



**Requirements for Obtaining Building Permits
from the
Buena Vista Charter Township**

Residential Structures

(One-and Two-Family Residential with *less* than 3,500 square feet)

- < Building Permit/Plan Review Application
- < One (1) set of plans that include the following:
 - Foundation and floor plans.
 - Roof and wall section.
 - Building elevations.
 - Site plan.

Commercial Structures

(Including One-and Two-Family Residential with *more* than 3,500 square feet)

- < Building Permit/Plan Review Application
- < Plan Review Fee
- < Digital set of plans and specifications or one(1) set of paper plans (only if requested), **with the original signature** of an architect or engineer registered in the state of Michigan.

Mobile and Premanufactured Homes

- < Building Permit/Plan Review Application
- < Digital set of plans and specifications and one(1) set of paper plans (if requested) for the foundation and the method of anchoring the unit to the foundation.
- < Site plan.
- < For Michigan approved premanufactured units; two (2) copies of the Building System Approval and the approved plans.

Instructions for Completing Application

Page 1 of the application: Complete all applicable sections. Note section II(c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and **signed**.

Section VII. Must be completed by the local governmental agency (city/township) for zoning (environmental) approval.

Building Permit Fees

Building permit fees may be obtained from the BVCT by calling the Inspections Division,(989) 754-6536

You will need to furnish the following information when calling

- < Total square footage of the structure and total value of construction.
- < Use group (i.e., "R-3" use group for single family homes, "U" use group for detached garages, pole barns, etc.).
- < Type of construction ("5B" for wood frame construction).

If you submit your building permit application and plans without money, your application will be put on hold until such time that the fee is paid.

When to Call for an Inspection

Please call the building inspector's telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of three (3) inspections are required on most structures. It is the permit holders' responsibility to call for inspections, prior to the construction being covered.

Foundation Inspection

- < Footing Inspection - Prior to placing concrete in piers, trenches and formwork.
- < Backfill Inspection - Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Rough Inspection

The rough inspection is to be made after the roof, all framing, firestopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

Roofing

Roofing Inspections require picture submittable of the roof deck prior to and after installation of ice/water sheild and application of all required underlayments.



APPLICATION FOR BUILDING PERMIT

Buena Vista Charter Township
 Inspections Division
 3945 E. Holland
 Saginaw, MI 48601
 (989)754-6536

AUTHORITY: P.A. 230 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED	BVCT WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.
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**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V AND VI
 NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED
 FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS**

I. PROJECT INFORMATION				
PROJECT NAME		ADDRESS		
CITY	VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN		AND		
II. IDENTIFICATION				
A. OWNER OR LESSEE				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	E-MAIL
B. ARCHITECT OR ENGINEER				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	E-MAIL
LICENSE NUMBER			EXPIRATION DATE	
C. CONTRACTOR				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	E-MAIL
BUILDERS LICENSE NUMBER			EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION				
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION				
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION				
III. TYPE OF IMPROVEMENT AND PLAN REVIEW				
A. TYPE OF IMPROVEMENT				
1. <input type="checkbox"/> NEW BUILDING	3. <input type="checkbox"/> ALTERATION	5. <input type="checkbox"/> DEMOLITION	7. <input type="checkbox"/> FOUNDATION ONLY	9. <input type="checkbox"/> RELOCATION
2. <input type="checkbox"/> ADDITION	4. <input type="checkbox"/> REPAIR	6. <input type="checkbox"/> MOBILE HOME SET-UP	8. <input type="checkbox"/> PREMANUFACTURE	10. <input type="checkbox"/> SPECIAL INSPECTION
B. REVIEW(S) TO BE PERFORMED				
<input type="checkbox"/> BUILDING	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> FOUNDATION

