



## City of St. Joseph

700 Broad Street, St. Joseph, MI 49085

Building Department

Trudy S Wilder, Building Official

Phone: (269) 983-1212 Fax: (269) 985-0347

**APPLICATION FOR A BUILDING PERMIT**

### **Call first! Many home improvement projects require a building permit**

Before you begin a home improvement project, check with the building department to learn if your project requires a building permit. A building permit provides the legal permission to start construction of a building project in accordance with approved drawings and specifications.

A building permit is usually required for: new buildings, additions, decks, garages, fences, fireplaces, pools, water heaters, basement furnishings, kitchen expansions, re-roofing, electrical systems, plumbing systems, heating, ventilating and air-conditioning systems.

### **Building Permit Fees**

Building permit fees may be obtained from the City of St. Joseph Building Department or by calling (269) 983-1212.

*If you submit your building permit application and plans without money, your application will be put on hold until we receive the building permit fees.*

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

Call the building inspector's telephone number listed on your building permit at least **24 HOURS** prior to the time you'll need an inspection. **A minimum of three (3) inspections are required** on most structures. It is the permit holders' responsibility to call for inspections, prior to the construction being covered and/or concealed.

### **Footing Inspections**

Footing Inspection- Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection - Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

### **Rough Inspection**

The rough inspection to be made after the roof, all framing, fire stopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

### **Final Inspection**

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

### **Certificate of Occupancy**

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the building official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, and plumbing permit numbers. A Certificate of Occupancy cannot be issued until all permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, plumbing permit approval is not required write "not applicable" on the request form in the appropriate space. Certificates of Occupancy will not be issued until a water meter has been installed and a water account has been established.

**Applicant to Complete all Items in Sections I, II, III, IV, V, and VI.**  
**Note: Separate Applications Must Be Completed for Plumbing, Mechanical, and Electrical Work Permits**

**Authority:** 1972 PA 230  
**Completion:** Mandatory to obtain permit  
**Penalty:** Permit will not be issued



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**APPLICATION FOR A BUILDING PERMIT**

<b>I. PROJECT INFORMATION</b>			
PROJECT NAME:		ADDRESS:	
PLATTED SUBDIVISION:		PROPERTY TAX IDENTIFICATION NUMBER:	
<b>II. IDENTIFICATION</b>			
<b>A: OWNER OR LESSEE</b>			
NAME:		ADDRESS:	
CITY:	STATE:	ZIP CODE:	TELEPHONE NUMBER (INCLUDE AREA CODE):
<b>B. ARCHITECT OR ENGINEER:</b>			
NAME:		ADDRESS:	
CITY:	STATE:	ZIP CODE:	TELEPHONE NUMBER (INCLUDE AREA CODE):
LICENSE NUMBER:	EXPIRATION DATE:	CELL NUMBER:	EMAIL ADDRESS:
<b>C. CONTRACTOR</b>			
NAME:		ADDRESS:	
CITY:	STATE:	ZIP CODE:	TELEPHONE NUMBER (INCLUDE AREA CODE):
BUILDERS LICENSE NUMBER:	EXPIRATION DATE:	CELL NUMBER	EMAIL ADDRESS:
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION:			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION:			
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION:			
<b>III. TYPE OF IMPROVEMENT AND PLAN REVIEW</b>			
<b>A. TYPE OF IMPROVEMENT</b>			
1. NEW BUILDING	3. ALTERATION	5. DEMOLITION	7. FOUNDATION ONLY
2. ADDITION	4. REPAIR	6. MOBILE HOME SET-UP	8. PREMANUFACTUR
			9. RELOCATION
			10. SPECIAL INSPECTION
<b>PLAN REVIEW REQUIRED:</b>	BUILDING	ELECTRICAL	MECHANICAL
			PLUMBING
<b>SITE PLAN REVIEW:</b>	MAJOR	MINOR	WAIVED
<b>ZONING APPROVAL</b>	YES	NO	WITH CONDITIONS
<b>APPROVED BY:</b>			<b>APPROVED/DATE:</b> <b>APPROVED/DATE:</b> <b>, ZONING ADMINISTRATOR</b>

**IV: PROPOSED USE OF BUILDING**

**A. MICHIGAN RESIDENTIAL CODE**

<input type="checkbox"/> ONE FAMILY	<input type="checkbox"/> ACCESSORY STRUCTURE	<input type="checkbox"/> OTHER
<input type="checkbox"/> TWO FAMILY	<input type="checkbox"/> TOWNHOUSE	

