



2322 Nazareth Road  
 Kalamazoo, MI 49048  
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 www.kaba-mi.org  
 permits@kaba-mi.org

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

<b>Parcel#</b>	<b>Permit # B</b>	
<b>Project Information</b>		
Address: _____	Jurisdiction: _____	
Applicant: <input type="checkbox"/> Owner <input type="checkbox"/> Architect <input type="checkbox"/> Contractor		
<b>Identification</b>		
<b>A. Owner/Lessee</b>		
Name: _____	Telephone: _____	
Address: (if different from above) _____		
City: _____	State: _____	Zip Code: _____
<b>B. Architect/Engineer</b>		
Name: _____	Telephone: _____	
Address: _____	E-mail: _____	
City: _____	State: _____	Zip Code: _____
License #: _____	Expiration Date: _____	
<b>C. Contractor</b>		
Name/Company: _____	Telephone: _____	
Address: _____	E-mail: _____	
City: _____	State: _____	Zip Code: _____
License #: _____	Expiration Date: _____	
FEIN: _____	W/C Insurance: _____	UIA #: _____
<b>Type of Work</b>		<b>Construction Valuation \$</b>
<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		
<b>Dimensions</b>		
<b>Floor Area</b>		
Basement: (width) _____ x (depth) _____ = _____ square feet Is the basement finished? _____		
1 <sup>st</sup> Floor: (width) _____ x (depth) _____ = _____ square feet		
2 <sup>nd</sup> Floor: (width) _____ x (depth) _____ = _____ square feet		
Garage: (width) _____ x (depth) _____ = _____ square feet		
<b>Setbacks</b>		
Front: _____ Left Side: _____ Right Side: _____ Rear: _____		
<b>Description of Work</b>		
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 inspected.

\*\* When ready for an inspection, call KABA, providing a 24 hour notice. KABA will need the job location and/or permit number.

\*\* Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the times the work is commenced.

\*\* \$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.

\*\* One Courtesy Re-Inspection per Type with a \$55 Fee for every Re-Inspection Following

**Section 23a of the State Construction Code 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 IN WHICH 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.**

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Applicant Signature

Date

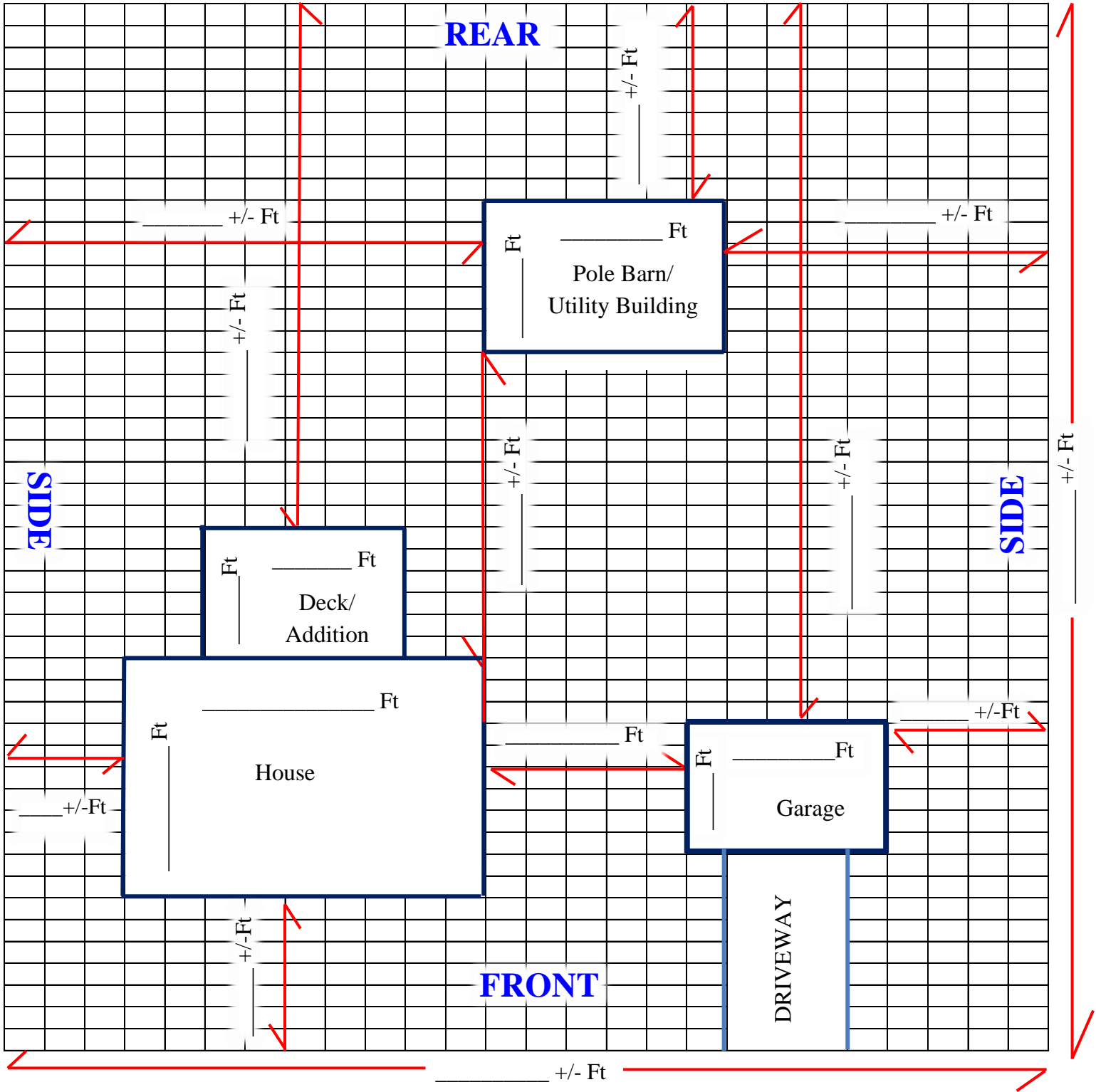
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Permit Fee

