



CITY *of* COLDWATER

Neighborhood Services Department

Henry L. Brown Municipal Building

One Grand Street, Coldwater, Michigan 49036

(517) 279-9501

www.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 of plans that include the following:

[Foundation and floor plans](#)

Roof and wall section

Heating Energy Analysis Comparison Report

Building elevation

[Site plan](#)

- [Permit fees](#)

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
- Permit fees

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
- Permit fees

Building Permit Fees

Permit fees may be obtained from Neighborhood Services by calling 517-279-9501.

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)
 - Drivers 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 517-279-9501.

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 (1st 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.