



PERE MARQUETTE

CHARTER TOWNSHIP

1699 SOUTH PERE MARQUETTE HWY. • LUDINGTON, MICHIGAN 49431
(231) 845-1277 • FAX (231) 843-3330

APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

DATE : _____

PERMIT NUMBER: _____

<p>AUTHORITY: P.A. 230 of 1972, as amended. COMPLETION: Mandatory to obtain permit. PENALTY: Permit may not be issued.</p>	<p>THE DEPARTMENT WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.</p>
<p>APPLICANT TO COMPLETE ALL ITEMS IN SECTIONS I, II, III, IV, V, VI, VII, VIII, AND IX. <i>NOTE: SEPARATE APPLICATION(S) MUST BE COMPLETED THROUGH MASON COUNTY BUILDING DEPT FOR PLUMBING, MECHANICAL AND ELECTRICAL WORK PERMITS</i></p>	
I. PROJECT INFORMATION	
PARCEL # <div style="text-align: center; font-size: 1.2em;">53 - 010 - - -</div>	ADDRESS
PROJECT NAME	
PROJECT COST \$ *Required*	
II. IDENTIFICATION	
OWNER OR LESSEE	
NAME	PHONE
ADDRESS	CITY
EMAIL	STATE ZIP CODE
ARCHITECT or ENGINEER	
NAME	PHONE
ADDRESS	CITY
EMAIL	STATE ZIP CODE
CONTRACTOR	
NAME	PHONE
ADDRESS	CITY
EMAIL	STATE ZIP CODE
III. TYPE OF IMPROVEMENT AND PLAN REVIEW	
TYPE OF IMPROVEMENT	
<div style="display: flex; flex-wrap: wrap; padding: 5px;"><div style="width: 50%;"><input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ALTERATION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> FOUNDATION ONLY <input type="checkbox"/> RELOCATION</div><div style="width: 50%;"><input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR/REPLACE <input type="checkbox"/> MOBILE HOME SET-UP <input type="checkbox"/> PREMANUFACTURE <input type="checkbox"/> OTHER _____</div></div>	
REVIEW TO BE PERFORMED	
<div style="display: flex; align-items: center;"><input type="checkbox"/> BUILDING PERMIT **Blue prints must include electrical, HVAC and plumbing**</div>	



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IV. PROPOSED USE OF PROJECT ☐ NEW ☐ RENOVATION

RESIDENTIAL

☐ ONE FAMILY OR TWO FAMILY

☐ DECK

COVERED DECK: ☐ YES or ☐ NO

☐ ATTACHED GARAGE

SIZE: _____ X _____

SIZE: _____ X _____ X _____

☐ DETACHED GARAGE / POLE BARN

☐ OTHER _____

SIZE: _____ X _____ X _____

DESCRIBE IN DETAIL PROPOSED USE OF PROJECT -

NON-RESIDENTIAL

DESCRIBE IN DETAIL PROPOSED USE OF PROJECT -

V. SELECTED CHARACTERISTICS OF BUILDING OR PROJECT

TYPE OF FRAME

☐ NEW

☐ EXISTING

☐ MASONRY, WALL BEARING ☐ WOOD FRAME ☐ STRUCTURAL STEEL ☐ REINFORCED CONCRETE ☐ OTHER _____

TYPE OF HEATING FUEL

☐ NEW

☐ EXISTING

☐ NATURAL GAS ☐ LP GAS ☐ ELECTRICITY ☐ OTHER _____

TYPE OF SEWAGE DISPOSAL

☐ NEW

☐ EXISTING

☐ MUNICIPAL ☐ PRIVATE SEPTIC SYSTEM

TYPE OF WATER SUPPLY

☐ NEW

☐ EXISTING

☐ MUNICIPAL ☐ PRIVATE WELL

TYPE OF ELECTRICAL

☐ NEW

☐ EXISTING

☐ PUBLIC UTILITY ☐ GENERATOR ☐ SOLAR ☐ WIND ☐ OTHER _____

TYPE OF MECHANICAL

☐ NEW

☐ EXISTING

WILL THERE BE AIR CONDITIONING? ☐ YES or ☐ NO

WILL THERE BE FIRE SUPPRESSION? ☐ YES or ☐ NO

DIMENSIONS/DATA

☐ NEW

☐ EXISTING

FLOOR AREA:	EXISTING -	ALTERATIONS -	NEW -
BASEMENT			
1ST & 2ND FLOOR			
3RD - 10TH FLOOR			
11TH - ABOVE			
TOTAL AREA			



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VI. SITE OR PLOT PLAN

VII. DRAWINGS / BLUE PRINTS ATTACHED

☐ YES

☐ NO

VIII. PROJECT DESCRIPTION



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IX. APPLICANT INFORMATION

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

NAME	PHONE	
ADDRESS	CITY	
EMAIL	STATE	ZIP CODE

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 subject to civil fines.

