



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 & 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.



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 PH (517) 279-6929
 schavez@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
Started in BSA	Approval by Zoning Administrator	Approval by Building Inspector	Finished in BSA
Initials: Date:	Initials: Date:	Initials: Date:	Initials: Date:

COMPLETE INSIDE & BACK OF APPLICATION

IV. Type of Improvement

New Building
 Alteration/Repair
 Demolition
 Roofing
 Fence
 Foundation Only
 Addition
 Change of Use
 Mobile Home Setup
 Siding
 Garage

V. Local Governmental Agency to Complete this Section

The departments identified below as being applicable to this construction project must provide written approval PRIOR to the issuance of the building permit by the Construction Code Department.

	REQUIRED	APPROVED	DATE	NUMBER	BY
A - Zoning	YES NO				
B - Fire District	YES NO				
C - Drive/Curb Cut	YES NO				
D - Addressing	YES NO				
E - Soil Erosion	YES NO				
F - Flood Zone	YES NO				
G - Water Supply	YES NO				
H - Septic System	YES NO				
I - Variance	YES NO				
J - Other	YES NO				

VI. PROPOSED USE OF BUILDING

<p>RESIDENTIAL</p> <input type="checkbox"/> One Family, No. Bedrooms: _____ <input type="checkbox"/> Multi-Family, No. Units: _____ <input type="checkbox"/> Hotel/Motel, No Units: _____ <input type="checkbox"/> Mobile Home <input type="checkbox"/> Garage _____ Attached _____ Detached <input type="checkbox"/> Pole Building / Storage Building <input type="checkbox"/> Other: _____	<p>NON-RESIDENTIAL</p> <input type="checkbox"/> Assembly <input type="checkbox"/> Business <input type="checkbox"/> Educational <input type="checkbox"/> Factory <input type="checkbox"/> Institutional/Hospital <input type="checkbox"/> Mercantile <input type="checkbox"/> Storage <input type="checkbox"/> Utility/Miscellaneous	<input type="checkbox"/> Industrial <input type="checkbox"/> Church/Religion <input type="checkbox"/> Parking Garage <input type="checkbox"/> Service Station <input type="checkbox"/> Tanks Towers <input type="checkbox"/> Amusement <input type="checkbox"/> Other _____
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VII. DESCRIPTION OF WORK - Please provide a detailed description of your permit request in the space provided below

Estimated Cost of Project

\$ _____

VIII. BUILDING INFORMATION DATA/DIMENSIONS

<p>DIMENSIONS</p> Foundation _____ Other _____ 1 st Floor _____ No. of Stories _____ 2 nd Floor _____ TOTAL AREA _____	<p>FOUNDATION AREA</p> <input type="checkbox"/> Crawl Space <input type="checkbox"/> Slab <input type="checkbox"/> Piers <input type="checkbox"/> Basement ____ Full ____ Partial ____ Walkout
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IX. VALIDATION - DEPARTMENT USE ONLY

CONSTRUCTION TYPE _____	BUILDING PERMIT # _____
USE GROUP _____	PLAN REVIEW # _____

A. Approval

<p>Approved by: _____</p> <p>Conditions/Stipulations/Inspections Required:</p> <p><i>*Note: Must call for all required inspections per the building official.</i></p> <ul style="list-style-type: none"> • • • • 	<p>Date: _____</p> <p>BUILDING PERMIT FEE \$ _____</p> <p>PLAN REVIEW FEE \$ _____</p> <p>TOTAL AMOUNT DUE \$ _____</p>
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X. ZONING

A. Setbacks

Front Setback	Rear Setback	Side Setback	Side Setback
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Is the parcel within 500' of a lake, stream, river or any body of water? YES NO
If yes, State Law, (PA 451, Part 91) requires a Soil and Sedimentation Permit Application be completed.

B. Existing use of property - Please check all uses that apply

<input type="checkbox"/> Vacant	<input type="checkbox"/> Commercial - Retail
<input type="checkbox"/> Residential – Single Family Dwelling	<input type="checkbox"/> Commercial - Storage
<input type="checkbox"/> Residential – Storage _____	<input type="checkbox"/> Commercial _____
<input type="checkbox"/> Residential – Home Occupation	<input type="checkbox"/> Other _____
<input type="checkbox"/> Agricultural	

C. Proposed Building Info

Overall Width _____	Porch/Deck/Misc _____
Overall Length _____	Porch/Deck/Misc _____
Overall Height _____	Porch/Deck/Misc _____
	Garage _____
	Pole Bldg _____

D. Number of off-street parking spaces

Enclosed _____ Outdoors _____

E. Plot Plan

Please include each item listed below on the plot plan on page 4 of this application. Check the "drawn" box after the item is included in the plot plan. Check the N/A box if the item required is not applicable to your parcel.

Drawn	N/A	Required Information to be Included on Plot Plan
<input type="checkbox"/>	<input type="checkbox"/>	Property line dimensions and property shape
<input type="checkbox"/>	<input type="checkbox"/>	Location of street
<input type="checkbox"/>	<input type="checkbox"/>	Location of sidewalk (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Location, shape & size of all existing & proposed buildings on property
<input type="checkbox"/>	<input type="checkbox"/>	Location of all driveways and parking areas
<input type="checkbox"/>	<input type="checkbox"/>	Distances of structures to property lines and other structures
<input type="checkbox"/>	<input type="checkbox"/>	Place north arrow on plot plan
<input type="checkbox"/>	<input type="checkbox"/>	Rivers, lakes, wetlands, or streams within 500 ft
<input type="checkbox"/>	<input type="checkbox"/>	Other essential zoning information

XI. VALIDATION - DEPARTMENT USE ONLY

Zoning District:	Approval based on Zoning Ordinance:
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A. Approval

Signature of Zoning Administrator: _____ Date: _____

Conditions/Stipulations:

XII. 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.

XIII. 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)
