



BUILDING PERMIT APPLICATION

201 W. Ash Street • Mason, MI 48854 • Phone: 517-676-9155
 www.mason.mi.us email: info@mason.mi.us

Date	Permit No. (Office Use Only)			
PROJECT LOCATION				
Project Address (Street, City, State, Zip)				
Parcel ID	Subdivision name/Lot No.	Flood Zone/ FIRM Community Panel No.	Zoning District (s)	Historic District? Y or N
PROJECT INFORMATION				
CHECK ALL THAT APPLY: ___ Residential ___ Commercial ___ Certificate of Occupancy ___ New Principal Structure ___ Alteration to Existing Structure ___ Demolition of Existing Structure ___ Roof/Siding ___ Windows/Doors ___ Sign(s) ___ Exterior Changes to Building in Historic District ___ Accessory Structure (Deck, Shed, Garage, Pool, Fence, Retaining Wall) ___ Temporary Structure (Tent/Canopy - Special Event)				
Project Description: (Provide a <u>detailed description</u> of work to be done. Also provide information on how the structure or space within the structure will be used. Attach additional pages if necessary.)				
Size of Structure (sq. ft.)	Valuation of Work	Permit Fee \$		
Construction Type	Use Group	Occupancy Load		
APPLICANT INFORMATION				
Who is the applicant? ___ Property Owner ___ Tenant ___ Contractor ___ Other: _____				
Who is the primary contact? ___ Applicant ___ Other:				
Applicant Name/Address				
Applicant Phone	Email			
Property Owner Name/Address (If different from applicant or property address)				
Property Owner Phone	Email			
Contractor Name/Address			License #	
Contractor Phone	Email			
<p>It is understood that 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.</p> <p>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.</p>				
Applicant Signature _____ Date _____				



BUILDING PERMIT RESIDENTIAL APPLICATION CHECKLIST

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

Questions? Call Customer Service at 517-676-9155 or email info@mason.mi.us Monday - Friday, 8 a.m. – 5 p.m.

- Applicants should review Section 94-95 of the Mason Code for a complete listing of application requirements. This checklist is meant to serve as a general reference. Additional information may be requested as necessary to determine compliance with building codes and city ordinances.
- Staff will begin the review process once all required documents and payments are submitted. Estimated review time is 3-10 days.
- NEW RESIDENTIAL/COMMERCIAL: AS-BUILT PLANS showing all changes and revisions may be required prior to final inspection; this applies to the structure and site plan (set-backs, easements, utilities, drainage, etc).