**B. MICHIGAN BUILDING CODE**

<input type="checkbox"/> ASSEMBLY	<input type="checkbox"/> HIGH HAZARD	<input type="checkbox"/> RESIDENTIAL
<input type="checkbox"/> BUSINESS	<input type="checkbox"/> INSTITUTIONAL	<input type="checkbox"/> STORAGE
<input type="checkbox"/> EDUCATIONAL	<input type="checkbox"/> MERCANTILE	<input type="checkbox"/> UTILITY/MISC.
<input type="checkbox"/> FACTORY/INDUSTRIAL		

**DESCRIPTION OF WORK:**

**C. NUMBER OF OFF STREET PARKING SPACES PROVIDED**

ENCLOSED: \_\_\_\_\_ OUTDOORS: \_\_\_\_\_

**V. APPLICANT INFORMATION**

**APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION:**

NAME:		ADDRESS:	
CITY:	STATE:	ZIP CODE:	TELEPHONE NUMBER (WITH AREA CODE):

FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION):

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 a residential structure . Violators of section 23a are subjected to civil fines.

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.

<b>SIGNATURE OF APPLICANT</b> _____	<b>Building Permit Fee:</b> _____
<b>Stated Value of Improvement:</b> _____	<b>Plan Review Fee:</b> _____
<b>Date:</b> _____	<b>Total:</b> _____

The City of St. Joseph will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, Etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

**THIS PERMIT WILL NOT OBVIATE THE NEED FOR APPROVALS AT THE LOCAL AND STATE LEVEL OR AS REQUIRED BY OTHER FEDERAL STATUTES**



CITY OF ST. JOSEPH  
BUILDING INSPECTION DEPARTMENT  
700 Broad Street  
St. Joseph, MI 49085  
Phone (269)983-1212  
www.sjcity.com

### HOMEOWNER BUILDING PERMIT POLICY

The Michigan Licensing Law under ACT 229, Section 339.2402 Residential Builders, gives a Homeowner an exemption to act as his or her owner general contractor.

(Example): The Homeowner may obtain a building permit for construction on his or her own property, even if a licensed or unlicensed contractor may be significantly involved.

**If, you the Homeowner, choose to act as your own contractor and obtain the required building permit, then PLEASE READ THE FOLLOWING:**

AS THE PERMIT HOLDER YOU, THE HOMEOWNER, INCURE ALL OF THE LIABILITY AND ALL OF THE RESPONSIBILITIES THAT THE LICENSED CONTRACTOR WOULD NORMALLY ASSUME.

The City of St. Joseph cannot assist you in any case of action against an unlicensed contractor that (you) the Homeowner hires to preform work under the building permit you obtained.

You, the Homeowner, could be held liable for any damages that occur on the job, whether it is by the builder or subcontractor employees.

You, the Homeowner, could be held liable for any injury that occurs on the job whether it is to the builder or subcontractor employees.

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

It is you, the Homeowner, that has the responsibility to have a complete understanding of the current Building Codes.

**Property Address:** \_\_\_\_\_

I, \_\_\_\_\_, Homeowner, have read and understand the  
(Print name above)

