



## Requirements for Obtaining a Building Permit

### Residential Structures

- ✓ Building Permit Application
- ✓ One (1) set of plans that include the following:
  - Foundation and floor plans
  - Roof and wall section
  - Building elevations
  - Dimensions
  - Site Plan

### Commercial Structures (New or changing use of existing)

- ✓ Building Permit Application
- ✓ Plan Review by Planning Commission when applicable.
- ✓ One set of stamped engineered/architectural plans and a pdf copy emailed to [jrombalski@tittabawassee.org](mailto:jrombalski@tittabawassee.org).

### Mobile and Pre-Manufactured Homes

- ✓ Building Permit Application
- ✓ Plans
- ✓ For Michigan approved pre-manufactured units; one (1) copy of the Building System Approval and the approved plans.

### Completing the Application

Page 1: Complete all applicable sections. If the homeowner is doing the construction, enter "Homeowner" in the contractor information space. **CONTACT INFORMATION MUST BE PROVIDED.**

Page 2: Enter all applicable information.

Page 3: Section VI must be completed and **SIGNED** by the permit applicant. Estimated Cost of Construction **MUST** be provided.

## **Building Permit Fees**

Building permit fees are calculated by the Building Inspector and are based on the estimated cost of construction. Once calculated, the Building Inspector will notify the applicant with the fee. The building permit will not be issued until the permit fee is paid in full.

## **When to call for an Inspection**

Please call the Building Inspector directly at (989) 737-5756 at least one (1) day prior to the time you need an inspection. A minimum of four (4) inspections are required on most structures. It is the **PERMIT HOLDER'S RESPONSIBILITY** to call for inspections prior to the construction being covered.

## **Foundation Inspections**

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

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

## **Rough Inspection**

The rough inspection is 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 Inspections**

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 code 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, plumbing, boiler, and elevator permit numbers. A Certificate of Occupancy cannot be issued until all fees are paid, 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 or plumbing permit are not required, write "not applicable" on the request form in the appropriate space.

**APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION**

John Stemple  
 Building Inspector  
 (989) 737-5756

**TITTABAWASSEE TOWNSHIP**

145 S. Second St., P.O. Box 158, Freeland, MI 48623-0158  
 (989) 695-9512 Fax: (989) 695-5060  
 www.tittabawassee.org

Parcel I.D. # \_\_\_\_\_

Permit # \_\_\_\_\_

Date Issued: \_\_\_\_\_

AUTHORITY: COMPLETION: PENALTY:	P.A. 230 OF 1972, AS AMENDED MANDATORY TO OBTAIN PERMIT PERMIT WILL NOT BE ISSUED	THE DEPARTMENT WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.
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**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V AND VI  
 NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED  
 FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS**

<b>I. PROJECT INFORMATION</b>				
PROJECT NAME		ADDRESS		ZIP CODE
PROJECT DESCRIPTION				
<b>II. IDENTIFICATION</b>				
<b>A. OWNER OR LESSEE</b>				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
<b>B. ARCHITECT OR ENGINEER</b>				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
LICENSE NUMBER				
<b>C. CONTRACTOR/APPLICANT</b>				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
BUILDERS LICENSE NUMBER			EXPIRATION DATE	
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. <input type="checkbox"/> NEW BUILDING	3. <input type="checkbox"/> ALTERATION	5. <input type="checkbox"/> DEMOLITION	7. <input type="checkbox"/> FOUNDATION ONLY	9. <input type="checkbox"/> RELOCATION
2. <input type="checkbox"/> ADDITION	4. <input type="checkbox"/> REPAIR	6. <input type="checkbox"/> MOBILE HOME SET-UP	8. <input type="checkbox"/> PREMANUFACTURE	10. <input type="checkbox"/> SPECIAL INSPECTION
<b>B. REVIEW(S) TO BE PERFORMED</b>				
<input type="checkbox"/> BUILDING	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> FOUNDATION

**IV. PROPOSED USE OF BUILDING**

**A. RESIDENTIAL**

- |  |  |  |
|--|--|--|
| 1. <input type="checkbox"/> ONE FAMILY                               | 3. <input type="checkbox"/> HOTEL, MOTEL<br>NO. OF UNITS _____ | 5. <input type="checkbox"/> STORAGE BUILDING, SHED or<br>POLE BUILDING |
| 2. <input type="checkbox"/> TWO OR MORE FAMILY<br>NO. OF UNITS _____ | 4. <input type="checkbox"/> ATTACHED/DETACHED GARAGE           | 6. <input type="checkbox"/> OTHER _____                                |

