



**CITY of COLDWATER**  
**Neighborhood Services Department**  
Henry L. Brown Municipal Building  
One Grand Street,  
Coldwater, Michigan 49036  
(517) 279-6964  
neighborhood\_services@coldwater.org

## **Requirements for Obtaining Building Permits** **City of Coldwater, Michigan**

Any owner, owner's builder, architect or agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to cause such work to be done, must submit an application to the building official and obtain the required permit(s).

### **Application**

To obtain a permit, complete an application and return to the building department for review along with the following:

#### **Residential Structures**

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

Minimum of two (2) sets (1 for electrical inspector, 1 to have on site) of plans that include the following:

Foundation & floor plans

Roof and wall section

Heating Energy Analysis Comparison Report Building elevation (res-check) – New residential homes must meet State of Michigan Energy Code requirements. Worksheet available at <https://energycode.pnl.gov/REScheckWeb/>

Site plan Permit fees

Blower Door Test

Electronic copy emailed to [planreviews@coldwater.org](mailto:planreviews@coldwater.org).

#### **Commercial Structures**

*(Including One and Two-family Residential with more than 3,500 sq. ft. of calculated floor area)*

Minimum of two (2) sets of sealed architect plans, plus an electronic copy emailed to: [planreviews@coldwater.org](mailto:planreviews@coldwater.org).

#### **Mobile and Pre-manufactured Homes**

Minimum of two (2) sets of plans for the foundation and the method or anchoring the unit to the foundation Site plan

For Michigan approved pre-manufactured units; one (1) copy of the Building System approval and the approved plans

#### **Building Permit Fees (based on cost of project)**

Permit fees may be obtained from Neighborhood Services by calling 517-279-6964.

#### **Contractor Requirements**

##### **Homeowners**

The Michigan Licensing Law gives homeowners an exemption to act as their own general contractor Homeowner must be on site for all inspections, is responsible for all building code violations and will incur all of the responsibility that a licensed contractor would assume

### Contractors

Contractors are required to register with Neighborhood Services and provide the following:  
Current Contractors License (applicant license number & expiration date)  
Driver's License  
Copy of Worker's Comp Insurance

### **When to Call for Inspection**

It is the permit-holder's responsibility to call for all required inspections at least 24 hours in advance and to provide access and means for inspection. Inspections can be scheduled in person at Neighborhood Services or by calling 517-279-6964.

**Work shall not be done beyond each successive inspection without first obtaining approval of the building official. No portion of work shall be covered or concealed without authorization from the building official.**

### Foundation Inspections

Footing – call for inspection prior to placing concrete in piers, trenches and formwork

Foundation – no form oil on re-bar

Backfill – call for inspection prior to backfilling, after waterproofing and drain tile are installed (1<sup>st</sup> floor framing must be installed).

Radon – a radon system inspection is required prior to pouring concrete floor

### Rough Inspection

A rough inspection is to be made *after* the roof deck, all framing, fireblocking and bracing are in place and the rough electrical, mechanical and plumbing are approved and *before* insulation is installed.

### Insulation Inspection

An insulation inspection is required after rough-in for building, mechanical, electrical and plumbing has been approved. A separate insulation inspection shall be scheduled.

### Final Inspection

A final inspection is to be completed *prior* to occupancy of structure. All open permits (fire, electrical, mechanical, alarm system and plumbing) must be approved prior to scheduling a final inspection.

### **Certificate of Occupancy**

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy has been issued. After the Building Official inspects the building or structure and finds no violations a Certificate of Occupancy may be issued.



**CITY of COLDWATER**  
**Neighborhood Services Department**  
 Henry L. Brown Municipal Building  
 One Grand Street,  
 Coldwater, Michigan 49036  
 (517) 279-6964  
 neighborhood\_services@coldwater.org

**NOTE: Obtain Plumbing, Mechanical and Electrical Permits separately from Neighborhood Services**

I. JOB LOCATION		
SITE ADDRESS	TYPE OF PROJECT	ZONE
CITY OF: Coldwater	COUNTY Branch	ZIP CODE 49036

II. IDENTIFICATION				
A. Owner or Lessee (proof of ownership required) _____ Property Owner _____ Land Contract				
NAME			ADDRESS	
CITY	STATE	ZIP	PHONE NUMBER	FAX NUMBER

B. ARCHITECT OR ENGINEER				
NAME			ADDRESS	
CITY	STATE	ZIP	PHONE	CELL
LICENSE NUMBER	EMAIL	EXPIRATION DATE	FAX NUMBER (Include Area Code)	

C. CONTRACTOR <i>*Note: Separate Contractor Registration MUST be filled out with the city</i>				
NAME			ADDRESS	
CITY	STATE	ZIP	PHONE	FAX
BUILDERS LICENSE NUMBER	EXPIRATION DATE	EMAIL		
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION	MESC EMPLOYER NUMBER	WORKERS COMP INSURANCE		
<u>CONTRACTOR SIGNATURE</u>				DATE

III. AFFIDAVIT	
I agree the statements made in this application are true, and if found not to be true or incomplete, any zoning permit may be issued may be void. I agree to comply with the conditions and regulations provided with any permit that may be issued. I agree the permit that may be issued is with the understanding all applicable sections of the City of Coldwater Ordinances will be complied with.	
<u>APPLICANT SIGNATURE</u>	DATE

**IV. TYPE OF IMPROVEMENT**

<input type="checkbox"/> New Building	<input type="checkbox"/> Alt./Repair	<input type="checkbox"/> Demolition	<input type="checkbox"/> Roofing	<input type="checkbox"/> Siding	<input type="checkbox"/> Fence
<input type="checkbox"/> Addition	<input type="checkbox"/> Sign	<input type="checkbox"/> Mobile Home Setup	<input type="checkbox"/> Garage	<input type="checkbox"/> Other	

