

Building Permit

CHARTER TOWNSHIP OF
LANSING
BUILDING DEPARTMENT
3209 W Michigan Ave.
Lansing,
MI 800-
627-2801
800-627-2801 Ext. 1

Date: _____/_____/_____

**Permit
#**

Job Address: _____	Property Tax ID: _____	Total Cost: \$ _____
Zoning District: (office use) _____	Owner: _____	
Use Group (Office use) _____	Phone () _____	
Type Const: (Office use) _____	Address: _____	
Basic Dimensions: _____ ft. x _____ ft.	Contractor: _____	
No. Floors: _____	Phone() _____	By _____
	Address: _____	Building Official

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Deck	<input type="checkbox"/> New Building	<input type="checkbox"/> Re-Roofing
<input type="checkbox"/> Manufactured	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Siding
<input type="checkbox"/> Homes	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Fence over 7ft	<input type="checkbox"/> Demolition
<input type="checkbox"/> Accessory Bldg.			<input type="checkbox"/> tall	
<input type="checkbox"/> Other _____				
_____ Sq Ft Accessory Bldg.	_____ Sq Ft main floor	_____ Sq Ft second floor	_____ Sq Ft fin. basement	
_____ Sq Ft Attached Garage	_____ Sq Ft unfinished basement	_____ Roof Height		
(attached garage requires fire separation)				

Construction documents must be sealed by an architect 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.

Engineer/Architect: _____ Phone (_____) _____

Address: _____

Applicant is responsible for the payment of all fees an charges applicable to this application and must provide the following information

Name		Phone Number (_____)	
E-mail address		Cell Phone Number (_____)	
Address:		City, State, Zip Code	
Federal ID/Social Security No.		MESC Employer No.	
License No.	Exp Date	Worker's Compensation Carrier	
If exempt from any of the above, explain here:			

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
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CHECKLISTS

Must be completed and returned with permit application before the permit can be issued.

Residential Construction

- ___ Completed Building Permit Application
- ___ 2 Full Sets of Plans (plus 1 Digital Set)
- ___ Energy Compliance Worksheet
- ___ Site Plan / Lot Diagram
- ___ Driveway Permit
- ___ Soil Erosion Permit if within 500 feet of water
- ___ Is property located in wetlands, floodplain? YES/NO

No building permit may be issued if in a flood plain without EGLE and/or DNR* Approval.

Commercial Construction

- ___ Completed Building Permit Application
- ___ 3 Sets of Plans (plus 1 Digital Set)(MUST BE SEALED BY DESIGN PROFESSIONAL)
- ___ Energy Compliance Worksheet
- ___ Driveway Permit
- ___ Water & Sewer or Well & Septic Permit
- ___ Soil Erosion Permit if within 500 feet of water
- ___ Is property located in wetlands, floodplain? YES/NO
- No building permit may be issued if in a flood plain without EGLE and/or DNR* Approval.

Please complete the secondary list below that applies to the project.

Foundation Only

- ___ Foundation Plan

Deck

- ___ Floor Plan
- ___ Elevation (Side View)
- ___ Cross Section (Footing to Top of Structure)
- ___ Connection Detail (Post to Girder)

Detached Garage/Accessory Structure

- ___ Completed Trade Permit Application (if applicable)
- ___ Exterior Elevation
- ___ Floor Plan
- ___ Cross Section
- ___ Engineered Truss Diagram

Fence – Over 7ft Tall.

- ___ Completed Building Permit Application
- ___ Details that include Footings and fence construction.

Manufactured Home

HUD Approved

- ___ HUD approved installation instructions.

State approved.

- ___ (a) A statement that the work to be performed under the permit is to include the installation of a certified premanufactured unit or building component in accordance with the provisions of the act which statement shall be signed by the applicant or his agent, with an appropriate address.
- ___ (b) A copy of the approved building system with respect to which the premanufactured unit or building component was manufactured or is to be manufactured if one has not been furnished to that local enforcement agency previously.
- ___ (c) A copy of the building system approval report, where it has not been furnished to that local enforcement agency previously.

Roof Repair

- ___ Drawings of Work to be Performed that includes but not limited to: Roof covering materials, Number of layers, Decking, Roof venting, Flashing, other structural / construction, ETC.

Solar Panels

- ___ Drawings For Ground and Roof Mounted Systems
- ___ Completed Electrical Permit Application
- ___ Manufacturer’s Specs (Installation Instructions)
- ___ Utility Inter- Connection Agreement

Demo

- ___ Proof Of Disconnects All Utilities
- ___ Regulated/controlled materials (i.e., contaminated materials, asbestos, underground storage tanks, etc.) are present on site. YES/NO
If YES, appropriate authorities must be contracted, and material disposed properly.

*** Blueprints and drawings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Including wall sections/cross-sections drawings showing material dimensions and specifications from footing to rafters, as well as floor plan indicating all room dimension, window, door, and stair openings. All structures containing Pre -manufacturer members (roof trusses, laminated beams, etc.) require sealed drawings from manufacturer, forward to our office at time of delivery.**

Print: _____ Date: _____

Signature: _____

Contact List

Sanitary Sewer:

City of Lansing Public Service Division
124 W. Michigan Avenue
7th Floor City Hall
Lansing, Michigan 48933
517-483-4455
Email: public.service@lansingmi.gov

Storm Sewer:

Ingham County Drain Commission
707 Buhl Street
Mason, Michigan 48854
517-676-8395
Email: drainoffice@ingham.org

Driveway:

Ingham County Road Department
301 N. Bush Street
Mason, Michigan 48854
517-676-9722
Email: roads@ingham.org

Zoning/Township Building Dept.

Daniel Richards
Community Development Director/ Zoning
Administrator
3209 W. Michigan Avenue
Lansing, Michigan 48917
Phone (517) 485-3510
Email: d Richards@lansingtowship.org

Soil Erosion & Sediment Control Permit

Brad Beck
Lansing Township Planner
3209 W. Michigan Avenue
Lansing, Michigan 48917
Email: bbeck@lansingtowship.org