



2322 Nazareth Road
 Kalamazoo, MI 49048
 Ph: 269-216-9511
 Fax: 269-250-9078
 Email: permits@kaba-mi.org
 www.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

Parcel #	Acreeage:	Permit # B	
PROJECT INFORMATION			
Address:		Jurisdiction/Municipality:	
Applicant: <input type="checkbox"/> Owner		<input type="checkbox"/> Architect	<input type="checkbox"/> Licensee <input type="checkbox"/> Agent
IDENTIFICATION			
A. Property Owner/Lessee/Agent			
Name:		Telephone:	
Address: (if different from above)		Email:	
City:	State:	Zip Code:	
B. Architect/Engineer			
Name:		Telephone:	
Address:		Email:	
City:	State:	Zip Code:	
License #		Expiration Date:	
C. Contractor/Licensee			
Company/Contractor Name:		Telephone:	
Address:		Email:	
City:	State:	Zip Code:	
Licensee Name and #		Expiration Date:	
IF N/A ON INFORMATION BELOW, GIVE REASON FOR EXEMPTION			
FEIN #:	W/C Insurance Carrier:	UIA/MESC #:	
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 Home <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"/> Fence	<input type="checkbox"/> Sign		
Other: _____			
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		Is the garage attached? _____	
SETBACKS			
Front: _____	Left Side: _____	Right Side: _____	Rear: _____
DESCRIPTION OF WORK: Please provide a brief description of the work below			

**** No work shall commence 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 as much advance notice as possible (as least 24 hours). KABA will need the job location and/or permit number, as well as any access instructions/on site contact information.**

