**Charter Township of Genesee**

**Building Department**

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

**Genesee, MI 48437**

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

Single Family Residential Only

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

Construction Location:

Number Street

## Type of Improvement: New Home Addition Repair/Replacement Garage Deck Dimension of building/improvement: Square footage of improvement:

Type of frame: Wood Steel Other Estimated Cost:

**This permit does not include Electrical, Mechanical, Plumbing**

Include 3 sets of drawings.

## Contractor/owner: Address:

Telephone: License #:

New homes include right-of-way permit with contractor’s insurance, water and sewer permits.

Drawings must include foundation, floor plan, elevations, guardrail, stair detail and if applicable, a wall section.

Please Print legibly on this form.

For new homes only, survey must include proposed final floor elevations.

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 Residential Building Code will be complied with. Further, I agree to notify the Charter Township of Genesee inspection 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.

## Signature Date

**Office use only**

## Permit Number: Issue Date: Permit Fee:

Site Bond: Zoning Review Fee: Plan Review Fee:

Zoning District: Use: Flood Plain Approval Req’d: Yes

Front yard Rear yard Side yard Side yard

Total:

Approved by Charter Township of Genesee Official

**Site or Plot Plan**

Include all existing and proposed buildings on the site. Include all dimensions to front, side and rear property lines from buildings. Include dimensions of the property. Any accessory structure must maintain 10-foot separation from the main dwelling and must be behind the front line of the house.

## Rear property line

S S

I I

1. D
2. E

L L

I I

N N

E E

Front property line

Road centerline.

**New Home Building Permit Check List**

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

## 1. Submit the application completely filled out with 3 plot plans, and 3 sets of plans. Normal processing time is at least 5 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) 742-8015. 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.

## 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.

11. Silt fence must remain around the property for the entirety of the project, or until grass has been established throughout the lot.

1. In order to receive a full occupancy the owner/contractor must complete all of the items included in 1- 12.

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