

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



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

I. PROJECT INFORMATION			
PROJECT NAME:		ADDRESS:	
PLATTED SUBDIVISION:		PROPERTY TAX IDENTIFICATION NUMBER:	
II. IDENTIFICATION			
A: OWNER OR LESSEE			
NAME:		ADDRESS:	
CITY:	STATE:	ZIP CODE:	TELEPHONE NUMBER (INCLUDE AREA CODE):
B. ARCHITECT OR ENGINEER:			
NAME:		ADDRESS:	
CITY:	STATE:	ZIP CODE:	TELEPHONE NUMBER (INCLUDE AREA CODE):
LICENSE NUMBER:	EXPIRATION DATE:	CELL NUMBER:	EMAIL ADDRESS:
C. CONTRACTOR			
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:			
III. TYPE OF IMPROVEMENT AND PLAN REVIEW			
A. TYPE OF IMPROVEMENT			
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
PLAN REVIEW REQUIRED:	BUILDING	ELECTRICAL	MECHANICAL
			PLUMBING
SITE PLAN REVIEW:	MAJOR	MINOR	WAIVED
ZONING APPROVAL	YES	NO	WITH CONDITIONS
APPROVED BY:			APPROVED/DATE: APPROVED/DATE: , ZONING ADMINISTRATOR

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.

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

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

700 Broad Street, St. Joseph, MI 49085

Building Department

Trudy S Wilder, Building Official

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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.

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.