**V. PROPOSED USE OF BUILDING**

RESIDENTIAL	COMMERCIAL	SIGN INFORMATION
<input type="checkbox"/> One Family, No. Bedrooms: _____	<input type="checkbox"/> Industrial/Factory	<input type="checkbox"/> Replacement of Existing Signage
<input type="checkbox"/> Multi-Family No. of Buildings _____ No. Units: _____	<input type="checkbox"/> Mercantile Grocery/Clothing/Other	<input type="checkbox"/> Free Standing sign <input type="checkbox"/> Wall Sign Qty _____
<input type="checkbox"/> Hotel/Motel, No Units: _____	<input type="checkbox"/> Other	<input type="checkbox"/> Lighting <input type="checkbox"/> Internal <input type="checkbox"/> External

**VI. DETAILED DESCRIPTION OF WORK** - Please provide a detailed description of your permit request in the space provided below

**Estimated Cost of Project** \_\_\_\_\_

**VII. BUILDING INFORMATION DATA/DIMENSIONS**

DIMENSIONS		FOUNDATION AREA
Foundation _____	Other _____	Crawl Space _____
1 <sup>st</sup> Floor No. of Stories _____		Slab _____
2 <sup>nd</sup> Floor Total Area _____		Piers _____
Basement <input type="checkbox"/> Full	<input type="checkbox"/> Partial	<input type="checkbox"/> Walkout

**A. Approval**

Building Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Conditions/Stipulations/Inspections Required but not limited to:</b></p> <table border="0"> <tr> <td><u>Foundation Inspections</u></td> <td><u>Building Inspections</u></td> <td><u>Additional Inspections</u></td> </tr> <tr> <td>-Footing</td> <td>-Rough In</td> <td>-</td> </tr> <tr> <td>-Backfill</td> <td>-Insulation</td> <td>-</td> </tr> <tr> <td>-Radon</td> <td>-Final</td> <td>-</td> </tr> </table> <p>Certificate of Occupancy - A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy has been issued. After the Building Official inspects the building or structure and finds no violations a Certificate of Occupancy may be issued</p>	<u>Foundation Inspections</u>	<u>Building Inspections</u>	<u>Additional Inspections</u>	-Footing	-Rough In	-	-Backfill	-Insulation	-	-Radon	-Final	-	<p>Application Fee: \$75</p> <p>Building Permit Fee \$ _____</p> <p>Plan Review Fee \$ _____</p> <p>Total Amount Due \$ _____</p> <p>Includes up to two inspections additional inspections will be billed accordingly.</p>
<u>Foundation Inspections</u>	<u>Building Inspections</u>	<u>Additional Inspections</u>											
-Footing	-Rough In	-											
-Backfill	-Insulation	-											
-Radon	-Final	-											

<b>VIII. ZONING</b>			
<b>A. Setbacks</b>			
Front Setback	Rear Setback	Side Setback	Side Setback
Is the parcel within 500' of a lake, stream, river or any body of water? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, State Law, (PA 451, Part 91) requires a Soil and Sedimentation Permit Application be completed.</b>			
<b>B. Proposed Building Info</b>			
Overall Width _____	Porch/Deck/Misc. _____		
Overall Length _____	Porch/Deck/Misc. _____		
Overall Height _____	Porch/Deck/Misc. _____		
	Garage _____		
	Pole Bldg. _____		
<b>C. Zoning Approval</b>			
Signature of Zoning Administrator: _____		Date: _____	
<b>Conditions/Stipulations:</b>			
<ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>			
<b>IX. Homeowner AFFIDAVIT</b>			

**CITY OF COLDWATER BUILDING DEPARTMENT HOMEOWNER PERMIT POLICY**

The Michigan Licensing law gives a home-owner an exemption to act as their own general contractor. This means that in the case of his own single-family residence, the home-owner may obtain a building permit for construction at his own home, *even though a builder may be significantly involved. The builder is required to be licensed by the State of Michigan.*

If you the homeowner choose to act as your own general contractor, and obtain the required building permit. **Please be aware of the following: AS THE PERMIT HOLDER, YOU, THE HOMEOWNER, INCUR ALL OF THE LIABILITY AND ALL OF THE RESPONSIBILITY THAT THE LICENSED CONTRACTORS WOULD NORMALLY ASSUME.**

--The City of Coldwater cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the building permit you obtained.

--It is you, the **HOMEOWNER'S** responsibility to have a complete understanding of the current building code.

--You, the homeowner, are responsible to correct any code violations. Even if the contractor or any other persons did the work, under the permit you obtained.

--You, the homeowner, could be held liable for any injury which occurs on the job, whether it is to a builder's or subcontractor's employee.

--In the event of an occurrence beyond the builders control, which causes the builder to be unable to complete the work, you, the homeowner, will be legally responsible for completion of the job, under the permit you obtained.

**ELECTRICAL/MECHANICAL/PLUMBING**

*Trades cannot be subcontracted; work must be done by homeowner or have licensed contractor pull permit.*

I, \_\_\_\_\_ have read and understood the above information and still wish to obtain the required building permit.  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*R105.5 - "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 time the work is commenced."*

**X. SITE OR PLOT PLAN - FOR APPLICANT USE**

**Plans must be submitted with the appropriate fee before a permit can be issued, except as listed below.**

\*Plans are not required for alterations and repair work determined by the building official to be of a minor nature.

\*Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.