**above information and will adhere to all rules and regulations submitted in the policy.**

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

## City of St. Joseph Building Permit Fee Schedule

Construction Value Between		Building Permit Fee	Plan Review Fee	Total Fee
\$ 1	\$ 500	\$ 54	\$ -	\$ 54
\$ 501	\$ 600	\$ 57	\$ -	\$ 57
\$ 601	\$ 700	\$ 60	\$ -	\$ 60
\$ 701	\$ 800	\$ 63	\$ -	\$ 63
\$ 801	\$ 900	\$ 66	\$ -	\$ 66
\$ 901	\$ 1,000	\$ 69	\$ -	\$ 69
\$ 1,001	\$ 1,100	\$ 72	\$ -	\$ 72
\$ 1,101	\$ 1,200	\$ 75	\$ -	\$ 75
\$ 1,201	\$ 1,300	\$ 78	\$ -	\$ 78
\$ 1,301	\$ 1,400	\$ 81	\$ -	\$ 81
\$ 1,401	\$ 1,500	\$ 84	\$ -	\$ 84
\$ 1,501	\$ 1,600	\$ 87	\$ -	\$ 87
\$ 1,601	\$ 1,700	\$ 90	\$ -	\$ 90
\$ 1,701	\$ 1,800	\$ 93	\$ -	\$ 93
\$ 1,801	\$ 1,900	\$ 96	\$ -	\$ 96
\$ 1,901	\$ 2,000	\$ 99	\$ -	\$ 99
\$ 2,001	\$ 3,000	\$ 113	\$ -	\$ 113
\$ 3,001	\$ 4,000	\$ 127	\$ -	\$ 127
\$ 4,001	\$ 5,000	\$ 141	\$ -	\$ 141
\$ 5,001	\$ 6,000	\$ 155	\$ -	\$ 155
\$ 6,001	\$ 7,000	\$ 169	\$ -	\$ 169
\$ 7,001	\$ 8,000	\$ 183	\$ -	\$ 183
\$ 8,001	\$ 9,000	\$ 197	\$ -	\$ 197
\$ 9,001	\$ 10,000	\$ 211	\$ -	\$ 211
\$ 10,001	\$ 11,000	\$ 225	\$ -	\$ 225
\$ 11,001	\$ 12,000	\$ 239	\$ -	\$ 239
\$ 12,001	\$ 13,000	\$ 253	\$ -	\$ 253
\$ 13,001	\$ 14,000	\$ 267	\$ -	\$ 267
\$ 14,001	\$ 15,000	\$ 281	\$ -	\$ 281
\$ 15,001	\$ 16,000	\$ 295	\$ -	\$ 295
\$ 16,001	\$ 17,000	\$ 309	\$ -	\$ 309
\$ 17,001	\$ 18,000	\$ 323	\$ -	\$ 323
\$ 18,001	\$ 19,000	\$ 337	\$ -	\$ 337
\$ 19,001	\$ 20,000	\$ 351		\$ 351
\$ 20,001	\$ 21,000	\$ 365		\$ 365
\$ 21,001	\$ 22,000	\$ 379		\$ 379
\$ 22,001	\$ 23,000	\$ 393		\$ 393
\$ 23,001	\$ 24,000	\$ 407		\$ 407
\$ 24,001	\$ 25,000	\$ 421		\$ 421
\$ 25,001	\$ 26,000	\$ 432		\$ 432
\$ 26,001	\$ 27,000	\$ 442		\$ 442
\$ 27,001	\$ 28,000	\$ 452		\$ 452
\$ 28,001	\$ 29,000	\$ 462		\$ 462
\$ 29,001	\$ 30,000	\$ 473		\$ 473
\$ 30,001	\$ 31,000	\$ 483		\$ 483
\$ 31,001	\$ 32,000	\$ 493		\$ 493
\$ 32,001	\$ 33,000	\$ 503		\$ 503
\$ 33,001	\$ 34,000	\$ 513		\$ 513
\$ 34,001	\$ 35,000	\$ 523		\$ 523
\$ 35,001	\$ 36,000	\$ 533		\$ 533
\$ 36,001	\$ 37,000	\$ 543		\$ 543
\$ 37,001	\$ 38,000	\$ 553		\$ 553
\$ 38,001	\$ 39,000	\$ 563		\$ 563
\$ 39,001	\$ 40,000	\$ 574		\$ 574
\$ 40,001	\$ 41,000	\$ 584		\$ 584
\$ 41,001	\$ 42,000	\$ 594		\$ 594
\$ 42,001	\$ 43,000	\$ 604		\$ 604