**B. NON-RESIDENTIAL**

- |  |   |   |
|--|---|---|
| 7. <input type="checkbox"/> AMUSEMENT        | 11. <input type="checkbox"/> SERVICE STATION            | 15. <input type="checkbox"/> SCHOOL, LIBRARY, EDUCATIONAL |
| 8. <input type="checkbox"/> CHURCH, RELIGION | 12. <input type="checkbox"/> HOSPITAL, INSTITUTIONAL    | 16. <input type="checkbox"/> STORE, MERCHANTILE           |
| 9. <input type="checkbox"/> INDUSTRIAL       | 13. <input type="checkbox"/> OFFICE, BANK, PROFESSIONAL | 17. <input type="checkbox"/> TANKS, TOWERS                |
| 10. <input type="checkbox"/> PARKING GARAGE  | 14. <input type="checkbox"/> PUBLIC UTILITY             | 18. <input type="checkbox"/> OTHER                        |

NON-RESIDENTIAL - DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT, IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

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**V. SELECTED CHARACTERISTICS OF BUILDING**

**A. PRINCIPAL TYPE OF FRAME**

- |   |  |  |   |                                   |
|---|--|--|---|-----------------------------------|
| 1. <input type="checkbox"/> MASONRY, WALL BEARING | 2. <input type="checkbox"/> WOOD FRAME | 3. <input type="checkbox"/> STRUCTURAL STEEL | 4. <input type="checkbox"/> REINFORCED CONCRETE | 5. <input type="checkbox"/> OTHER |
|---|--|--|---|-----------------------------------|

**B. PRINCIPAL TYPE OF HEATING ENERGY**

- |                                 |                                 |   |                                  |                                    |
|---------------------------------|---------------------------------|---|----------------------------------|------------------------------------|
| 6. <input type="checkbox"/> GAS | 7. <input type="checkbox"/> OIL | 8. <input type="checkbox"/> ELECTRICITY | 9. <input type="checkbox"/> COAL | 10. <input type="checkbox"/> OTHER |
|---------------------------------|---------------------------------|---|----------------------------------|------------------------------------|

**C. TYPE OF SEWAGE DISPOSAL**

- |  |  |
|--|--|
| 11. <input type="checkbox"/> PUBLIC OR PRIVATE COMPANY | 12. <input type="checkbox"/> SEPTIC SYSTEM |
|--|--|

**D. TYPE OF WATER SUPPLY**

- |  |  |
|--|--|
| 13. <input type="checkbox"/> PUBLIC OR PRIVATE COMPANY | 14. <input type="checkbox"/> PRIVATE WELL OR CISTERN |
|--|--|

**E. TYPE OF MECHANICAL**

- |  |  |
|--|--|
| 15. WILL THERE BE AIR CONDITIONING? <input type="checkbox"/> YES <input type="checkbox"/> NO | 16. WILL THERE BE FIRE SUPPRESSION? <input type="checkbox"/> YES <input type="checkbox"/> NO |
|--|--|

**F. DIMENSIONS/DATA**

17. NUMBER OF STORIES _____	21. FLOOR AREA:	EXISTING	ALTERATIONS	NEW
18. USE GROUP _____	BASEMENT	_____	_____	_____
18. CONST. TYPE _____	1 <sup>ST</sup> & 2 <sup>ND</sup> FLOOR	_____	_____	_____
20. NO. OF OCCUPANTS _____	3 <sup>RD</sup> - 10 <sup>TH</sup> FLOOR	_____	_____	_____
	11 <sup>TH</sup> - ABOVE	_____	_____	_____
	TOTAL AREA	_____	_____	_____

**G. NUMBER OF OFF STREET PARKING SPACES**

- |                    |                    |
|--------------------|--------------------|
| 22. ENCLOSED _____ | 23. OUTDOORS _____ |
|--------------------|--------------------|

I. ENERGY CODE COMPLIANCE	
24. AREAS OF CEILING	R – VALUES OF CEILINGS
25. AREAS OF SKYLIGHTS	U – VALUES OF SKYLIGHTS
26. AREAS OF WALLS	R – VALUES OF WALLS
27. AREAS OF WINDOWS	U – VALUES OF WINDOWS
28. AREAS OF DOORS	U – VALUES OF DOORS
29. AREAS OF BASEMENT WALLS	R – VALUES OF BASEMENT WALLS
30. AREAS OF FLOORS OVER UNCONDITIONED SPACE	R – VALUES OF FLOORS OVER UNCONDITIONED SPACE
31. AREAS OF CRAWL SPACE WALLS	R – VALUES OF CRAWL SPACE WALLS
32. FURNACE EFFICIENCY	
33. AIR CONDITIONING SEER RATING	

