Print Clear

Building Permit Application

Windsor Charter Township
Building & Trades Department
300 W. Jefferson St
Dimondale, MI 48821
www.windsortownship.org
Inspection Line:
517.919.1566, Option #5,
Tues, Thurs 9:00am - 4:00pm

Permit #:

Receipt #:

Authority: 1972 PA 230
Penalty: Failure to provide the information may result in denial of your request.

Parcel ID:

Project or Facility Information

PROJECT NAME	ADDRESS		
Windsor Charter Township		CITY	ZIP CODE
COUNTY	Nearest Crossroad		

Applicant

NAME		E-MAIL		
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

Owner of the land in fee on which the building or structure will be constructed

NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

Work Description:

ESTIMATED PROJECT COST

$ _____

Re-Open Expired Permit Fee	

CERTIFICATE OF OCCUPANCY FEE

☐YES ☐ NO

Validation – For Department Use Only

FOR OFFICE USE ONLY

Administration Fee: $65.00

Total Valuation	Permit Fee

Requirements	Required	Received	Not Required
Contractor Registration			
Zoning			
Plans			
Truss Drawings			
Energy Comp/Blower Door			
Comm. Plan Review Fee			

Validation Area

Nichlas Kurncz, Building Official, Windsor Charter Township

Contractor:

NAME	COMPANY NAME	ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
STATE OF MICHIGAN LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		WORKERS COMP INSURANCE CARRIER (or reason for exemption)	
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)			

Purpose of Project

☐ NEW BUILDING ☐ ALTERATION ☐ DEMOLITION ☐ FOUNDATION ONLY ☐ RELOCATION
☐ ADDITION ☐ REPAIR ☐ MOBILE HOME SET-UP ☐ PREMANUFACTURE ☐ OTHER_____

Plan Review Required

Three (3) sets of construction documents are required with each application for a permit. Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one- and two-family dwellings less than 3,500 square feet of calculated floor area and public works less than $15,000 in total construction cost. Applicant must submit a detailed statement in writing, verified by affidavit of the individual making it, of the specifications for the building or structure, and full and complete copies of the plans drawn to scale of the proposed work. Applicant must also submit a site plan showing the dimensions, and the location of the proposed building or structure and the other buildings or structures on the same premises.

For buildings regulated by the Michigan Building Code, three (3) sets of construction documents must be submitted with a separate Application for Plan Examination, the appropriate fee, and approved before a building permit can be issued.

Plan Review Number _____ _____

If project is exempt from Plan Review, identify basis for exemption: _____

Buildings Regulated by the Michigan Residential Code - Residential

☐ ONE FAMILY
☐ TWO OR MORE FAMILY
NO. OF UNITS_____
☐ TOWNHOUSE
NO. OF UNITS_____
☐ ATTACHED GARAGE
☐ DETACHED GARAGE
☐ OTHER_____

Buildings Regulated by the Michigan Building Code - Commercial

☐ (A-1) ASSEMBLY (THEATRES, ETC.)
☐ (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC.)
☐ (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC.)
☐ (A-4) ASSEMBLY (INDOOR SPORTS, ETC.)
☐ (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC.)
☐ (B) BUSINESS
☐ (E) EDUCATION
☐ (F-1) FACTORY (MODERATE HAZARD)
☐ (F-2) FACTORY (LOW HAZARD)
☐ (H-1) HIGH HAZARD (DETONATION)
☐ (H-2) HIGH HAZARD (DEFLAGRATION)
☐ (H-3) HIGH HAZARD (COMBUSTION)
☐ (H-4) HIGH HAZARD (HEALTH HAZARD)
☐ (H-5) HIGH HAZARD (HPM)
☐ (I-1) INSTITUTIONAL 1 (SUPERVISED)
☐ (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.)
☐ (I-3) INSTITUTIONAL 3 (PRISONS ETC.)
☐ (I-4) INSTITUTIONAL 4 (DAY CARE ETC.)
☐ (M) MERCANTILE
☐ (R-1) RESIDENTIAL 1 (HOTELS, MOTELS)
☐ (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY)
☐ (R-3) RESIDENTIAL 3 (1 & 2 FAMILY)
☐ (R-4) RESIDENTIAL 4 (ASSISTED LIVIN\G)
☐ (S-1) STORAGE 1 (MODERATE HAZARD)
☐ (S-2) STORAGE 2 (LOW HAZARD)
☐ (U) UTILITY (MISCELLANEOUS)

WILL THERE BE FIRE SUPPRESSION? ☐ YES ☐ NO

Type of Construction

☐ 1A - Non-Combustible (Protected Structural Elements) 3HR
☐ 1B - Non-Combustible (Rated Structural Elements) 2HR
☐ 2A - Non-Combustible (Rated Structural Elements) 1HR
☐ 2B - Non-Combustible (Non-Rated Structural Elements)
☐ 3A - Non-Combustibles (Exterior Walls Only)
☐ 3B - Non-Combustible (Bearing Walls Rated)
☐ 4 - Heavy Timber
☐ 5A - Combustible (Structural Elements Rated) 1HR
☐ 5B - Combustible (All Elements Not Rated)

C. Dimensions / Data

FLOOR AREA:	EXISTING	ALTERATIONS	NEW
BASEMENT			
1ST & 2ND FLOOR			
3RD FLOOR & ABOVE			
TOTAL AREA			

Site or Plot Plan - For Applicant Use, Attachment Acceptable **Attachment?** **Yes:** ◯ **No:** ◯

Local Governmental Agency to Complete This Section

CONTROL APPROVALS

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - Zoning	☐ Yes ☐ No ☐ NA				
B - Emergency Services	☐ Yes ☐ No ☐ NA				
C - Health Department	☐ Yes ☐ No ☐ NA				
D - Soil Erosion	☐ Yes ☐ No ☐ NA				
E - Flood Zone	☐ Yes ☐ No ☐ NA				

General: Building work shall not be started until the permit has been issued by the **Windsor Charter Township Building & Trades Dept** All installations shall be in compliance with the Michigan Building Codes. **No work shall be concealed until it has been inspected.** The telephone number for the inspector will be provided on the permit form. **When ready for an inspection, call the inspector providing as much advance notice as possible and provide the job location, permit number, and contact information. Schedule permitting, the inspector will respond to an inspection request within two (2) business days to schedule the inspection. Inspections are typically performed within five (5) business days subject to the inspection schedule.**

Expiration of Permit: A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS $75.00.**

Where to Submit Application (in Person): Windsor Charter Township Building & Trades Department 300 W Jefferson St Dimondale, MI 48821, by mail, 405 W Jefferson St, Dimondale, MI 48821 for more information see: www.windsortownship.com and contact the INSPECTION LINE: 517.919.1566, Option #5 Tuesday and Thursday 9:00am - 4:00pm with any questions.

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, _____ (name), _____ (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

SIGNATURE	DATE