



2322 Nazareth Rd.
Kalamazoo, MI 49048
269-216-9511

Authority: 1972 PA 230
Completion: Mandatory to obtain permit
Penalty: Application must be completed, signed,
and proper fee paid, or permit will not be issued

BUILDING PERMIT APPLICATION

Parcel#	Permit # B
Project Information	
Address:	Township:
Applicant: <input type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Contractor	
Identification	
A. Owner/Lessee	
Name:	Telephone:
Address (if different from above):	
E-mail:	
B. Architect/Engineer	
Name:	Telephone:
Address:	
E-mail:	
License #:	Expiration Date:
C. Contractor **Be sure to include your contact information**	
Name/Company:	Telephone:
Address:	E-mail:
License #:	Expiration Date:
Federal Employer ID:	UIA #:
Workers Compensation Insurance:	
Type of Work	Construction Valuation \$
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial (Construction Type: _____ Use Group: _____ Occ. Load: _____) <input type="checkbox"/> New Building <input type="checkbox"/> Deck <input type="checkbox"/> Manufactured <input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Re-Roofing <input type="checkbox"/> Alteration <input type="checkbox"/> Detached Garage/Accessory Bldg. <input type="checkbox"/> Siding <input type="checkbox"/> Fence <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Foundation Only <input type="checkbox"/> Other: _____ <input type="checkbox"/> Sign	
Dimensions	
Floor Area	
Basement: (width) _____ x (depth) _____ = _____ square feet Is the basement finished? _____	
1 st Floor: (width) _____ x (depth) _____ = _____ square feet	
2 nd Floor: (width) _____ x (depth) _____ = _____ square feet	
Garage: (width) _____ x (depth) _____ = _____ square feet	
Setbacks	
Front: _____ Left Side: _____ Right Side: _____ Rear: _____	
Description of Work	
Please provide a brief description of the work: _____ _____ _____	

**** No work shall be started until a permit has been obtained, and work shall not be concealed until it has been inspection.**

**** When ready for an inspection, call KABA, providing a 48 hour notice. KABA will need the job location and/or permit number**

**** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days.**

**** \$50.00 of the permit fee is non-refundable for cancelled permits.**

**** "As Built" plans are required before a Certificate of Occupancy is issued for all commercial projects and any residential projects that have had changes made to the original drawings.**

Section 23a of the State Construction Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

***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/HER AUTHORIZED AGENT. WE AGREE TO COMPLY WITH ALL APPLICABLE ORDINANCES OF THE LOCAL JURISDICTION WHERE THIS PROPERTY IS LOCATED, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.**

***WITH MY SIGNATURE BELOW, I HEREBY CERTIFY THAT THE PROPOSED PROJECT WILL ADHERE TO ALL REQUIREMENTS OF THE CURRENT MICHIGAN BUILDING CODE.**

Applicant Signature

Date

Permit Fee

Approval Signature

Date

Site of Plot Plan – To Be Completed by Applicant

Site or plot plan representations provided below must include all proposed building extensions or projects. Include current buildings and notate the setbacks.

A large grid for drawing a site or plot plan. The grid consists of 20 columns and 20 rows of squares, providing a space for the applicant to draw and notate buildings and setbacks.

North

CHECKLISTS

New Residential Construction

- Completed Building Permit Application _____
- 2 Full Sets of Plans plus 1 digital copy _____
- Energy Compliance Worksheet _____
- Site Plan _____
- Driveway Permit (issued to jurisdiction) _____
- Water & Sewer or Well & Septic Permit (issued to jurisdiction) _____

New Commercial Construction

- Completed Building Permit Application _____
- 2 Full Sets of Plans plus 1 digital copy** Must be sealed by design professional _____

Addition/Attached Garage

- Completed Building Permit Application _____
- Set of Plans _____
- Site Plan _____
- Energy Compliance Worksheet (if temperature controlled) _____

Alteration

- Completed Building Permit Application _____
- Existing Floor Plan _____
- Proposed Floor Plan _____

Foundation Only

- Completed Building Permit Application _____
- Foundation Plan _____
- Site Plan _____

Deck

- Completed Building Permit Application _____
- Floor Plan _____
- Site Plan _____
- Elevation (side view) _____
- Cross Section (footing to top of super structure) _____
- Connection Detail (post to girder) _____

Detached Garage/Accessory Building

- Completed Building Permit Application _____
- Exterior Elevation _____
- Floor Plan _____
- Cross Section _____
- Truss Diagram _____

Fence

- Completed Building Permit Application _____
- Site Plan _____
- Details _____

Manufactured Home

- Completed Building Permit Application _____
- If putting in a home which does not fit the current foundation, applicant will need to submit a foundation plan & foundation inspection _____

Re-Roof

- Completed Building Permit Application _____
- Applicant may only layer over 1 layer of existing shingles. _____

Roof Repair – When structural work or sheathing is needed

- Completed Building Permit Application _____
- Drawings of work to be performed _____

Swimming Pools

- Completed Building Permit Application _____
- Completed Electrical Permit Application _____
- Completed Mechanical Permit Application (if heated) _____
- Site Plan (with barriers) _____
- Cross Section _____
- Alarms (if applicable) _____
- Type of Pool _____
- Bonding Requirements _____

Solar Panels on Roof

- Completed Building Permit Application _____
- Completed Electrical Permit Application _____
- Manufacturer’s Specs (installation instructions) _____

Brick/Masonry Siding – Changing or Replacing

- Completed Building Permit Application _____
- Description of Work _____

Signs

- Completed Building Permit Application _____
- Completed Electrical Permit Application (if illuminated) _____
- Foundation (free standing signs or monuments) _____
- Engineered Drawings _____