

Building Permit Application Instructions & Guidelines

Instruction and Guidelines

1. Apply for a building permit BEFORE beginning any work. Please allow a minimum of 10 days for processing of permits.

Items required for processing of new construction permits:

- a. Two (2) sets of prints
- b. Site plan drawing
- c. Soil erosion permit from the St. Clair County Road Commission
- d. Survey of property
- e. Completion of Permit Application
- f. Proof of Ownership - copy of deed or property transfer affidavit

Permits dealing with commercial construction require ALL contractors to be licenses with the State of Michigan.

2. Upon receiving building permit, READ THOROUGHLY. Permit will advise applicant of required inspections and all necessary additional permits. **NOTE: it is the applicant's responsibility to request all inspections at least 24 hours in advance.**
3. Obtain rough plumbing, mechanical and electrical inspections before requesting a rough building inspection.
4. The following items are required BEFORE occupying a residential structure:
 - a. Final plumbing, mechanical and electrical inspections.
 - b. Final building inspection with a minimum of the following items completed:
 1. Steps installed at front and rear exits if the grade is below more than 8"
 2. Installation of an on-site parking area
 3. Completion of at least one full bath
 4. Final floor coverings on ALL floors which are accessible to water contamination (i.e. baths, kitchens, utility or laundry rooms) including all floor moldings in these rooms
 5. Installation of interior doors on ALL occupied bedrooms and working baths
 6. Handrails on all stairs which rise more than 30" from the floor
 7. Finished countertops and sinks in kitchens and working baths
 8. Any other items the building inspector deems necessary for peculiarities of a particular structure and/or area
 9. Prior to issuance of a certificate of occupancy the applicant shall have the building location and elevation verified by a surveyor or engineer responsible for the original site plan and notify the Zoning Administrator in writing of verification.

NOTE: Any persons guilty of occupying a structure without complying with the above mentioned requirements will be served with a court appearance ticket punishable by the local District Court, with each day in residence being a separate offense.

City of St. Clair
Building Department



City of St. Clair
547 N. Carney Drive
St. Clair MI 48079
810-329-7121

Building Permit Application

1. JOB LOCATION

Street Number & Name

Cross Streets, between and

Zoning District Subdivision & Lot #

2. TYPE AND COST OF BUILDING

A. Type of Improvement New Building Addition Alteration Demolition
 Moving Foundation Only

B. Proposed Use One Family Two or More Family, number of units
Residential Garage, Attached Garage, Detached

Proposed Use
Non-Residential Amusement, Recreation Church/Religious Service Station/Garage
 School/Library/Other Stores/Mercantile Office/Bank/Professional
 Industrial Parking Garage Public Utility Tanks/Towers Other

C. Ownership Private (individual, corporation, non-profit, etc) Public (Federal, State or Local Government)

D. Cost

Building	<input type="text"/>	Plumbing	<input type="text"/>
Electrical	<input type="text"/>	Other:	<input type="text"/>
Mechanical (heat/a.c.)	<input type="text"/>	Total Cost	<input type="text"/>

E. Non-Residential:
Please describe, in detail,
proposed use of building

3. SELECTED CHARACTERISTICS OF BUILDING

A. Principal Type of Frame Masonry (wall bearing) Wood Frame Structural Steel Other

B. Principal Type of Heating Fuel Gas Oil Electricity Geothermal Wood/Coal Other

C. Residential Buildings Only # of Bedrooms # of Full Bathrooms # of Partial Bathrooms

D. Type of Sewage Disposal Public or Private Company Private (septic tank, etc)

E. Type of Water Supply Public or Private Com Private Well

F. Type of Mechanical Central air conditioning? Yes No Elevator? Yes No

4. IDENTIFICATION OF HOMEOWNER, to be completed by all applicants

Homeowner's Name (Print)

Address City State Zip

Telephone Alternate Telephone Email

I hereby certify the construction work described on the above referenced "Application for Plan Examination and Building Permit" will be for my use or occupancy and will be located on the property designated in Section 1 of the Application, which is owned by me. I further certify that said work will be done by me. I will assume responsibility for the work and bear responsibility for compliance with all applicable laws and regulations affecting this work. I hereby certify that the information contained in the above referenced "Application for Plan Examination and Building Permit" and this certificate is true and correct to the best of my knowledge.

Signature Date

5. CONTRACTOR INFORMATION

Contractor's Name

Address City State Zip

Telephone Alternate Telephone Employer ID Number*

Workers Comp Insurance Carrier* MESIC Employer Number*

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 authorized agent and we agree to conform to all applicable laws and building codes of this jurisdiction. "Section 23A of State Construction Codes Act of 1972, Act 230 of Public Acts of 1972, Begin Section 125.152A of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the Licensing Requirements of the State, relating to persons who perform work on residential buildings or a residential structure. Violators of Section 23A are subject to civil fines.

Signature: _____ Print Name: _____

Email Address: _____ Date: _____

6. SITE OR PLOT PLAN (for applicant use)