	PERMIT FEE – See Directory of Charges, page 5 located at www.mason.mi.us , ‘How Do I, Directory of Charges’ or click here .
	COMPLETED BUILDING PERMIT APPLICATION
	OWNER AUTHORIZATION (Submit either the Owner Authorization form or the contract signed by the property owner)
	DIY PROPERTY OWNER’S AFFIDAVIT if the property owner will be completing the work
	TWO SETS OF PAPER* PRINTS OR DRAWINGS DRAWN TO ARCHITECT’S SCALE: <i>*ELECTRONIC SET ON USB STICK DRIVE REQUIRED FOR NEW RESIDENTIAL AND COMMERCIAL PROJECTS.</i>
	TALL WALL ENGINEERING DETAIL PER MRC 2015 R602.3.1
	BRACED WALL REQUIREMENTS AND COMPLIANCE DETAIL PER MRC 2015 R602.10.1
	FENESTRATION TABLE FOR WINDOWS AND DOORS
	ENERGY CODE COMPLIANCE FORMS: https://www.energycodes.gov/compliance
	TRUSS DESIGN DATA SHEET OR TRUSS DRAWINGS MRC 2015 R802.10.1
	ELEVATIONS TO BENCH MARK
	PROPERTY BOUNDARY LINE SURVEY showing the location, shape, area, dimensions, north arrow, and legal descriptions of the parcel, location of easements and centerline of roads. <i>Note: Certified boundary surveys are documents prepared and sealed by a professional land surveyor. If you do not have one, you may inquire with the Ingham County Register of Deeds, or submit a FOIA request to have City staff research available records for one that may be on file from a previous permit or action. Otherwise, if one cannot be located sufficient to meet this requirement, we recommend you contact a professional land surveyor to have one prepared. SEE EXAMPLE ‘CERTIFICATE OF SURVEY’.</i>
	COMPLETED SITE PLANS (SEE EXAMPLE) DRAWN TO AN ENGINEER SCALE INCLUDING THE FOLLOWING: <ul style="list-style-type: none"> • The existing or intended use of the structure/space • The proposed number of sleeping rooms • Location of utility lines, wells, and septic drain fields • Location of easements • Grading plan showing drainage; new residential construction in a subdivision must follow previously approved site and grading plans. • 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)
	WATER AND SEWER CONNECTION FEES PAID AND OBTAIN RIGHT OF WAY PERMIT from City of Mason
	WELL AND SEPTIC PERMIT FROM INGHAM COUNTY (if abandoning)
	SOIL EROSION PERMIT OR WAIVER FROM INGHAM COUNTY DRAIN COMMISSIONER – ALL PROJECTS
	Additional permits may be required:
	STATE PERMITS – Plumbing, Electrical, Mechanical, DEQ/EGLE (Wetlands, Asbestos, Etc.)
	RIGHT OF WAY PERMIT from City of Mason (MDOT for M-36, or County for Kipp or Howell roads)
Always call before you dig! Contact MISS DIG at least three (3) business days prior to excavating on your property. Visit www.missdig.org or call 811 or 1-800-482-7171 .	



Property Owner Authorization

This form must be filled out if you are a contractor doing work for a property owner.

I, _____, authorize the below named contractor/agent
(Property owner)

_____ to act on my behalf to secure permits and inspections
(Contractor/Agent name/License #)

for work to be done at _____ in Mason, Michigan.
(Address where work is being done.)

I understand that I remain responsible to ensure that the work described in the building permit shall be installed in accordance with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector.

Signature: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Agent's/Contractor's Affidavit and Signature

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent and understand work described in the building permit shall be installed in accordance and complies with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the Inspector and assume the responsibility to arrange for necessary and timely inspections.

Print Name: _____ Date: _____

Signature: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____



Do-It-Yourself (DIY) Property Owner Affidavit & Permit Policy

Use this form if you are a property owner doing your own construction work.

The Michigan Occupational Code gives the property owner an exemption to act as the general contractor if the property owner is building their own residence for their own use. This means that in the case of their own single family residence (not a duplex or apartment building) the property owner may act as the general contractor, even though a licensed builder may be significantly involved. 339.2403 of the Michigan Occupational Code* states:

A person may engage in the business of or act in the capacity of a residential builder without having a license if the person is an owner of property with reference to a structure on the property for the owner's use and occupancy, or an owner of rental property, with reference to the maintenance and alteration of that rental property.

If the property owner acts as the general contractor and obtains the permit, they, as the permit holder, incur the liability and the responsibility that the licensed contractor normally would assume.

It will be the property owner's responsibility to correct any code violations even if the contractor or any other person did the work.

If an event occurs beyond their control and the other party is unable to complete the work, the property owner is legally responsible for completion of the job.

I hereby certify that the work described in the building permit shall be installed in accordance with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the Inspector and assume the responsibility to arrange for necessary and timely inspections.

I have read and understood the above.

PROPERTY OWNER

Print Name: _____ Date: _____

Signature: _____

Do-It-Yourself (DIY) Property Owner Affidavit & Permit Policy

339.2403 of the Michigan Occupational Code

*EXCERPT REFERRED ON PAGE ONE OF AFFIDAVIT

Act 299 of 1980

339.2403 Engaging in business or acting in capacity of residential builder or residential maintenance and alteration contractor or salesperson without license.