SIGNATURE OF APPLICANT	PRINT NAME
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X. PERE MARQUETTE CHARTER TOWNSHIP TO COMPLETE THIS SECTION

REQUIRED	ENVIRONMENTAL CONTROL APPROVALS	APPROVED	APPROVED BY	DATE OF PERMIT	PERMIT NUMBER
<input type="checkbox"/> YES <input type="checkbox"/> NO	ZONING ADMINISTRATOR	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO	ZBA / PC / ACC / etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO	HRE /Dune PERMIT	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO	MCRC DRIVEWAY PERMIT	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO	MCDC SOIL EROSION PERMIT	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO	FLOOD ZONE	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO	WATER/SEPTIC PERMIT	<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO	ELECTRICAL / HVAC / PLUMBING	<input type="checkbox"/> YES <input type="checkbox"/> NO			

XI. VALIDATION- FOR DEPARTMENT USE ONLY

USE GROUP	BASE FEE: \$
TYPE OF CONSTRUCTION	PERMIT FEE: \$
SQUARE FEET	PLAN REVIEW FEE: \$
NUMBER OF INSPECTIONS	TOTAL: \$
BUILDING OFFICIAL SIGNATURE	DATE
THOMAS I FULKER	



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AFFIDAVIT OF COMPLIANCE

In accordance with State and Local Laws, after purchasing a building permit, I understand I am required to do the following:

1. **Posting of Permit:** the building permit shall be posted on the site of construction in a conspicuous place until a final inspection by this department.
2. **Inspections:** A call for the following inspections shall be placed to the Building Department at **845-1277**.
Please try to provide at least 24-hour notice.
 - a. **Footing Inspection**—after forming and prior to pouring cement
 - b. **Framing Inspection**—before siding, windows and house wrap are installed
 - c. **Rough-In Inspection**—after all framing, roof, masonry, fire-stopping and bracing are in place; electrical, chimneys and vents are installed, but before insulation is in place
 - d. **Final Inspection**—after building is completed and before occupancy
3. I understand that before moving into the building or using the structure, I will call for the final inspection before occupancy or usage is allowed.
4. I understand that the Building Department shall be notified upon the occasion that the person/company responsible for construction should change before completion (ex: the homeowner completes construction that was started by a contractor).

NOTE: In the event I am a contractor acting as the agent for the home owner, I understand the above requirements and will inform the home owner of the same.

Signature (Owner or Agent)

Date

Building Permit Number



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CONTRACTOR INFORMATION FORM

Business Name

GENERAL INFORMATION

Owner Name: _____

Contact, if different than owner: _____

Mailing Address: _____

Phone: _____

Mobile: _____

Fax: _____

Email Address: _____

INSURANCE INFORMATION

General Policy Carrier: _____

Policy #: _____

Policy Period: _____

Workers' Comp #: _____

LICENSE INFORMATION

Federal ID: _____

State License: _____

Expire Date: _____

Signature

Date



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BUILDING DEPARTMENT

Requirements for Obtaining Building Permits

Residential Structures

(One- and Two-Family Residential with less than 3,500 square feet of calculated floor area)

- Building Permit Application.
- Site or Plot plan showing entire property with all proposed and existing structures with dimensions to lot lines.
- Minimum of two (2) sets of plans that include the following:
 1. Foundation and floor plans.
 2. Roof and wall section.
 3. Building elevations.
 4. Site plan.
 5. Provide method of compliance with the “Michigan Uniform Energy Code”.

Commercial Structures

(Includes One- and Two-Family Structures with more than 3,500 square feet of calculated floor area)

- See Zoning Administrator.
- Building Permit Application.
- Minimum of two (2) sets of construction documents- **The construction documents shall be prepared by or under the direct supervision of a registered design professional.** The Building Official may wave this requirement based on the scope of work. Building plan review must be approved prior to a building permit being issued.
- Site Plan Review Approval.
- **Note: See Zoning Ordinance # 139 Article XI Sidewalks. Any project needing a building permit in AP, C-1, C-2, and PS zoning districts, you will need to install sidewalks per the ordinance.**

Mobile and Premanufactured Homes

- Building Permit Application.
- Two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation for mobile homes.
- Site plan.
- For Michigan approved premanufactured units, one (1) copy of the Building System Approval and the approved plans.

Demolition of Structures

- Demolition/Removal Permit Application.
- Proof of utility disconnects (electrical, water, gas).
- See application for more details.



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BUILDING DEPARTMENT

Other Important Building Permit Information

Building Permit Fees

Building permit fees will be determined after submittal of the necessary documents to the Building & Zoning Department.

Expiration of Permit

A building permit's duration is ONE year and 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 after the time of commencing the work. Permit renewals are per the current Township Building & Zoning Fee Schedule.

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 five (5) inspections are required on most new structures. It is the permit holder's responsibility to call for inspections prior to the construction being covered.

Foundation 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, fire-stopping, bracing, and the electrical rough, mechanical rough, and the plumbing rough installations have been approved and before the insulation is installed.

Insulation Inspection: The insulation inspection is conducted after all insulation has been installed and before any finish work is installed.

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

Tom Fulker, Building Inspector, contact information:

- Phone: (231) 690-0847
- Email: PMINSPECTOR2@YAHOO.COM

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The Certificate of Occupancy will not be issued until all work that is permitted is complete, in all trades.

Other Permits / Entities To Contact

- Electrical, HVAC, and Plumbing permits: **Mason County** (231) 757-9345
- Septic and Well permits: **District Health Department #10** (231) 845-7381
- Soil Erosion & Sedimentation permits: **Mason County Drain Commission** (231) 757-9366
- Driveway permits off of county roads: **Mason County Road Commission** (231) 757 2882
- Sidewalks or driveways in the State road right-of-way: **MDOT {Mike Brege}** (231) 777-6031