Construction Value Between		Building Permit Fee	Plan Review Fee	Total Fee
\$ 43,001	\$ 44,000	\$ 614	\$ -	\$ 614
\$ 44,001	\$ 45,000	\$ 624	\$ -	\$ 624
\$ 45,001	\$ 46,000	\$ 634	\$ -	\$ 634
\$ 46,001	\$ 47,000	\$ 644	\$ -	\$ 644
\$ 47,001	\$ 48,000	\$ 654	\$ -	\$ 654
\$ 48,001	\$ 49,000	\$ 664	\$ -	\$ 664
\$ 49,001	\$ 50,000	\$ 675	\$ -	\$ 675
\$ 50,001	\$ 51,000	\$ 681	\$ 443	\$ 1,124
\$ 51,001	\$ 52,000	\$ 688	\$ 447	\$ 1,135
\$ 52,001	\$ 53,000	\$ 695	\$ 452	\$ 1,147
\$ 53,001	\$ 54,000	\$ 702	\$ 456	\$ 1,158
\$ 54,001	\$ 55,000	\$ 709	\$ 461	\$ 1,170
\$ 55,001	\$ 56,000	\$ 716	\$ 465	\$ 1,181
\$ 56,001	\$ 57,000	\$ 723	\$ 470	\$ 1,193
\$ 57,001	\$ 58,000	\$ 730	\$ 475	\$ 1,205
\$ 58,001	\$ 59,000	\$ 737	\$ 479	\$ 1,216
\$ 59,001	\$ 60,000	\$ 744	\$ 484	\$ 1,228
\$ 60,001	\$ 61,000	\$ 751	\$ 488	\$ 1,239
\$ 61,001	\$ 62,000	\$ 758	\$ 493	\$ 1,251
\$ 62,001	\$ 63,000	\$ 765	\$ 497	\$ 1,262
\$ 63,001	\$ 64,000	\$ 772	\$ 502	\$ 1,274
\$ 64,001	\$ 65,000	\$ 779	\$ 506	\$ 1,285
\$ 65,001	\$ 66,000	\$ 786	\$ 511	\$ 1,297
\$ 66,001	\$ 67,000	\$ 793	\$ 515	\$ 1,308
\$ 67,001	\$ 68,000	\$ 800	\$ 520	\$ 1,320
\$ 68,001	\$ 69,000	\$ 807	\$ 525	\$ 1,332
\$ 69,001	\$ 70,000	\$ 814	\$ 529	\$ 1,343
\$ 70,001	\$ 71,000	\$ 821	\$ 534	\$ 1,355
\$ 71,001	\$ 72,000	\$ 828	\$ 538	\$ 1,366
\$ 72,001	\$ 73,000	\$ 835	\$ 543	\$ 1,378
\$ 73,001	\$ 74,000	\$ 842	\$ 547	\$ 1,389
\$ 74,001	\$ 75,000	\$ 849	\$ 552	\$ 1,401
\$ 75,001	\$ 76,000	\$ 856	\$ 556	\$ 1,412
\$ 76,001	\$ 77,000	\$ 863	\$ 561	\$ 1,424
\$ 77,001	\$ 78,000	\$ 870	\$ 566	\$ 1,436
\$ 78,001	\$ 79,000	\$ 877	\$ 570	\$ 1,447
\$ 79,001	\$ 80,000	\$ 884	\$ 575	\$ 1,459
\$ 80,001	\$ 81,000	\$ 891	\$ 579	\$ 1,470
\$ 81,001	\$ 82,000	\$ 898	\$ 584	\$ 1,482
\$ 82,001	\$ 83,000	\$ 905	\$ 588	\$ 1,493
\$ 83,001	\$ 84,000	\$ 912	\$ 593	\$ 1,505
\$ 84,001	\$ 85,000	\$ 919	\$ 597	\$ 1,516
\$ 85,001	\$ 86,000	\$ 926	\$ 602	\$ 1,528
\$ 86,001	\$ 87,000	\$ 933	\$ 606	\$ 1,539
\$ 87,001	\$ 88,000	\$ 940	\$ 611	\$ 1,551
\$ 88,001	\$ 89,000	\$ 947	\$ 616	\$ 1,563
\$ 89,001	\$ 90,000	\$ 954	\$ 620	\$ 1,574
\$ 90,001	\$ 91,000	\$ 961	\$ 625	\$ 1,586
\$ 91,001	\$ 92,000	\$ 968	\$ 629	\$ 1,597
\$ 92,001	\$ 93,000	\$ 975	\$ 634	\$ 1,609
\$ 93,001	\$ 94,000	\$ 982	\$ 638	\$ 1,620
\$ 94,001	\$ 95,000	\$ 989	\$ 643	\$ 1,632
\$ 95,001	\$ 96,000	\$ 996	\$ 647	\$ 1,643
\$ 96,001	\$ 97,000	\$ 1,003	\$ 652	\$ 1,655
\$ 97,001	\$ 98,000	\$ 1,010	\$ 657	\$ 1,667
\$ 98,001	\$ 99,000	\$ 1,017	\$ 661	\$ 1,678
\$ 99,001	\$ 100,000	\$ 1,024	\$ 666	\$ 1,690

Value	Fee (All fees rounded to the next \$1.00)
\$1 to \$500	\$54
\$501 to \$2,000	\$54 for the first \$500, plus \$3 per \$1,00 or fraction thereof above \$500
\$2,001 to \$25,000	\$99 for the first \$2,000, plus \$14 per \$1,000 or fraction thereof above \$2,000
\$25,001 to \$50,000	\$421 for the first \$25,000, plus \$10 per \$1,000 or fraction thereof above \$25,000
\$50,001 to \$100,000	\$674 for the first \$50,000, plus \$7 per \$1,000 or fraction thereof above \$50,000
\$100,001 to \$500,000	\$1,024 for the first \$100,000, plus \$6 per \$1,000 or fraction thereof above \$100,000
\$500,001 to \$1,000,000	\$3,264 for the first \$500,000, plus \$5 per \$1,000 or fraction thereof above \$500,000
\$1,000,001 and up	\$5,639 for the first \$1,000,000, plus \$4 per \$1,00 or fraction thereof above \$1,000,000

Plan Review Fee: 65% of Building Permit Fee, for Improvement value greater than \$50,000. Plan Review fees are nonrefundable.