Sec. 2403. Notwithstanding article 6, a person may engage in the business of or act in the capacity of a residential builder or a residential maintenance and alteration contractor or salesperson in this state without a license under this article, if the person is 1 of the following:

- (a) An authorized representative of the United States government, this state, or a county, township, city, village, or other political subdivision of this state.
- (b) An owner of property, with reference to a structure on the property for the owner's own use and occupancy.
- (c) An owner of rental property, with reference to the maintenance and alteration of that rental property.
- (d) An officer of a court who is acting within the scope of that office.
- (e) A person other than the salesperson that engages solely in the business of performing work and services under contract with a residential builder or a residential maintenance and alteration contractor that is licensed under this article.
- (f) A person that is working on 1 undertaking or project by 1 or more contracts, if the aggregate contract price for the labor, material, and any other items for the undertaking or project is less than \$600.00. The exemption described in this subdivision does not apply if the work of a construction is only a part of a larger or major operation, whether undertaken by the same or a different residential builder or residential maintenance and alteration contractor, or in which a division of the operation is made in contracts of amounts less than \$600.00, to evade this act.
- (g) An electrical contractor that is licensed under article 7 of the skilled trades regulation act, MCL 339.5701 to 339.5739. The exemption described in this subdivision applies only to the electrical installation, electrical maintenance, or electrical repair work that is performed by the electrical contractor.
- (h) A plumbing contractor that is licensed under article 11 of the skilled trades regulation act, MCL 339.6101 to 339.6133. The exemption described in this subdivision applies only to plumbing installation, plumbing maintenance, or plumbing repair work that is performed by the plumbing contractor.
- (i) A mechanical contractor that is licensed under article 8 of the skilled trades regulation act, MCL 339.5801 to 339.5819. The exemption described in this subdivision applies only to mechanical installation, mechanical maintenance, or mechanical repair work that is performed by the mechanical contractor.

History: 1980, Act 299, Imd. Eff. Oct. 21, 1980;-Am. 1982, Act G, Imd. Eff. Feb. 15, 1982; Arn. 1984, Act I 91, Imd. Eff. July J. 1984;-Am. 2016, Act 412. Eff. Apr. 4, 2017.

