



**COLDWATER**  
MICHIGAN • 1861

# Home Improvement Building Permit Application (Roofing, Siding, Fencing, Mobile Home, & Above Ground Pool)

City of Coldwater, Neighborhood Services Department  
One Grand Street, Coldwater, MI 49036

Phone: 517-279-6929 Fax: 517-279-0805 [schavez@coldwater.org](mailto:schavez@coldwater.org)



I. JOB LOCATION		
SITE ADDRESS		TYPE OF PROJECT
<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RESIDENTIAL		<input type="checkbox"/> ROOFING <input type="checkbox"/> SIDING <input type="checkbox"/> FENCING <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> ABOVE GROUND POOL
CITY OF: Coldwater	COUNTY Branch	ZONE
NAME OF OWNER	PHONE NUMBER	ZIP CODE 49036

**II. CONTRACTOR** \*Note: Separate Contractor Registration MUST be filed with the City

NAME		ADDRESS		
CITY	STATE	ZIP CODE	PHONE	CELL
BUILDERS LICENSE NUMBER		EXPIRATION DATE	EMAIL	FAX NUMBER
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION		MESC EMPLOYER NUMBER	WORKERS COMP INSURANCE	

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.

CONTRACTOR SIGNATURE	DATE
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**III. HOMEOWNER AFFIDAVIT**

**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) \_\_\_\_\_

Started in BSA	Approval by Zoning Administrator	Approval by Building Inspector:	Finished in BSA
Initials:                      Date:	Initials:                      Date:	Initials:                      Date:	Initials:                      Date:

**ROOF**

<b>Material</b>	<b>Square Footage</b>	<b>Description of Work</b> *NOTE: If you are making any structural changes to the roof (ex: rafters, trusses, height or angle of roof) you must pull an alteration building permit instead.	
<b>Shingles:</b> Must call for ice guard inspection, and final inspection. No more than two layers of roofing.	<b>Metal:</b> Must call for final inspection. No more than two layers of roofing.	<b>Required Inspections</b> <input type="checkbox"/> Ice Guard <input type="checkbox"/> Final	<b>Additional Stipulations</b> <input type="checkbox"/> <input type="checkbox"/>
<b>Estimated Project Cost</b> \$ _____	<b>Permit Fee:</b> <b>\$10</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit <input type="checkbox"/> Casselle	<b>Approval by Building Inspector</b>  <b>Date:</b> _____	

**FENCE**

<b>Material</b>	<b>Size (Height, and amount of material used)</b>	<b>Description of Work</b> *NOTE: Must attach drawing of location of fence.	
<b>Must not exceed 6 feet in back yard, and 4 feet in front yard or secondary front yard. Must be 50% opaque.</b>	<b>Refer to ordinance 1299.10 for standards and regulations. Must meet zoning regulations.</b>	<b>Required Inspections</b> <input type="checkbox"/> Final	<b>Additional Stipulations</b> <input type="checkbox"/> <input type="checkbox"/>
<b>Estimated Project Cost</b> \$ _____	<b>Permit Fee:</b> <b>\$10</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit <input type="checkbox"/> Casselle	<b>Approval by Zoning Administrator</b>  <b>Date:</b> _____	<b>Approval by Building Inspector</b>  <b>Date:</b> _____

**SIDING**

<b>Material</b>	<b>Square Footage</b>	<b>Description of Work</b>	
<b>Must meet zoning and siding ordinance regulations.</b>		<b>Required Inspections</b> <input type="checkbox"/> Final	<b>Additional Stipulations</b> <input type="checkbox"/> <input type="checkbox"/>
<b>Estimated Project Cost</b> \$ _____	<b>Permit Fee:</b> <b>\$10</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit <input type="checkbox"/> Casselle	<b>Approval by Zoning Administrator</b>  <b>Date:</b> _____	<b>Approval by Building Inspector</b>  <b>Date:</b> _____

**MOBILE HOME**

<b>Material</b>	<b>Square Footage</b>	<b>Description of Work</b> *NOTE: Must attach drawing of location of mobile home. Must pull separate permit for trades (plumbing, electrical, mechanical).	
<b>Must call for footing and final inspections. Must meet zoning and ordinance regulations.</b>		<b>Required Inspections</b> <input type="checkbox"/> Footing <input type="checkbox"/> Final	<b>Additional Stipulations</b> <input type="checkbox"/> <input type="checkbox"/>
<b>Estimated Project Cost</b> \$ _____	<b>Permit Fee:</b> <b>\$15</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit <input type="checkbox"/> Casselle	<b>Approval by Zoning Administrator</b>  <b>Date:</b> _____	<b>Approval by Building Inspector</b>  <b>Date:</b> _____

**ABOVE GROUND POOL**

<b>Size (Height and Diameter)</b>	<b>Type of Containment</b> <input type="checkbox"/> Fenced in Pool <input type="checkbox"/> Fenced in Yard <input type="checkbox"/> Removable Ladder	<b>Description of Work</b> *NOTE: Must pull separate permit for trades (plumbing, electrical, mechanical).	
<b>Must call for final inspections. *NOTE all above ground pools require a permit, the only exception is a small fillable kid pool.</b>		<b>Required Inspections</b> <input type="checkbox"/> Final	<b>Additional Stipulations</b> <input type="checkbox"/> <input type="checkbox"/>
<b>Estimated Project Cost</b> \$ _____	<b>Permit Fee:</b> <b>\$10</b> <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit <input type="checkbox"/> Casselle	<b>Approval by Zoning Administrator</b>  <b>Date:</b> _____	<b>Approval by Building Inspector</b>  <b>Date:</b> _____

**AFFIDAVIT**

I agree the statements made in this application are true, and if found not to be true or incomplete, any zoning or building permit may be issued as 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.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_