**Charter Township of Genesee - Building Department**

**7244 N Genesee Road, PO Box 215**

**Genesee, MI 48437**

**(810) 640-2000 ext 232**

Commercial & Industrial Only

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| Important – Applicant to complete all items in sections: I, II, III, IV, and V | | | | |
| I. LOCATION OF BUILDING | Address: Parcel ID#: | | | |
| II. TYPE AND COST OF BUILDING – All applicants complete Parts A-D | | | | |
| A. TYPE OF IMPROVEMENT New Building  Addition Alteration  Repair, Replacement Roofing  Moving  Foundation Only | | B. PROPOSED USE –  Amusement, recreational Public Utility  Church, other religious School, library educational  Industrial Stores, Mercantile  Parking Garage Tank, towers  Service Station, repair garage Other – Specify Hospital, institutional  Office, bank, professional | | |
| C. Describe in detail proposed work to be done: (please include all drawings and specifications) | | | | |
| D. COST OF IMPROVEMENTS: $ | | | | |
| III. SELECTED CHARACTERISTICS OF BUILDING – For new buildings and additions, complete Parts E-K | | | | |
| E. PRINCIPAL TYPE OF FRAME  Masonry (wall bearing) Wood frame  Structural steel Reinforced concrete  Other - | | | G. TYPE OF SEWAGE DISPOSAL  Private or private company  Public (septic tank, etc.) | J. DIMENSIONS  Number of Stories Total square feet of floor  area, all floors, based on  exterior dimensions Total land area, sq ft |
| H. TYPE OF WATER SUPPLY  Public or private company Private (well, cistern) |
| F. PRINCIPAL TYPE OF HEATING FUEL Gas  Oil Electricity Coal  Other - | | | I. TYPE OF MECHANICAL Will there be central air  conditioning?  Yes No  Will there be an elevator? Yes No | K. NO. OF OFF-STREET PARKING SPACES Enclosed  Outdoors |

IV. IDENTIFICATION – To be completed by all applicants

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| **Owner or Lessee:** | | | |
| Mailing Address- Number, Street, City and State, Zip | | Tel. No. | |
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| **Contractor:** | | | |
| Mailing Address- Number, Street, City and State, Zip | License # | | Tel. No. |
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| **Architect/Engineer:** | | | |
| Mailing Address- Number, Street, City and State, Zip | | Tel. No. | |
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| V. APPLICANT – | | |
| 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 agent. I agree the statements made on the attached application are true, and if found not to be true, any permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Charter Township of Genesee Zoning Ordinance and the State of Michigan Building Code will be complied with. Further, I agree to notify the Charter Township of Genesee building department prior to the required inspections listed on my issued permit. Further, I agree to give permission to officials of the Charter Township of Genesee to enter the property subject to this permit application for the purposes of inspections. Finally, I understand this is a permit application (not a permit) and that a permit, if issued, conveys only work to be completed as shown, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property right. | | |
| Owner Contractor Architect/Engineer | | Date: |
| Print Name of Applicant | Signature of Applicant | |

Approved By:

Title:

Plan Review Fee $

Building Permit Fee $

Date Issued 20

Building Permit Number

DO NOT WRITE BELOW THIS LINE

In the case of tenant spaces designed by other than the Registered Design Professional in responsible charge of the building shell, it is the duty of the building owner to submit tenant space drawings to the Registered Design Professional in charge for review prior to submission for a building permit from this department.

“MBC 106.3.4.1 When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional in responsible charge. If the circumstances require, the owner shall designate a substitute registered design professional in responsible charge who shall perform the duties of the original registered design professional in responsible charge. The building official shall be notified in writing by the owner if the registered design professional in responsible charge is changed or is unable to continue to perform the duties.

The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

Where structural observation is required by Section 1709, the inspection program shall name the individual or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur. See also duties specified in Section 1704.”

I have read and agreed to the above statement. License Number : Signature:

Print Name:

Registered Design Professional in responsible charge

**Deferred Submittals**

“MBC 106.3.4.2 For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period.

Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.

Submittal documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building professional with a notation indicating that the deferred submittal documents have been reviewed and that they have been found to be in general conformance with the design of the building. The deferred submittal items shall not be installed until their design and submittal documents have been approved by the building official.”

**New Commercial Construction Check List**

**Please complete all of the following to make this a fast and easy process.**

1. Submit the application completely filled out with 4 site plans, and 4 sets of plans. Normal processing time is at least 7 days.

2. Also with the application include a copy of your updated builders license, and a copy of your Certificate of Liability Insurance. Both can be faxed as soon as possible to (810) 640-1150. But must be received before an inspection will be done.

3. Any Electrical, Mechanical and Plumbing permits will go through the State; we do have the applications available. Takes 10 days to process.

4. Go to the County Drain Office on the corner of Beecher and Linden Road to pay for the Water and/or Sewer Type B permits.

5. Bring in proof that County permits are paid to Township Hall DPW Office and pay the Charter Township of Genesee Tap-Ins fees.

1. When everything above has been done, come to the building department to pay for and pick up your permit. Please call ahead of time for prices and/or to make sure that permit is ready to be issued.

9. Before final occupancy can be issued you must have approvals from the State of Michigan for plumbing, electrical, and mechanical on site.

10. If at any time in your building you decide to make a change to the site plan and building plans you must contact the building department prior to making the change so an approval can be made to the new plan.

1. Silt fence must remain around the property for the entirety of the project, or until grass has been established throughout the property.
2. In order to receive a full occupancy the owner/contractor must complete all of the items included in 1- 11.

Thank you in advance for making this process easy for everyone.