VI. APPLICANT INFORMATION	
<b>APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION.</b>	
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. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.	
_____ OWNER	_____ CONTRACTOR
	_____ DESIGN PROFESSIONAL
<p>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.</p>	
SIGNATURE OF APPLICANT _____ DATE _____	
ESTIMATED COST OF CONSTRUCTION _____	Building Permit Fee _____ Sewer System Development Fee _____ Sewer Permit Fee _____ Drainage Review Fee _____ Plan Review Fee _____

VII. FOR DEPARTMENT USE			
A. SETBACKS			
ZONING DISTRICT _____	STREET YARD _____	STREET YARD _____	BACK YARD _____
	SIDE YARD(S) _____	SIDE YARD TOTAL _____	
	REQUIRED?	APPROVED	DATE
B. ZONING			
C. DRAINAGE REVIEW			
D. SOIL EROSION			
E. FLOOD PLAIN MGT.			
F. SEPTIC			
G. SIDEWALK			
H. DRIVEWAY			
I. OTHER _____			

**IX. SITE OR PLOT PLAN - FOR APPLICANT USE**

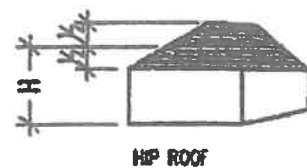
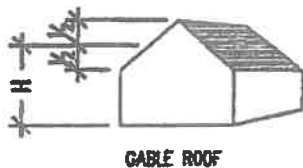
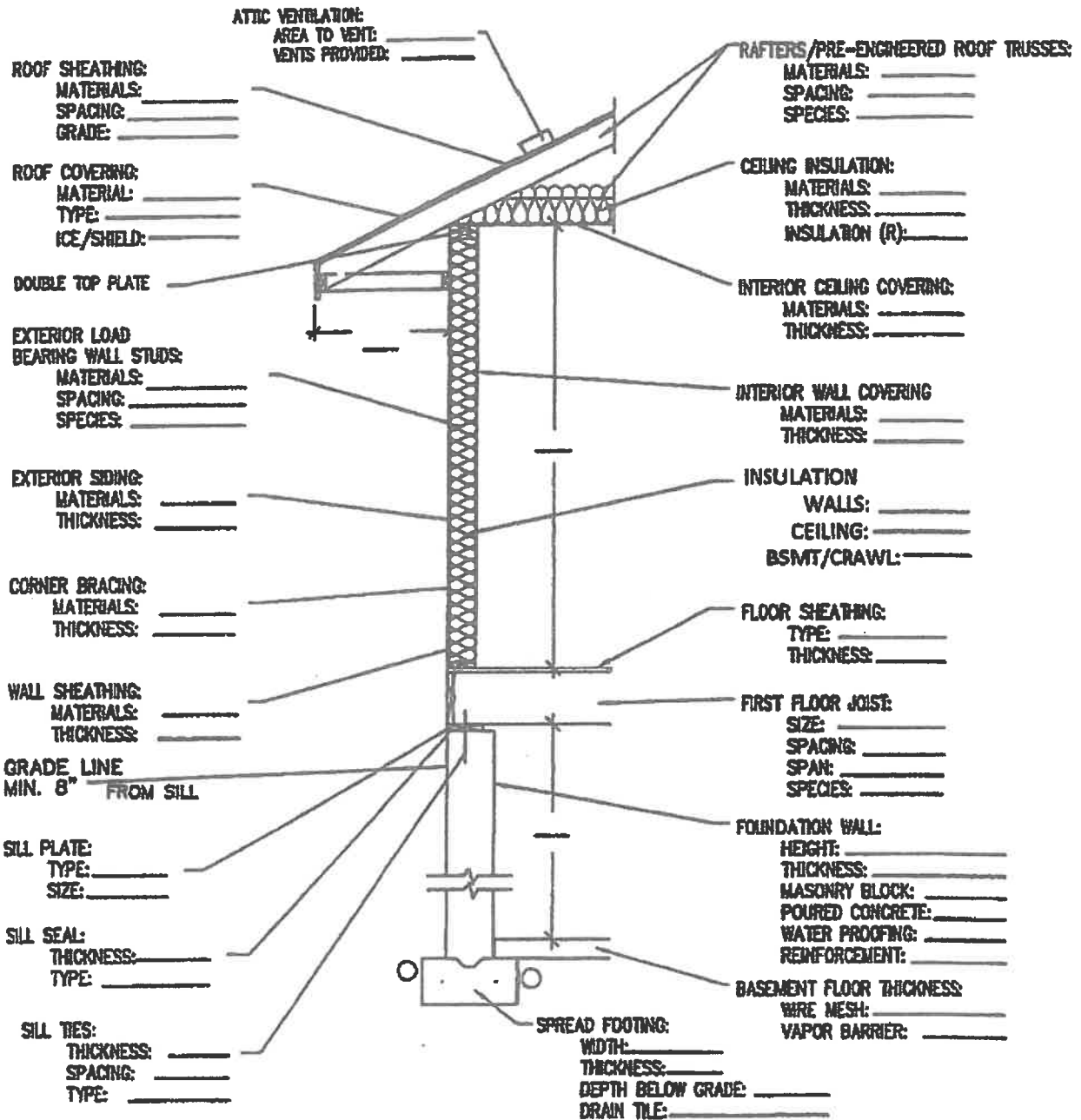
A large grid of graph paper, approximately 30 columns wide and 40 rows high, intended for drawing a site or plot plan. The grid is empty, with only a few faint vertical lines visible in the left half.

