

**PROCEDURE REQUIREMENTS FOR PRE-APPLICATION
BUILDING/LAND USE PERMIT
CITY OF CROSWELL**

Note – If this is for CONSTRUCTION OF FENCE please request a FENCE APPLICATION instead of this Building/Land Use Permit

1. Application Must have a pre-application for a building/land use permit, approved by the City of Croswell, before any building permit is issued by the Sanilac County Building Department.
2. Construction and site plan must conform to all City of Croswell Zoning Ordinances in effect at time of issuance of permit.
3. The pre-application must be filled out completely and must include a detailed site plan. Site will be subject to an on-site inspection by the proper officials of the City of Croswell.
4. If a question arises at the time of the site inspection, the City of Croswell Zoning Ordinance may require the applicant to apply for a variance or special use permit at full cost to the responsible party.
5. After pre-application is approved, the completed form will be available for pickup and submission to Sanilac County Building Department. Applicant is responsible for all permit fees at time of submission to County Officials.
6. Approved pre-applications are good for ONE (1) year from date issued. Construction must start within this time frame.
7. Effective August 19, 1986 the City of Croswell was inducted into the National Flood Insurance Program. The community # is 260515.

- PROTOCOL -

1. Pre-applications are available at Croswell City Hall.
2. All completed pre-applications must be returned only to the Croswell City Hall, 100 N. Howard Ave., Croswell, MI 48422.
3. City of Croswell Zoning Authority will then be notified to make proper inspection and will inform applicant of their findings.
4. If pre-application is approved by the City of Croswell officials, the applicant can then take the completed, written pre-application form to the Sanilac County Building Inspector's Office, also known as Department of Construction and Land Use located at 60 West Sanilac, Court House Annex, Sandusky, Michigan. (810) 648-4664.

Zoning Administrator
(810) 679-2299

City of Croswell
100 N. Howard Ave.
Croswell, MI 48422

Hours: Monday – Friday
8:00 a.m. – 4:30 p.m.

IF MORTGAGE SURVEY IS AVAILABLE – ATTACH COPY

IF NO MORTGAGE SURVEY IS AVAILABLE, PLEASE SHOW ON THE ATTACHED SHEET:

- 1) LOT DIMENSIONS
- 2) EXISTING BUILDINGS AND SIZE OF EXISTING BUILDING ON SITE
- 3) SETBACK MEASUREMENTS – IN RELATION OF EXISTING BUILDINGS AND PROPOSED BUILDINGS
- 4) SKETCH OF PROPOSED BUILDING AND LOCATION ON LOT

ZONING PLAN EXAMINERS NOTES:

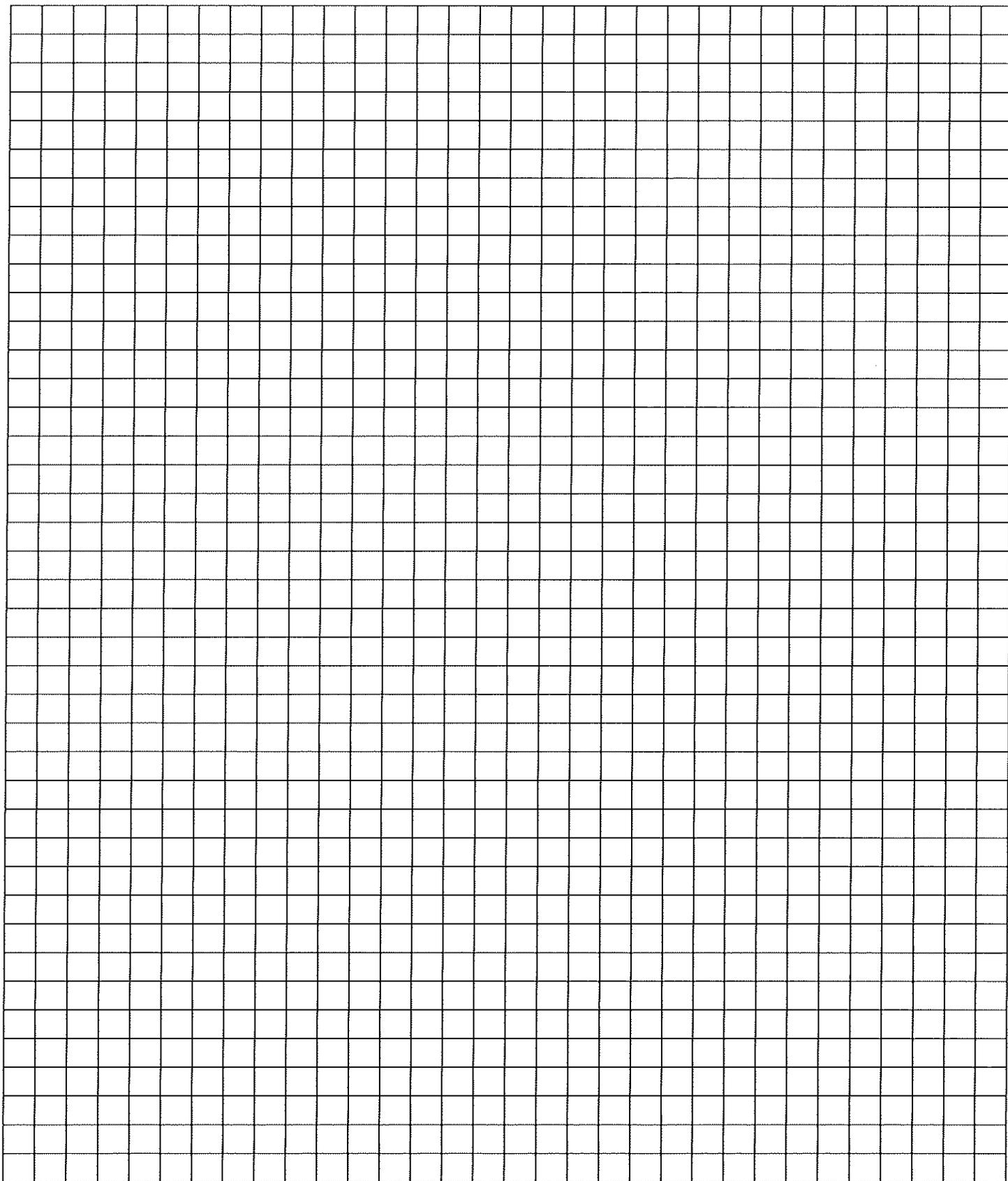
USE _____

ZONING DESIGNATION _____

FRONT YARD _____ REAR YARD _____

SIDE YARD _____ SIDE YARD _____

NOTES _____



APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

Sanilac County

Department of Construction
Soil Erosion & Sedimentation Control Agency
 60 W. Sanilac Avenue, Room 210, Sandusky, MI 48471
 Phone (810) 648-4664 Fax (810) 648-5110

AUTHORITY: P.A. 230 OF 1972, AS AMENDED
 COMPLETION: MANDATORY TO OBTAIN PERMIT
 PENALTY: PERMIT WILL NOT BE ISSUED

THE DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.

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

I. PROJECT INFORMATION				
PROJECT NAME		ADDRESS		
CITY	VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN		AND		
II. IDENTIFICATION				
A. OWNER OR LESSEE				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
B. ARCHITECT OR ENGINEER				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
LICENSE NUMBER			EXPIRATION DATE	
C. CONTRACTOR				
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				
III. TYPE OF IMPROVEMENT AND PLAN REVIEW				
A. TYPE OF IMPROVEMENT				
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. REVIEW(S) TO BE PERFORMED				
<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

<input type="checkbox"/> ONE FAMILY	<input type="checkbox"/> DETACHED GARAGE	PERMIT FEE: HOME/ADDITION GARAGE DECK/PORCH OTHER	<input type="checkbox"/> PLAN REVIEW
<input type="checkbox"/> TWO OR MORE FAMILY NO. OF UNITS _____	<input type="checkbox"/> DECK/PORCH		<input type="checkbox"/> ADMIN FEE
	<input type="checkbox"/> ADDITION		<input type="checkbox"/> BOND
<input type="checkbox"/> ATTACHED GARAGE	<input type="checkbox"/> OTHER		TOTAL _____

