



BUILDING PERMIT APPLICATION

PLEASE NOTE: PERMIT FEES ARE DUE AT THE TIME OF APPLICATION.

Date			Permit No. (Office Use Only)
Project Name			
Project Address (Street, City, State, Zip)			
Parcel ID			
Lot #/Subdivision			
Zoning District(s)	Zone		Historic District? Y N
Special Assessment Area	<input type="checkbox"/> Riverwalk Meadows	<input type="checkbox"/> Cedar Street	<input type="checkbox"/> Temple Street
Flood Zone	FIRM Community Panel No.		
Project Description (Attach additional pages if necessary)			
Size of Structure	Valuation of Work \$	Permit Fee \$	
Primary Contact	<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Other (Specify)
Name			
Address			
Telephone		Email	
If different than above:			
Contractor Name			Contractor License #
Contractor Address			
Contractor Telephone		Email	

APPLICANT CERTIFICATION

This permit becomes null and void if work or construction is not commenced within six months, or if work or construction is suspended or abandoned for a period of six months at any time after work is commenced. A true copy of the plans of said structure is attached. It is understood that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. "Section 23a of the Michigan Construction Code Act of 1972 (1972 PA 230, MCL 125.1523A) prohibits a person from conspiring to circumvent the licensing requirement of this State relating persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines." By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any permit or approval issued as a result of this application.

Signature: _____ Date: _____

APPLICATION MATERIALS – Applicants should review Section 94-95 of the Mason Code for a complete listing of application requirements. Incomplete applications will not be processed. The following is a summary of materials that must accompany a completed building permit application:

- Completed application form
- Permit fee
- Plans on CD/Jump Drive (COMMERCIAL PROJECTS ONLY)
- Site plan, including the following (as necessary):
 - Boundary line survey
 - Location, setbacks, dimensions, and height of existing and proposed structures
 - The existing or intended use
 - The proposed number of sleeping rooms
 - Location of utility lines, wells, and septic drain fields
 - The yard, open space and parking area dimensions
 - Street grades, proposed finished grades and contour changes (where changes are proposed)
 - Location of regulated waterways, floodplains or wetlands
 - Legal description (as necessary)
- Proof of ownership/owner authorization
- Construction schedule for proposed project
- Construction calculations for utilities
- Any other information deemed necessary to determine compliance with building codes and city ordinances

FEES -- Fees are due at the time of application. A complete listing of fees can be found in the Directory of Charges online at www.mason.mi.us under Forms and Reports.

Permit for the excavation, the erection, addition, or alteration of any structure	\$50 Minimum fee for the first \$5,000 of construction cost plus \$6 for each additional \$1,000 of construction cost
Manufactured Housing/Mobile Home Placement	\$125
Special Inspection/Re-inspection	\$50
Residential Razing Permit	\$150
Fee for construction without a permit	1.5 times the permit charge
Roofing (roof-over only)	\$50
Re-roofing (tear off and new roof)	\$100
Siding permit	\$50
Sign permit	\$ 4.00 per \$1,000 of construction and erection cost with \$25.00 minimum permit fee.
Swimming Pool	\$75

FOR DEPARTMENTAL USE ONLY

ZONING REVIEW

Existing Structure or Use: Conforming _____ Non-Conforming _____
 Proposed Structure or Use: Conforming _____ Non-Conforming _____
 Variance Granted _____ Date _____ HDC Review Required: Yes ____ No ____ Date _____
 Approved _____ Denied _____ Official/Administrator _____ Date _____
 Special Conditions _____

BUILDING REVIEW

Sidwell No. _____ Assessed Value of Structure \$ _____
 Application Accepted By: _____ Date _____ Permit No. _____
 Occupancy/Use Group: _____ Code _____
 Soil Erosion Permit No.: _____ Change of Use/New Use _____ Tap in Fee _____
 Building Permit Fee: _____ Total Fee Received _____ Receipt No. _____
 Approved _____ Denied _____ Official/Administrator _____ Date _____
 Special Conditions _____