The Department 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.

# ONE STORY WALL SECTION

JOB: \_\_\_\_\_  
 DATE: \_\_\_\_\_

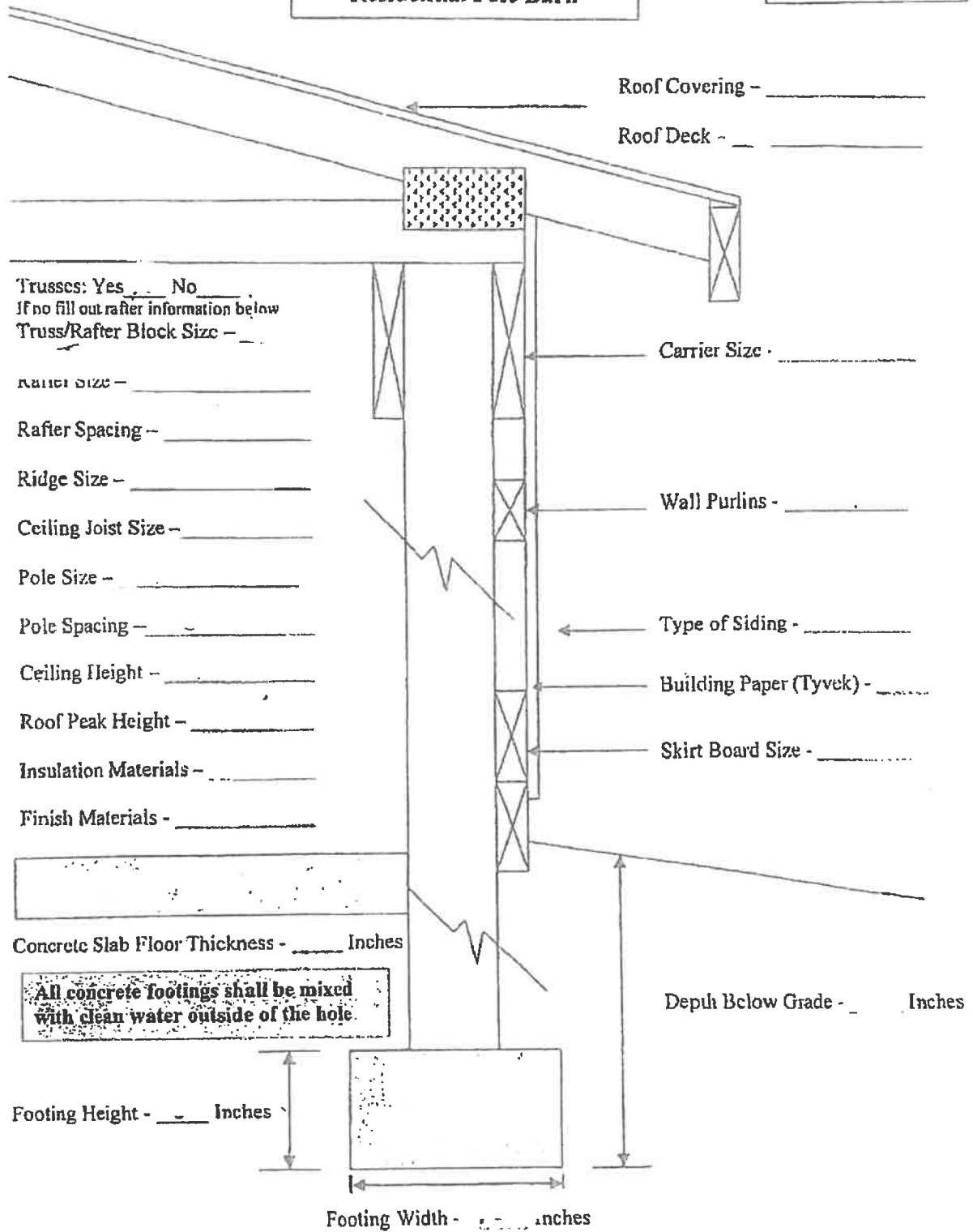
NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_



