



BUILDING PERMIT APPLICATION

Residential & Commercial

1401 W. Herbison Road, DeWitt, MI 48820
Phone: (517) 668-0278 Fax: (517) 669-6496
www.dewitttownship.org

Bldg. Permit No.

Utility Permit No.

Description of Project: _____

Job Address: _____

Property Owner: _____

Name

Address

Phone

Occupant (if different): _____

Market Value of Project (must include labor, material & profit): _____

Work will be completed by: Owner Occupant Licensed Contractor (see below)

CONTRACTOR INFORMATION:

Contractor: _____ Office No.: _____

Cell No.: _____ Fax No.: _____

Address: _____ City, State, Zip: _____

Email: _____ State License No.: _____ Exp. Date: _____

Federal ID No. (**DO NOT USE SOCIAL SECURITY NO.**): _____

Workers Comp Ins. (or reason for exemption): _____

MESC Employer No. (or reason for exemption): _____

SEWER CONTRACTOR INFORMATION:

(if applicable)

Name: _____ Phone No.: _____

Address: _____

APPLICANT ACKNOWLEDGEMENT:

“Section 23a of the state construction code act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, 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 subjected to civil fines.”

Print

Signature

Date

BUILDING DEPARTMENT:

Permit Fee

Signature

Date

The following MUST be submitted with an application for building permit:

- Building Permit Application and Project Specification Sheet filled out as applicable.
- Drawings - 2 sets for residential, 3 sets for commercial (must be sealed for commercial projects of any size) *or* Specification Sheet (i.e. deck, pole barn) filled out at applicable.
- 2 copies of site plan (drawn to scale showing lot dimensions, size & location of proposed & existing structures with distances from property lines, all public & private easements and the location of the water meter for new homes).
- Inspection Requirements & Miss Dig Notice signed by applicant.
- Energy Code Worksheet - available from the Township or go to www.energycodes.gov/rescheck to complete an online calculation form.
- Sewer Contractor Information. Liability requirements:
 - Permit Bond for \$10,000
 - Personal liability insurance coverage for \$1 million
 - Property damage insurance coverage for \$1 million
 - Aggregate insurance coverage for \$2 million
- Drive permit from the Clinton County Road Commission, unless the road is private.
3536 S. U.S. 27, St. Johns, Michigan, Phone Number (989) 224-3274, www.ccrcc-roads.com
- Copies of well & septic permit, if applicable, from the Clinton County Health Department.
1307 E. Townsend Rd., St. Johns, Michigan, Phone Number (989) 224-2195,
www.clinton-county.org/resources/healthdepartment.aspx or www.mmdhd.org
- Soil erosion permit or exemption/waiver from the Clinton County Building Department.
100 E. State St., Clinton County Courthouse, St. Johns, Michigan, Phone Number (989) 224-5180,
www.clinton-county.org/Departments/CommunityDevelopmentPlanningZoning.aspx
- Site address from the Clinton County Equalization Department, if lot is not in a platted subdivision.
100 E. State St., Clinton County Courthouse, St. Johns, Michigan, Phone Number (989) 224-5170,
www.clinton-county.org/Departments/Equalization.aspx
- Proof of ownership (i.e. Recorded Warranty Deed or Land Contract, Property Transfer Affidavit or written permission from land owner of record authorizing construction on the site.