IV. PROPOSED USE OF BUILDING

A. RESIDENTIAL

1. ONE FAMILY

2. TWO OR MORE FAMILY
NO. OF UNITS _____

3. HOTEL, MOTEL
NO. OF UNITS _____

4. ATTACHED GARAGE

5. DETACHED GARAGE

6. OTHER _____

B. NON-RESIDENTIAL

7. AMUSEMENT

8. CHURCH, RELIGION

9. INDUSTRIAL

10. PARKING GARAGE

11. SERVICE STATION

12. HOSPITAL, INSTITUTIONAL

13. OFFICE, BANK, PROFESSIONAL

14. PUBLIC UTILITY

15. SCHOOL, LIBRARY, EDUCATIONAL

16. STORE, MERCANTILE

17. TANKS, TOWERS

18. OTHER _____

DESCRIPTION OF WORK: DESCRIBE BELOW THE WORK BEING PERFORMED, IF WORK INCLUDES ROOFING OR SIDING ENTER AMOUNT OF MATERIAL BEING USED, INDICATE IF EXISTING MATERIAL IS BEING REMOVED AND INDICATE IF NEW SHEATHING MATERIAL IS BEING INSTALLED.

V. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME

1. MASONRY, WALL BEARING

2. WOOD FRAME

3. STRUCTURAL STEEL

4. REINFORCED CONCRETE

5. OTHER

B. PRINCIPAL TYPE OF HEATING FUEL

6. GAS

7. OIL

8. ELECTRICITY

9. COAL

10. OTHER

C. TYPE OF SEWAGE DISPOSAL

11. PUBLIC OR PRIVATE COMPANY

12. SEPTIC SYSTEM

D. TYPE OF WATER SUPPLY

13. PUBLIC OR PRIVATE COMPANY

14. PRIVATE WELL OR CISTERN

E. TYPE OF MECHANICAL

15. WILL THERE BE AIR CONDITIONING? YES NO

16. WILL THERE BE FIRE SUPPRESSION? YES NO

F. DIMENSIONS/DATA

17. NUMBER OF STORIES _____	18. USE GROUP _____	19. CONST. TYPE _____	20. NO. OF OCCUPANTS _____	21. FLOOR AREA:			
				EXISTING	ALTERATIONS	NEW	
				BASEMENT	_____	_____	_____
				1ST & 2ND FLOOR	_____	_____	_____
				3RD - 10TH FLOOR	_____	_____	_____
				11TH - ABOVE	_____	_____	_____
				TOTAL AREA	_____	_____	_____

G. NUMBER OF OFF STREET PARKING SPACES

22. ENCLOSED _____

23. OUTDOORS _____

VI. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE

FEDERAL I.D. NUMBER/SOCIAL SECURITY 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/HER AUTHORIZED AGENT, 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.

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 subjected to civil fines.

SIGNATURE OF APPLICANT _____ **DATE** _____

PLAN REVIEW FEE ENCLOSED \$ _____ VALUE OF WORK \$ _____

BUILDING PERMIT FEE ENCLOSED \$ _____ *Please email this completed document to sbailey@bvct.or.q and we will create an invoice for your payment*

VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

ENVIRONMENTAL CONTROL APPROVALS

Plans are enclosed with this application.	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> YES <input type="checkbox"/> NO				
B - FIRE DISTRICT	<input type="checkbox"/> YES <input type="checkbox"/> NO				
C - POLLUTION CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
D - NOISE CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
E - SOIL EROSION	<input type="checkbox"/> YES <input type="checkbox"/> NO				
F - FLOOD ZONE	<input type="checkbox"/> YES <input type="checkbox"/> NO				
G - WATER SUPPLY	<input type="checkbox"/> YES <input type="checkbox"/> NO				
H - SEPTIC SYSTEM	<input type="checkbox"/> YES <input type="checkbox"/> NO				
I - VARIANCE GRANTED	<input type="checkbox"/> YES <input type="checkbox"/> NO				
J - OTHER	<input type="checkbox"/> YES <input type="checkbox"/> NO				