You must provide BUILDING HEIGHT \_\_\_\_\_ (mean height see above)

Residential Pole Barn

Appendix C



Trusses: Yes \_\_\_ No \_\_\_  
If no fill out rafter information below  
Truss/Rafter Block Size - \_\_\_\_\_

Rafter Size - \_\_\_\_\_

Rafter Spacing - \_\_\_\_\_

Ridge Size - \_\_\_\_\_

Ceiling Joist Size - \_\_\_\_\_

Pole Size - \_\_\_\_\_

Pole Spacing - \_\_\_\_\_

Ceiling Height - \_\_\_\_\_

Roof Peak Height - \_\_\_\_\_

Insulation Materials - \_\_\_\_\_

Finish Materials - \_\_\_\_\_

Concrete Slab Floor Thickness - \_\_\_\_\_ Inches

All concrete footings shall be mixed with clean water outside of the hole.

Footing Height - \_\_\_\_\_ Inches

Footing Width - \_\_\_\_\_ Inches

Roof Covering - \_\_\_\_\_

Roof Deck - \_\_\_\_\_

Carrier Size - \_\_\_\_\_

Wall Purlins - \_\_\_\_\_

Type of Siding - \_\_\_\_\_

Building Paper (Tyvek) - \_\_\_\_\_

Skirt Board Size - \_\_\_\_\_

Depth Below Grade - \_\_\_\_\_ Inches





## Building Permit Background Information

Tittabawassee Township  
 145 S. Second St., P.O. Box 158  
 Freeland, MI 48623-0158  
 Phone: (989)695-9512

Please describe what you are intending to build:

<b>Location</b>		
Project Address:	Property ID Number: 29-13-3-	
Subdivision Name:	Lot Number:	Current Zoning:

<b>Structure Details</b>		
Type of structure(pick one): Residential/Residential Accessory building/Commercial /Industrial/Agricultural		
Stories:	Building Height to Peek:	Sidewall Height:

<b>Area to be Constructed, Added or Remodeled (specify in square feet)</b>			
Finished Area:	1 <sup>st</sup> Floor:	2 <sup>nd</sup> Floor:	3 <sup>rd</sup> Floor:
Basement Area:	Finished:	Unfinished:	
Garage Area:			
Deck Area:	Porch Area:	Covered Patio Area:	Other Area:

<b>Electric Facilities</b>				
Meter Relocation (yes/no):		Breaker Upgrade (yes/no):		
Heat Source:	Gas	Electric	Other	AC Added/Replaced (yes/no):
				AC Tons:

Total Construction Cost of Project:
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<b>General Information</b>	
Owner Name:	Contact Address:
Owner Phone:	Email Address:
General Contractor:	License #:
Electrical Contractor:	License #:
Plumbing Contractor:	License #:
Mechanical Contractor:	License #:

<b>Person responsible for payment of permit fees, connection fees and metering costs:</b>	
Name:	Phone:

*I hereby acknowledge that I have read this application, filled out in full the information required and have provided an accurate plot plan. I certify that all information submitted on this application is true and accurate to the best of my knowledge and agree to build this structure according to the Ordinances of Tittabawassee Township and all applicable Michigan Building Codes.*

Signature of Applicant:	Date:
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## Soil Erosion and Sedimentation Permit Confirmation

Tittabawassee Township  
 145 S. Second St., P.O. Box 158  
 Freeland, MI 48623-0158  
 Phone:(989)695-9512

Applicant Information	
Project Address	Property ID Number: 29-13-3-
Owner Name: (Please print)	Contact Address:
Email Address:	Phone:

**You must contact the Saginaw County Public Works Commissioner's Office at (989) 790-5258 to see if a Soil Erosion and Sedimentation Control Permit (a.k.a. SESC Permit) is required. Their office is in the Saginaw County Courthouse, 111 S. Michigan Ave. If a permit is required, the form can be obtained from their website:**

*<http://saginawcounty.com/PublicWorks/Permits-and-Forms.aspx>*

Is an SESC Permit required for this project?                      Yes: \_\_\_\_\_      No: \_\_\_\_\_

If Yes, please provide the SESC Permit number and attach a copy of the permit.

