

Surrey Township Building Permit Application

Surrey Township Building Department

186 North Superior Street, Farwell, MI 48622

Phone: (989) 588-6914 ext. 230 Fax: (989) 588-3524

surreybuildingdept@gmail.com

surreytownship.com/departments/building_department.php

Job Site

Address: _____ Parcel ID: _____ City: _____

Between: _____ and _____

Owner

Name: _____ Email: _____

Address: _____

Phone: _____ City, State, ZIP: _____

Contractor

Name: _____ Company: _____

Address: _____ City, State, ZIP: _____

Email: _____ Phone: _____

Licensee: _____ License No: _____ Exp: _____

Insurance Carrier: _____ Federal EIN: _____ UIA No: _____

Type of Work

New Construction	Addition	Alteration	Garage	Pole Barn
Manufactured Home	Repairs	Relocation	Mobile Home	Other

Description

Dimensions

Floor Area	Existing	Alteration	New	
Basement:	_____	_____	_____	Estimated Project Cost: \$ _____ <hr/> Permit Cost: \$ _____ <i>Please call for permit cost.</i>
1st & 2nd Floors:	_____	_____	_____	
3rd Floor & Above:	_____	_____	_____	
Total:	_____	_____	_____	

Type of Construction

1A	1B	2A	2B	3A	3B	4	5A	5B
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Buildings Regulated by the Michigan Residential Code

Single Family	Garage:	Attached	Detached
Multi-Family Units: _____		Townhouse Units: _____	Other: _____

Buildings Regulated by the Michigan Building Code

A-1 (Theaters, etc.)	H-1 (High Haz. Detonation)	M (Mercantile)
A-2 (Restaurants, Bars, etc.)	H-2 (High Haz. Deflagration)	R-1 (Hotels, Motels)
A-3 (Churches, Libraries, etc.)	H-3 (High Haz. Combustion)	R-2 (Multi-Family)
A-4 (Indoor Sports)	H-4 (High Haz. Health)	R-3 (1 & 2 Family)
A-5 (Outdoor Sports)	H-5 (High Haz. HPM)	R-4 (Assisted Living)
B (Business)	I-1 (Inst'l - Supervised)	S-1 (Mod. Haz. Storage)
E (Education)	I-2 (Hospitals, etc.)	S-2 (Low Haz. Storage)
F-1 (Mod. Haz. Factory)	I-3 (Prisons, etc.)	U (Misc. Utility)
F-2 (Low Haz. Factory)	I-4 (Day Cares, etc.)	

<p>Plans</p> <p style="text-align: center;">Is this new construction?</p> <p style="text-align: center;">Yes No</p> <p style="text-align: center;">If yes, plans are required.</p>	<p>Plan Review</p> <p style="text-align: center;">Is it a residence of 3,500 sqft or more? Yes No</p> <p style="text-align: center;">Is it new/new use commercial or industrial? Yes No</p> <p style="text-align: center;">If either answer is yes, plan review is required.</p> <p style="text-align: center;">See Plan Review Application for more information.</p>
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Fire Suppression System		
Yes	No	If Yes, Scope: _____

New Homes & Additions

Blower door tests are required. See **Appendix F** for details.
 A Certificate of Occupancy is required once all work is completed. The form is available online.

Notice

Separate permits are required for Electrical, Mechanical, Plan Review, and Plumbing.
 When applicable, **Zoning permits** must be obtained **prior** to submitting a Building permit application.
 When **Plan Review** is required, an additional \$60.00 per hour will be added to the cost of the permit.

Expiration

A permit will remain valid as long as work is progressing and inspections are being requested and conducted. A permit will expire when 180 days passes without an inspection. Once a permit is expired, the permit holder has 30 days to reinstate the permit for a fee of \$75. After 30 days, the permit will be closed. A closed permit cannot be reinstated; a new permit will be required.

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Homeowner Affidavit

I hereby certify that the work described on this permit application shall be installed by myself, in my own home, in which I am living or am about to occupy. I will cooperate with the Township Building Department, and assume the responsibility for arranging necessary inspections.

Homeowner Signature (if applicant)

Date

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 residential structure. Violators of Section 23a are subject to civil fines.

Contractor Statement

I, _____, attest that the statements, specifications, and plans submitted with this application are true and complete, and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510, and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application.

Authorized Contractor Signature

Date

General

Work may not be started until the relevant permit has been issued by Surrey Township. All installations must be in compliance with the current Michigan Residential or Building Codes. No work shall be concealed until inspected and approved by the Surrey Township Building Inspector or their designee. **When ready for inspection, call (989) 588-6914 ext. 230** providing as much notice as possible, with the job location, permit number, and contact info. **If work is started without a valid permit**, the responsible party may be subject to additional fees, including double permit fees, and a minimum \$500 fine for working without a permit. See **General Fee Schedule** for more information.

Submitting an Application

Applications may be submitted in person, via mail, or electronically via email. Payment must be made at the time of submission. Payment may be made in person with cash, check, or card; by mail with check, or over the phone with a card. All card transactions are subject to processing fees. Please make checks payable to "Surrey Township".

OFFICE USE ONLY

Payment _____ Date _____ Permit No. _____ Rcpt. No. _____

Other Approvals (If Required)

	Date	By	Permit No.		Date	By	Permit No.
Health Dept.				Zoning			
Flood Plain				Plans			
Soil Erosion				Review			