B. NON-RESIDENTIAL

<input type="checkbox"/> AMUSEMENT	<input type="checkbox"/> SERVICE STATION	<input type="checkbox"/> SCHOOL, LIBRARY, EDUCATIONAL
<input type="checkbox"/> CHURCH, RELIGION	<input type="checkbox"/> HOSPITAL, INSTITUTIONAL	<input type="checkbox"/> STORE, MERCANTILE
<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> OFFICE, BANK, PROFESSIONAL	<input type="checkbox"/> TANKS, TOWERS
<input type="checkbox"/> PARKING GARAGE	<input type="checkbox"/> PUBLIC UTILITY	<input type="checkbox"/> OTHER

NONRESIDENTIAL-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.

V. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME

1. MASONRY WALL HEARING 2. WOOD FRAME 3. STRUCTURAL STEEL 4. REINFORCED CONCRETE 5. OTHER

B. PRINCIPAL TYPE OF HEATING FUEL

6. GAS 7. OIL 8. ELECTRICITY 9. COAL 10. OTHER

C. TYPE OF SEWAGE DISPOSAL

11. PUBLIC OR PRIVATE COMPANY 12. SEPTIC SYSTEM

D. TYPE OF WATER SUPPLY

13. PUBLIC OR PRIVATE COMPANY 14. PRIVATE WELL OR CISTERN

E. TYPE OF MECHANICAL

15. WILL THERE BE AIR CONDITIONING? YES NO 16. WILL THERE BE FIRE SUPPRESSION? YES NO

F. DIMENSIONS/DATA

17. NUMBER OF STORIES _____	21. FLOOR AREA: BASEMENT 1ST & 2ND FLOOR GARAGE DECK/PORCH ADDITION OTHER	EXISTING	ALTERATIONS	NEW
18. USE GROUP _____		_____	_____	_____
19. CONSTRUCTION TYPE _____		_____	_____	_____
20. NUMBER OF OCCUPANTS _____		_____	_____	_____
		TOTAL AREA	_____	_____

G. NUMBER OF OFF STREET PARKING SPACES

22. ENCLOSED _____ 23. OUTDOORS _____

VI. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

NAME _____ TELEPHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

FEDERAL I.D. 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 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.

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.

SIGNATURE OF APPLICANT

PERFORMANCE BOND FOR BUILDING:		Special Local Requirement, building permit must be obtained from the Department of Construction, 60 W. Sanilac, Courthouse Room 210, (810) 648-4664, BEFORE construction or placement of Mobile Unit begins. Plumbing, Electrical and Mechanical Permits are required and must conform to the Michigan Energy Code. One copy of print/drawing to remain on file in this office during construction process.
1 and 2 Family homes	\$200.00	
Pre-manufacture/mobile homes	\$150.00	
Alterations to buildings	\$100.00	
All other commercial/industrial	\$300.00	

VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

ENVIRONMENTAL CONTROL APPROVALS - HOMEOWNER OR CONTRACTOR'S RESPONSIBILITY

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - PART 91 SOIL EROSION Working within 500' of Lake river or stream - to verify if High Risk -Property I.D.No. First Contact (810) 648-4664 IF YES - CONTACT DEQ (517) 373-1952	YES NO				
B - PART 91 SOIL EROSION Disturbs one acre or more Contact - Sanilac County Land Use (810) 648-4664	YES NO				
C - PART 303 SOIL EROSION Work in Wetlands Contact: DEQ (989) 894-6200	YES NO				
D - PART 31 SOIL EROSION Floodplain/Property flooding Contact: DEQ (989) 894-6226	YES NO				
E - HEALTH DEPARTMENT Contact: (810) 648-2150 Ext #124 Well Septic	YES NO YES NO				
F- ZONING REQUIRED Remain the Same Variance Granted Other	YES NO YES NO YES NO				

USE GROUP _____ BASE FEE _____

TYPE OF CONSTRUCTION _____ SQUARE FEET _____

APPROVAL SIGNATURE _____

TITLE _____ DATE _____

NOTE: YOU MUST HAVE A DRAWING WITH COMPLETE FRAMING DETAILS OF CONSTRUCTION FOR THE BUILDING INSPECTOR TO GO OVER WITH YOU BEFORE A PERMIT CAN BE ISSUED.