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
P.O. BOX 30255
LANSING MI 48909
(517) 241-9317

Requirements for Obtaining Building Permits From the Bureau of Construction Codes

Residential Structures
(One-and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Building Permit Application (BCC-324).
- Minimum of two (2) sets of plans that include the following:
  - Foundation and floor plans
  - Roof and wall section
  - Building elevations
  - Site plan
  - Provide method of compliance with the "Michigan Uniform Energy Code"

Commercial Structures
(Including One and Two-Family Structures with *more* than 3,500 square feet of calculated floor area)

- Building Permit Application (BCC-324)
- Copy of plan review approval letter. Building plan review must be approved prior to a building permit being issued.

Mobile and Premanufactured Homes

- Building Permit Application (BCC-324)
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation for Mobile Homes
- Site plan
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

Demolition of Structures

- Building Permit Application (BCC-324)
- DEQ/LARA Notification of Intent Renovate/Demolish form (EQP 5661) (MIOSHA-CSH 142)
- Proof of Utility Disconnects (electrical, water, gas)

Instructions for Completing Application

Page 1 of the application: Complete all applicable sections. Note section II(C, D). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space. The application must be signed by the owner and the applicant. (If the applicant is the owner, only sign the application on the "Signature of Owner" line.

Page 2 of the application: Enter the information as required. (Type of improvement, use of structure, type of construction and Dimensions/Data)

Page 3 Environmental Control Approvals - This section must be completed by the local governmental agency (city/township etc.) for environmental control approvals (be sure that all local requirements A through I are approved). In certain jurisdictions, a land use permit may be substituted for zoning approval. Indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

Schools: It is the responsibility of public schools to submit for environmental control approvals as required by law.

Building Permit Fees

Building permit fees may be obtained from the Bureau of Construction Codes, by calling the Building Division, (517) 241-9317.

You will need to furnish the following information when calling

- Total square footage of the structure.
- Use group (i.e., "R-3"use group for single family homes, "U" use group for detached garages, pole barns, etc.).
- Type of construction ("5B" for wood frame construction is typical for a residence, or "2B" construction on-combustible construction is typical for a school).

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the building permit fee.

When to Call for an Inspections

Please call the building inspector's telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of five (5) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

Foundation Inspection
Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection
Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Rough Inspection
The rough inspection is to be made after the roof, all framing, firestopping, bracing, and the electrical rough, mechanical rough, and the plumbing rough installations have been approved and before the insulation is installed.

Insulation Inspection
The insulation inspection is conducted after all insulation has been installed and before any finish work is installed.

Final Inspection
The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

Expiration of 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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS $100.00.**

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy (in writing) upon the completion of the project. This request must include the building, electrical, mechanical, plumbing, boiler and elevator permit numbers (when applicable), the plan review submission number and the Bureau of Fire Services project number (for schools only). *A Certificate of Occupancy cannot be issued until all fees are paid, permits are finaled and the work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances*. If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.

Building Permit Application

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Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes / Building Division
P.O. Box 30255, Lansing, MI 48909
Phone: 517-241-9317 / E-Mail: bccbldg2@michigan.gov
www.michigan.gov/bcc

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Authority: 1972 PA 230 Penalty: Failure to provide the information may result in denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Project or Facility Information

PROJECT NAME	ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED ☐ City ☐ Village ☐ Township **OF:**	COUNTY	ZIP CODE
BETWEEN	AND	

Applicant

NAME		E-MAIL		
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER **(Include Area Code)**

Owner or Lessee

NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

Signature

I HEREBY CERTIFY THAT 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. 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 125.1523a, 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.

SIGNATURE OF OWNER (Required)	TYPE OR PRINT
SIGNATURE OF OWNER'S AGENT	TYPE OR PRINT

BUILDING PERMIT FEE ENCLOSED
(The first $100.00 of an application is non-refundable) $_____ **(Includes $50.00 Certificate of Occupancy Fee)**

OR STATE ACCOUNT NUMBER _____

Validation - For Department Use Only

VALIDATION AREA

USE GROUP _____

TYPE OF CONSTRUCTION _____

SQUARE FEET _____

APPLICATION FEE (non-refundable) $_____

CERTIFICATE OF OCCUPANCY ☐ YES ☐ NO $_____

NUMBER OF INSPECTIONS _____ $_____

TOTAL PERMIT FEE $_____

APPROVAL SIGNATURE _____

Architect or Engineer

NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
LICENSE NUMBER			EXPIRATION DATE

Contractor

NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
BUILDERS LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		WORKERS COMP INSURANCE CARRIER (or reason for exemption)	
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)			

Type of Job

A. Type of Improvement

- ☐ NEW BUILDING
- ☐ ADDITION
- ☐ ALTERATION
- ☐ REPAIR
- ☐ DEMOLITION
- ☐ MOBILE HOME SET-UP
- ☐ FOUNDATION ONLY
- ☐ PREMANUFACTURE
- ☐ RELOCATION
- ☐ SPECIAL INSPECTION

B. Plan Review Required

A set of construction documents are required with each application for a permit, unless waived by the building official when code compliance can be determined based on the description in the application.

Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 square feet of calculated floor area and public works less than $15,000 in total construction cost.

For buildings regulated by the Michigan Building Code, a set of construction documents must be submitted with a separate Application for Plan Examination, the appropriate fee, and approved before a building permit can be issued.

BCC Plan Review Number_____ **School Site Plan Review Number (if different)**_____

Plan Review Information

A. Residential - Buildings Regulated by the Michigan Residential Code

- ☐ ONE FAMILY
- ☐ TWO OR MORE FAMILY
  NO. OF UNITS_____
- ☐ TOWNHOUSE
  NO. OF UNITS_____
- ☐ ATTACHED GARAGE
- ☐ DETACHED GARAGE
- ☐ OTHER_____

B. Buildings Regulated by the Michigan Building Code

- ☐ (A-1) ASSEMBLY (THEATRES, ETC.)
- ☐ (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC.)
- ☐ (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC.)
- ☐ (A-4) ASSEMBLY (INDOOR SPORTS, ETC.)
- ☐ (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC.)
- ☐ (B) BUSINESS
- ☐ (E) EDUCATION
- ☐ (F-1) FACTORY (MODERATE HAZARD)
- ☐ (F-2) FACTORY (LOW HAZARD)
- ☐ (H-1) HIGH HAZARD (DETONATION)
- ☐ (H-2) HIGH HAZARD (DEFLAGRATION)
- ☐ (H-3) HIGH HAZARD (COMBUSTION)
- ☐ (H-4) HIGH HAZARD (HEALTH HAZARD)
- ☐ (H-5) HIGH HAZARD (HPM)
- ☐ (I-1) INSTITUTIONAL 1 (SUPERVISED)
- ☐ (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.)
- ☐ (I-3) INSTITUTIONAL 3 (PRISONS ETC.)
- ☐ (I-4) INSTITUTIONAL 4 (DAY CARE ETC.)
- ☐ (M) MERCANTILE
- ☐ (R-1) RESIDENTIAL 1 (HOTELS, MOTELS)
- ☐ (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY)
- ☐ (R-3) RESIDENTIAL 3 (CHILD & ADULT CARE)
- ☐ (R-4) RESIDENTIAL 4 (ASSISTED LIVING)
- ☐ (S-1) STORAGE 1 (MODERATE HAZARD)
- ☐ (S-2) STORAGE 2 (LOW HAZARD)
- ☐ (U) UTILITY (MISCELLANEOUS)

Alteration, repairs and additions - Provide a description of the work to be covered by the building permit. As examples; 20,000 square foot school roof covering, building a 2,300 square foot school addition, replace 5 exterior doors, renovate basement in a residence, etc.

Building Data

A. Type of Mechanical

WILL THERE BE FIRE SUPPRESSION? ☐ YES ☐ NO

B. Type of Construction

☐ 1A - Non Combustible (Protected Structural Elements) 3HR
☐ 1B - Non Combustible (Rated Structural Elements) 2HR
☐ 2A - Non Combustible (Rated Structural Elements) 1HR
☐ 2B - Non Combustible (Non Rated Structural Elements)
☐ 3A - Non Combustibles (Exterior Walls Only)
☐ 3B - Non Combustible (Bearing Walls Rated)
☐ 4 - Heavy Timber
☐ 5A - Combustible (Structural Elements Rated) 1HR
☐ 5B - Combustible (All Elements Not Rated)

C. Dimensions / Data

FLOOR AREA:	EXISTING	ALTERATIONS	NEW
BASEMENT			
1ST & 2ND FLOOR			
3RD - 10TH FLOOR			
11TH - ABOVE			
TOTAL AREA			

D. Number of Off Street Parking Spaces

ENCLOSED_____ OUTDOORS_____

Local Governmental Agency to Complete This Section

ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - Zoning	☐ Yes ☐ No				
B - Fire District	☐ Yes ☐ No				
C - Pollution Control	☐ Yes ☐ No				
D - Noise Control	☐ Yes ☐ No				
E - Soil Erosion	☐ Yes ☐ No				
F - Flood Zone	☐ Yes ☐ No				
G - Water Supply	☐ Yes ☐ No				
H - Sewer	☐ Yes ☐ No				
I - Variance Granted	☐ Yes ☐ No				
J - Other	☐ Yes ☐ No				

IX. Site or Plot Plan - For Applicant Use

Expiration of 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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS $100.00.**