**** 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.

Applicant Signature

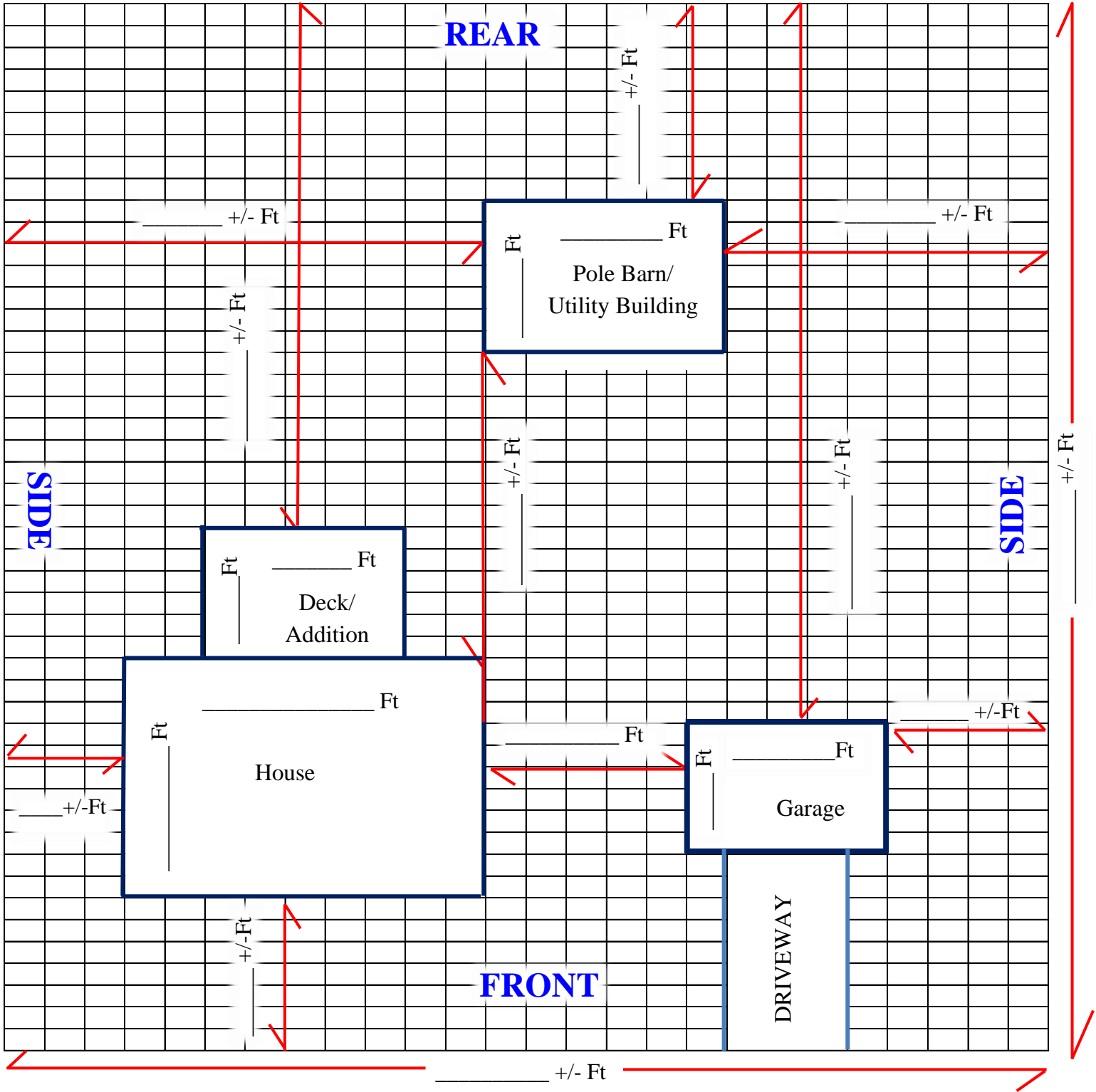
Date

Permit Fee

Approval Signature

Date

SAMPLE SITE PLAN

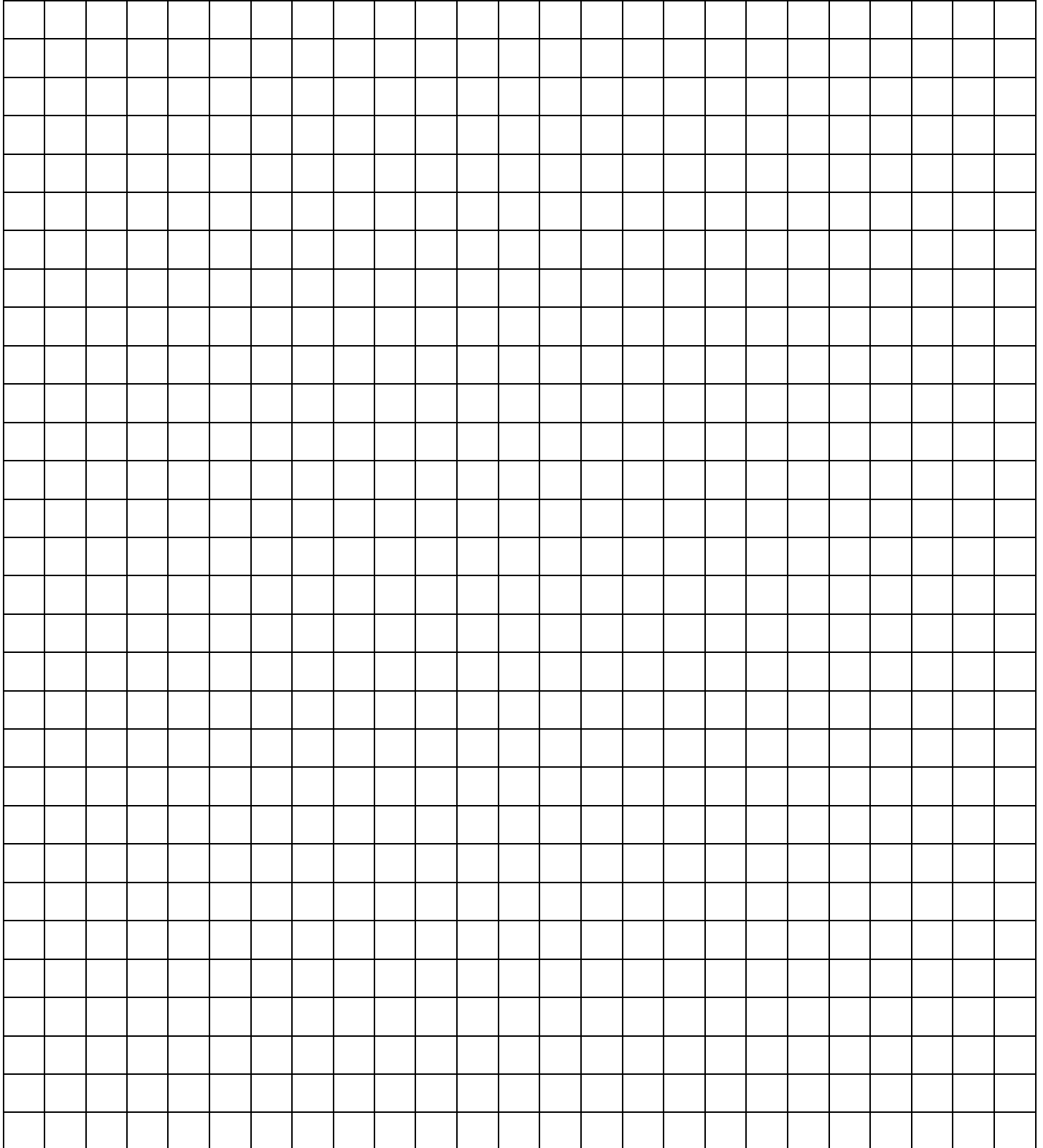


* Indicate ALL street names and indicate which direction is North*

* 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.



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) _____
- Soil Erosion Permit _____

New Commercial Construction

- Completed Building Permit Application _____
- 3 Sets of Plans (plus 1 Digital Set) _____
** Must be sealed by design professional
- Energy Compliance Worksheet _____

Addition/Attached Garage

- Completed Building Permit Application _____
- 2 Sets of Plans (plus 1 Digital Set) _____
- Site Plan _____
- Energy Compliance Worksheet (if temperature controlled) _____

Alteration

- Completed Building Permit Application _____
- 2 Sets of Plans to include: the Existing Floor Plan and the Proposed Floor Plan (plus 1 Digital Set) _____
- Energy Compliance Worksheet (If applicable) _____

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 _____
- Site Plan _____
- Exterior Elevation _____
- Floor Plan _____
- Energy Compliance Worksheet (If conditioned) _____
- 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 _____

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 _____