Popular name: Act 299

CERTIFICATE OF SURVEY

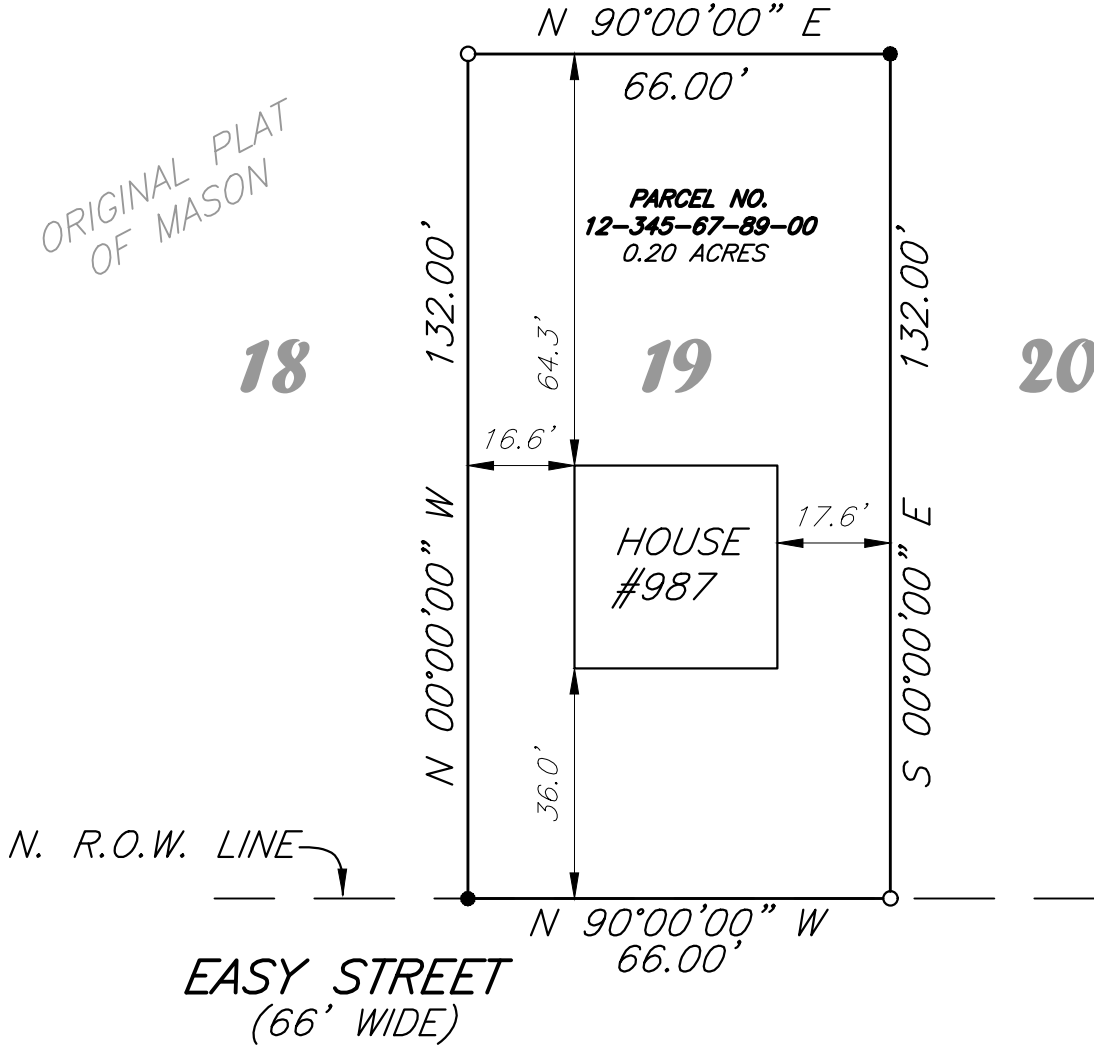


LEGEND

- SECTION CORNER
- SET IRON
- FOUND IRON

BASIS OF BEARING: STATE PLANE
COORDINATES, MI SOUTH ZONE 2113, NAD83

EXAMPLE



LEGAL DESCRIPTION

LOT 19, ORIGINAL PLAT OF MASON, AS RECORDED IN LIBER 1 OF PLATS, PAGE 235, INGHAM COUNTY RECORDS.

CERTIFICATION STATEMENT

I, PROFESSIONAL SURVEYOR #12345, CERTIFY THAT THIS SURVEY WAS MADE UNDER MY DIRECTION, THAT ALL CORNERS HAVE BEEN MARKED AS SHOWN, THAT THE RATIO OF CLOSURE OF THE UNADJUSTED FIELD OBSERVATIONS WAS 1:5000 OR BETTER, AND THAT ALL THE REQUIREMENTS OF PUBLIC ACT 132, AS AMENDED, HAVE BEEN COMPLIED WITH.



Professional Surveyor's Signature

2-28-20
DATE

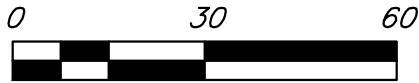


GENERIC
Land Surveyors, Inc.
11234 Five St.
Anytown, Michigan 48854
Ph: 123-456-7890
Fx: 123-456-7891
<http://www.generic.com>