Approval Signature

Date

# SAMPLE SITE PLAN

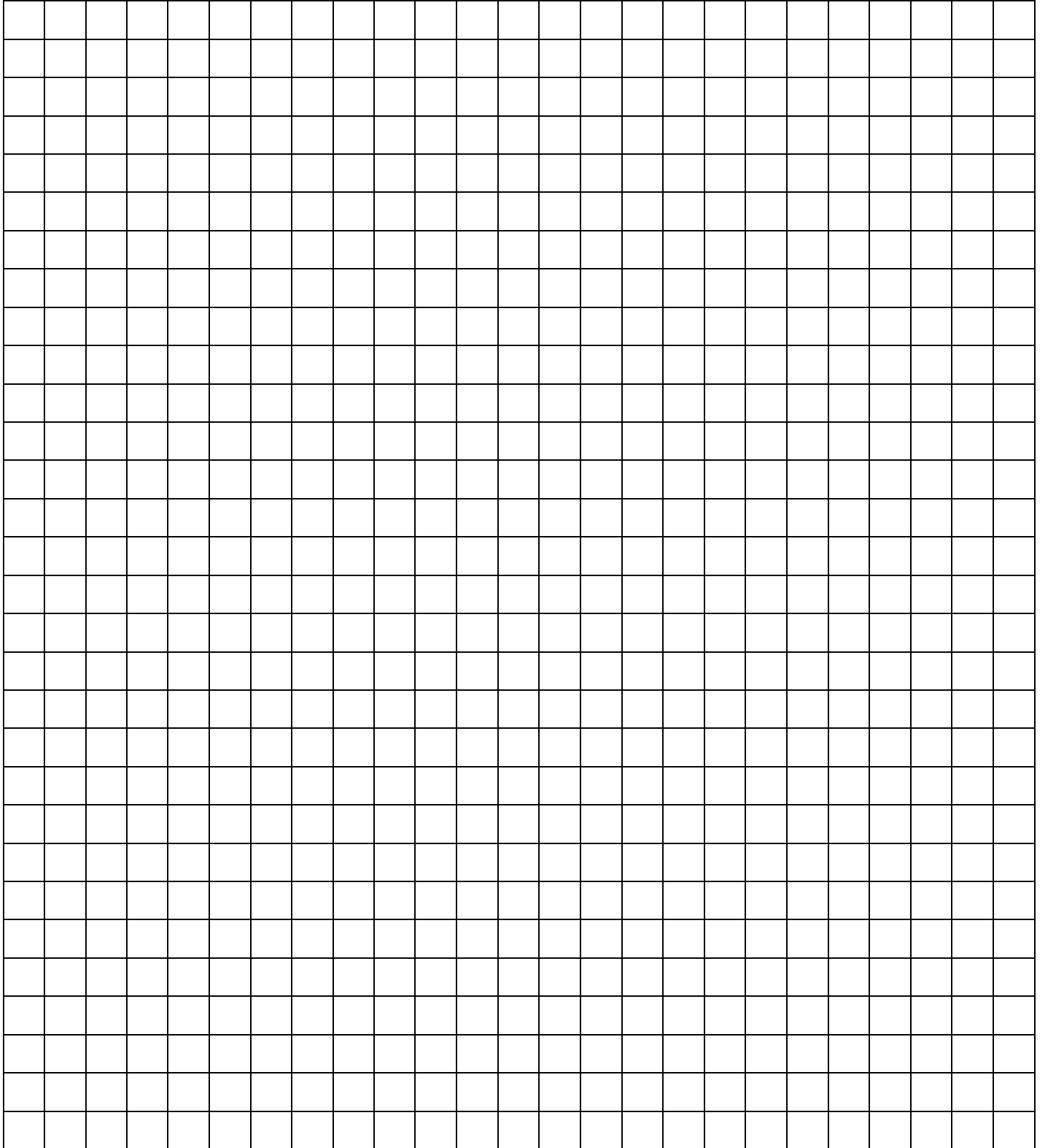


**\* Indicate ALL street names and indicate which direction is North\***

**\* Front Property Line is ROAD RIGHT OF WAY \***

**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.



**North**

# CHECKLISTS

## New Residential Construction

- Completed Building Permit Application \_\_\_\_\_
- 2 Full Sets of Plans plus 1 Digital Set \_\_\_\_\_
- 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 Sets of Plans plus 1 Digital Set \*\* 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) \_\_\_\_\_
- Indicate 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 \_\_\_\_\_