VII. VALIDATION - FOR DEPARTMENT USE ONLY

USE GROUP _____ BASE FEE _____

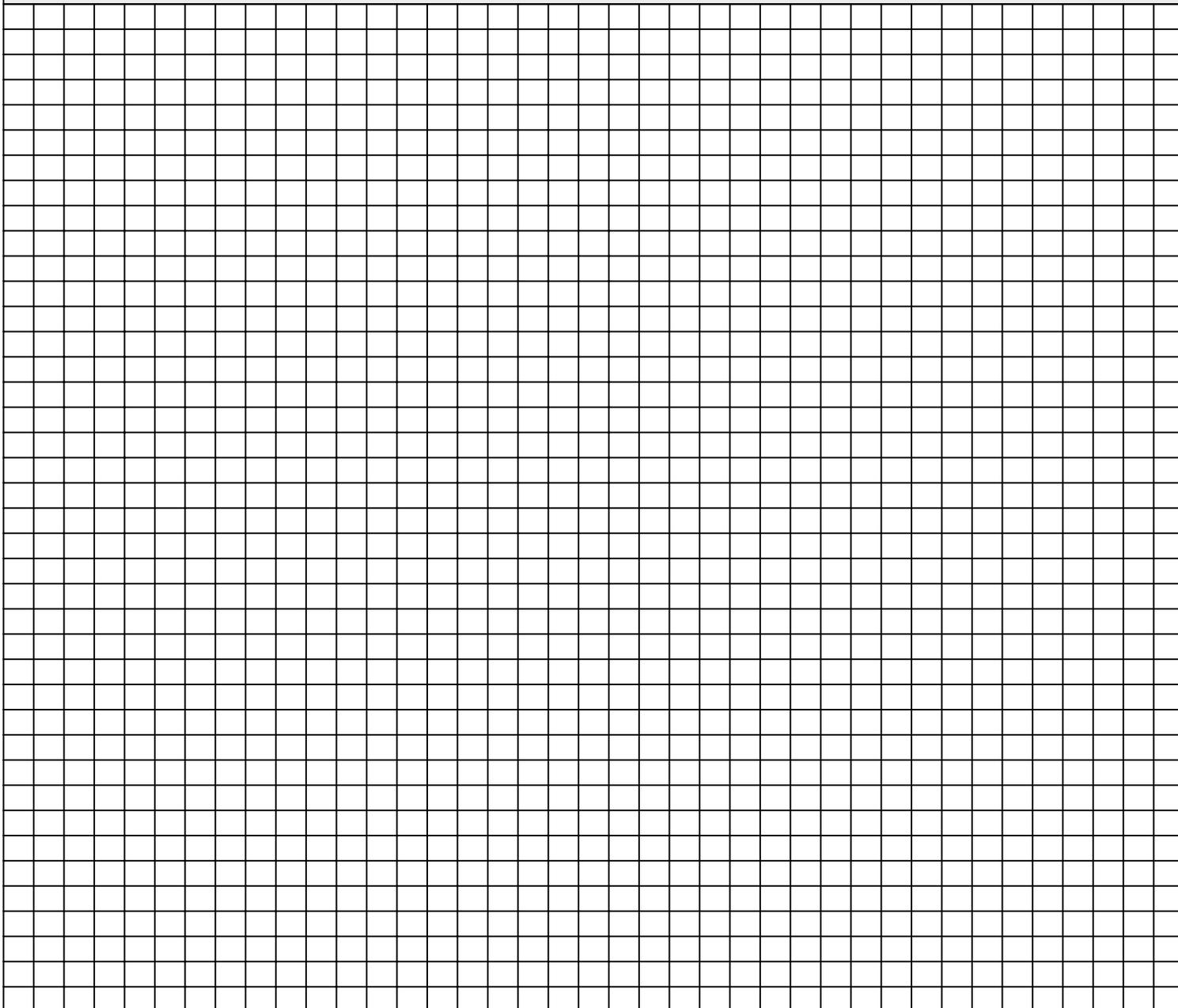
TYPE OF CONSTRUCTION _____ NUMBER OF INSPECTIONS _____

SQUARE FEET _____

APPROVAL SIGNATURE _____

TITLE _____	DATE _____
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IX. SITE OR PLOT PLAN - FOR APPLICANT USE



Plans are enclosed with this application. Yes

OFFICE USE ONLY