PART OF THE ORIGINAL PLAT OF
MASON, SECTION 8, T2N-R1W,
CITY OF MASON,
INGHAM COUNTY, MICHIGAN

Scale: 1"=30'	Date: 2-28-20	SHT 1 OF 1
Drawn: ABC	Checked: PSS	Job: 2020-45

SITE PLAN

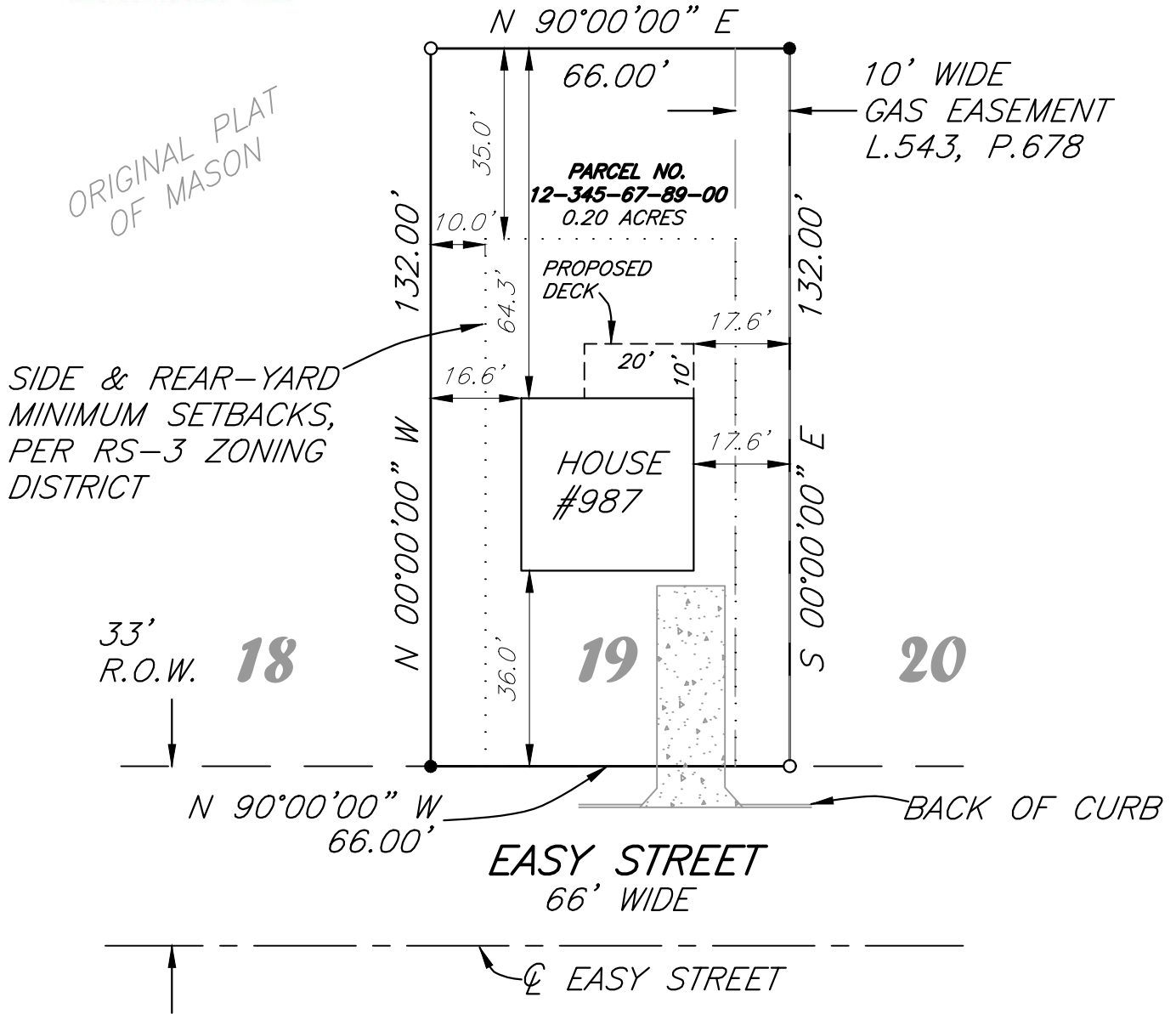


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