Permit Number \_\_\_\_\_

If No, please provide the name of the person you spoke with at the Saginaw County Public Works Commissioner's Office and the date that you spoke with them.

Name of Staff Person: \_\_\_\_\_                      Date: \_\_\_\_\_

<i><b>I certify that all information submitted on this application is true and accurate to the best of my knowledge.</b></i>	
Signature of Applicant:	Date:

Approvals (for office use only)	
Reviewed by:	Date:
_____ Confirmation that project does not need SESC Permit	
_____ SESC Permit Provided	
Comments	





April 24, 2023

## Notice

In order to clear up any confusion, Tittabawassee Township Code of Ordinances states that no meter shall be installed into a crawlspace or made inaccessible for service, it must have a full flow valve in front of meter and one down stream of meter. Please see the Ordinance below:

### **Sec. 66-61. Water service connection.**

1) Water service connections shall only be installed by the township or its designated contractor and upon payment of the connection cost and cost of furnishing and installing the meter. The township board shall from time to time, determine the connection cost for the township and this shall be payment complete for all materials and labor involved in tapping the main, laying the pipe from the distribution main to the curb stop and box, the furnishing and placing of the curb stop box and the furnishing and installation of the meter. All fees must be paid in advance of the actual installation of the meter. 2) In all cases, the water service connection shall have two (2) full flow valves at the meter set 1 (one) before and one (1) after the meter at no time will there be more than one (1) valve before the meter and the curb stop. It will be constructed of approved material "K" copper, Class 52 Ductile Iron pipe, high-density polyethylene (HDPE), that meets or exceeds all requirements of ASTM D2239, NSF listed and AWWA C-901. HDPE pipe shall be a minimum of 200 psi (SIDR9) and shall be installed with a 12-gauge solid core copper tracer wire for its entire length. All HDPE will be copper tubing size. All service connections shall be laid to the depth of five feet under the surface of the street or lowest part of the gutter. All water services shall have a minimum of ten (10) foot horizontal separation from any drain, storm sewer, sanitary sewer, or sewer service connection. No water service connection shall be laid in the same trench with a sewer pipe unless local conditions prevent horizontal separation, and the water service is supported upon the earth shelf at least one foot above the sewer. In no case shall one connection serve more than one (1) property location, all meters shall have its own curb stop & box at the property line. The township or its designated contractor shall install a brass curb stop with a curb box, which shall be placed approximately on the street line or private property line of roads and highways, and this curb stop shall be under the exclusive control of the township. No person, other than an authorized employee of the township, shall open or close or otherwise interfere with the curb stop; provided, however, that any licensed plumber may stop and/or open the curb stop in emergency cases when authorized by director of public works

**Sec. 66-63. Meters.**

All water services shall be metered. The meter shall be furnished and installed by the township and shall remain the property of, and under the control of, the township. The township shall have access to the meter for the purpose of reading, testing, and repairing. The meter shall be installed horizontal within 18" of where the service line enters into the wall/floor and shall be at least 5" above the floor but no more than 48". At no time will a meter be installed into a crawl space or made inaccessible for service. If meter needs to be replaced and or serviced and is found to be in a crawl space and not be in an accessible location the owner will be notified and given 30 days to relocate the meter. The water will not be turned on until meter is relocated at the owner's expense. If, in the judgment of the township, a meter pit should be constructed, such meter pit shall be constructed by the water customer at their expense in accordance with the plans and specifications supplied by the township the pit shall be installed as close to the right of way line as possible. No person, other than an authorized employee of the township, shall break or injure the seal on, or change the location of, or alter or interfere in any way with any meter unless directed to by the township. The water customer shall be responsible for all damage to the meter or meter seal caused by any act or negligence of any person other than an employee of the township, including damage by hot water, frost, or other causes, and the expense to the township caused thereby shall be charged to and collected from the water customer.

Please feel free to contact us if you have any questions.

Ed Brown  
Director of Public Works  
Tittabawassee Township

