

Village of Roscommon
Application for Building Permit and Plan Review
 214 S. Main Street, P O Box 236
 Roscommon MI 48653
 Telephone: 989-275-5743 Fax: 989-275-5998

Authority: PA 230 of 1972, as amended
 Completion mandatory to obtain permit

The Village will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

1. Project information

Project name _____ Address: _____
 Village of Roscommon, Higgins Township, Roscommon County, 48653
 Between _____ and _____

2. Identification

a. Owner or Lessee

Name _____ Mailing Address _____
 City _____ State _____ Zip _____ Telephone _____

b. Architect or Engineer

Name _____ Mailing Address _____
 City _____ State _____ Zip _____ Telephone _____
 License Number _____ Expiration Date: _____

c. Contractor

Name _____ Mailing Address _____
 City _____ State _____ Zip _____ Telephone _____
 Builders License Number _____ Expiration Date: _____
 Federal ID Number or reason for exemption _____
 Workers Comp Insurance Carrier, Policy Number or reason for exemption _____
 MESC Employer Number or reason for exemption _____

3. Type of improvement and plan review

New building Alteration Demolition Foundation only Relocation
 Addition Repair Premanufacture Special Inspection

4. Review(s) to be performed

Building Electrical Mechanical Plumbing Foundation

5. Proposed use of building

a. Residential

Single Family Multi Family – Number of units: _____ - type of project: _____
 Detached garage Attached garage other – specify _____

b. Non-Residential

- Store, mercantile Office, bank, professional Service Station Industrial
- Church, religious Hospital, Institutional School, library, educational
- Public Utility Governmental Restaurant Tavern
- Tower, Tank Shopping Center
- Other – specify below exact usage

6. Selected characteristics of building

a. Principal type of frame

Masonry Wood frame Structural Steel Concrete Other (specify _____)

b. Principal type of heating fuel

Natural gas Heating oil Electricity Coal Wood Other (specify _____)

c. Type of sewage disposal

Public sanitary sewer Private sanitary sewer Septic system

d. Type of water supply

Public water system Private water system Well or cistern

e. Type of mechanical

Air conditioning Fire suppression

f. Dimensions/data

Number of stories	Floor area	Existing	Alterations	New
Use Group	basement	_____	_____	_____
Construction Type	1 st Floor	_____	_____	_____
No, of occupants	2 nd Floor	_____	_____	_____
	Above	_____	_____	_____
	Total area	_____	_____	_____

g. Number of off street parking spaces

Enclosed _____ Outdoors _____

h. Additional information

Estimated cost of project _____ Lot/Parcel Tax ID number 72-055-_____

Site plan must be attached, to include at a minimum – Lot dimensions, size, set-backs distance between proposed and existing structures, yard dimensions and any other information required by ordinance.

Village of Roscommon

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

Name _____ Telephone number _____

Mailing address _____

Federal ID number/Social Security Number _____

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 agent, and we agree to conform to all applicable laws of the State of Michigan and Village of Roscommon. All information submitted on this application is accurate to the best of my knowledge.

Section 32a 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 subject to civil fines.

Permits required for all electrical, mechanical and plumbing. Work started prior to issuance of permit will be subject to an administrative fee. No electrical, building, mechanical or plumbing work shall be concealed without approval. Work concealed before approval will be required to be exposed.

Signature of applicant

I certify that I have read and understand the above information.

Printed/typed name _____ Signature _____

Date: _____

Building Permit fee _____ Plan Review fee _____ Filing fee _____

Village of Roscommon to complete this section

Local reviews

Zoning Administrator review: Approved _____ Denied _____ Reason _____

Site Plan Review - Required _____ Not required _____

Validation: For Building Department use only

Use Group _____ Type of Construction _____ Square Feet _____ Foundation _____

Permit to be issued for _____

Building permit number _____

Approved by: _____, Building Inspector Date: _____

DRAWING REQUIREMENTS FOR VILLAGE PERMITS

1. Site Plan – Distances from lot lines indicated
2. Elevation – Front and Side
3. Layout – Door sizes, room sizes, closets, fixtures, stair sizes, and guard rails
4. Cross section drawing showing (as needed):
 1. Footing depth
 2. Perimeter insulation with R-factors
 3. Foundation sill plate with anchor bolts
 4. Foundations vents
 5. Floor joist with hangers (if required)
 6. Floor sill plate
 7. Wall structure
 8. Insulation with R-factors
 9. Interior wall board
 10. Exterior siding with undersheating
 11. Window sizes and headers – note need for egress windows
 12. Door sizes and headers
 13. Rafters or trusses
 14. Ceiling insulation with R-factor
 15. Ceiling board
 16. Vents
 17. Sheathing with clips (if required)
 18. Attic vents
 19. Felt paper/shingles

BUILDING PERMIT FEES

Effective May 10th, 2006

**A 10% Administrative Fee Is Added To The Total Cost Of All Permits*

**Minimum Fee For Building Permit Is \$60.00*

RESIDENTIAL

Zoning Administrator Permit: **\$25.00**

Building Inspector Plan Review: **\$10.00**

.10 Per Sq Ft: Single Family Dwelling – Garage – Sheds – Carports – Additions
– Basements – 2nd floors – Remodel and Alterations

.10 Per Sq Ft: Porches – Decks – Roof Over – Shed – Carports

Flat Rate \$60.00 Fee: Deck – Shed – Demolition – Pool – Roof Over – Re-Roof
– Retaining Wall 4' or Higher – Solid Fence 6' Or Higher

Extend Permit: **\$30.00**

COMMERCIAL

*****Site Plan Review Must Be Approved By Planning Commission*****

*****Commercial Drawings Must Have A Raised Seal By An Architect*****

Planning Commission Site Plan Review: **\$40.00**

Building Inspector Sealed Prints Plan Review:

Up to 400 Sq Ft-	\$80	10,001 to 15,000-	\$300	35,001 to 40,000-	\$800
401 to 900 Sq Ft-	\$100	15,001 to 20,000-	\$400	40,001 to 45,000-	\$900
901 to 1400 Sq Ft-	\$120	20,001 to 25,000-	\$500	45,001 to 50,000-	\$1000
1401 to 5000 Sq Ft-	\$140	25,001 to 30,000-	\$600	50,001 to 55,000-	\$1100
5001 to 10,000 Sq Ft-	\$200	30,001 to 35,000-	\$700	Add \$100 per 5000 Sq Ft	

***PLUS .20 Per Sq Ft:** New Commercial – Additions - Remodel and Alterations

Demolition: **\$140** Plan Review plus **\$280** Permit Fee

Signs: **\$80** Plan Review plus **\$160** Permit Fee

Towers: **\$80** Plan Review plus **\$150** Permit Fee

**VIOLATIONS AND WORK STARTED WITHOUT A PERMIT WILL BE
CHARGED A FEE, UP TO DOUBLE THE COST OF THE PERMIT.
OCCUPANCY PERMITS MUST BE COMPLETED**