

ITEMS NEEDED FOR PERMIT:

- Zoning Fee of \$65.00
- Copy of Deed
- Address from Saginaw County Road Commission
- Driveway permit from Saginaw County Road Commission
- Septic/Well Permit from Saginaw County Health Department
- Copy of construction drawings-including floor plans and dimensions
- Address at site for inspectors
- Estimated project cost
- All Modular Homes must include approval reports from the State of Michigan for building, plumbing, mechanical and electrical.
- A site plan with plot dimensions where the house sets on the lot.



Township of Birch Run
8425 Main Street
PO Box 152
Birch Run, Michigan 48415
Phone: (989) 624-9773 Fax: (989) 624-1177

Building Permit Application

Authority: 1972 PA230 Failure to provide the information may result in denial of your request.	Birch Run Township is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
---	--

PROJECT INFORMATION	
Name	Location
APPLICANT INFORMATION	
Name	Phone Number
Address	Email Address
OWNER/LESSEE INFORMATION	
Name	Phone Number
Address	Email Address
CONTRACTOR INFORMATION	
Name	Phone Number
Address	Email Address
State of Michigan License Number	Expiration Date
Federal Employer ID # (or reason for exemption)	Worker's Comp Insurance Carrier (or reason for exemption)
MESC Employer Number (or reason for exemption)	

VALIDATION AREA - OFFICE USE ONLY

BUILDING PERMIT FEE PAID: \$ _____ DATE RECEIVED: _____ CASH/CC/CHECK #: _____
 SURETY DEPOSIT PAID: \$ _____ DATE RECEIVED: _____ CASH/CC/CHECK #: _____

PURPOSE OF PROJECT				
<input type="checkbox"/> New Building	<input type="checkbox"/> Alterations	<input type="checkbox"/> Demo	<input type="checkbox"/> Foundation	<input type="checkbox"/> Relocation
<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Mobile Home Setup	<input type="checkbox"/> Premanufacture	<input type="checkbox"/> Special Inspection
RESIDENTIAL				
<input type="checkbox"/> One Family	<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Hotel or Motel - # of Units: ____		
<input type="checkbox"/> Two or More Family - # of Units: ____	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Other		
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		
Non-Residential, describe, in detail, proposed use of building:				

SELECTED CHARACTERISTICS OF BUILDING		
TYPE OF FRAME		
<input type="checkbox"/> Masonry, Wall Bearing	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Other
<input type="checkbox"/> Reinforced Concrete	<input type="checkbox"/> Structural Steel	
TYPE OF HEATING FUEL		
<input type="checkbox"/> Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Other
<input type="checkbox"/> Coal	<input type="checkbox"/> Electricity	
TYPE OF SEWAGE DISPOSAL		
<input type="checkbox"/> Public or Private Company	<input type="checkbox"/> Septic System	
TYPE OF WATER SUPPLY		
<input type="checkbox"/> Public or Private	<input type="checkbox"/> Private Well or Cistern	
TYPE OF MECHANICAL		
Will there be Air Conditioning? _____	Will there be Fire Suppression? _____	

DIMENSIONS/DATA				
	Floor Area	Existing	Alterations	New
Number of Stories: _____	Basement	_____	_____	_____
Use Group: _____	1 st & 2 nd Floor	_____	_____	_____
Construction Type: _____	3 rd -10 th Floor	_____	_____	_____
Number of Occupants: _____	11 th & Above	_____	_____	_____
	Total Area	_____	_____	_____

CALCULATION OF PERMIT COST

The total cost of the improvement provides for the bases for the fee schedules. The cost of improvement will be based on the latest version of the ICC’s Building Valuation Data Table and will be calculated for you at the time you submit the application. In addition, the applicant may be required to provide a copy of a signed contract to verify the cost of the project. Pre-manufactured unit fees are based on 50% of the normal on-site construction permit fees.

When submittal documents are required by the MI Building Code (Current Edition), a plan review fee shall be paid at the time of submitting the said documents for plan review. Said plan review fee shall be sixty-five percent (65%) of the building permit fee as shown below. The plan review fees specified in this section are separate fees from the permit fees specified in said code and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in said code, the Building Official has the authority to charge a \$47.00 per hour fee (or the total hourly cost to the jurisdiction, whichever is greatest) for plan review submittals which exceed the 1st review per trade.

CONTRACTOR REGISTRATION FEE: \$15.00

COST OF CONSTRUCTION: \$ _____

The below listed fee schedule can be used for remodels/alterations, based on the cost of construction, subject to approval by the building official. (1)

\$1.00 to \$500.00.....	\$100.00
\$501.00 to \$2,000.00.....	\$100.00 for the first \$500.00 plus \$6.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00.....	\$190.00 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00.....	\$535.00 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00.....	\$797.50 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00.....	\$1,172.50 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00.....	\$3,572.50 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up.....	\$6,072.50 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof.

BUILDING PERMIT FEE: \$ _____ MAKE CHECKS PAYABLE TO : “BIRCH RUN TOWNSHIP”

Other Inspections and Fees:

1. Inspections outside of normal business hours (minimum charge-two hours)\$100.00 per hour*
 2. Reinspection fees assessed under provisions of Section 109.....\$100.00 per inspection*
 3. Inspections for which no fee is specifically indicated (minimum charge-1/2 hour).....\$100.00 per hour*
 4. Additional plan review required by changes, additions, or revisions to plans (minimum charge-1/2 hour)\$100.00 per hour*
 5. For use of outside consultants for plan checking and inspections, or both..... Actual costs**
- * Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved.
** Actual costs include administrative and overhead costs.
6. Surety Deposits are as follows:
 - a. Four Hundred (\$400.00) Dollar surety shall be deposited prior to a building permit being issued for a proposed residential structure, alteration, or addition thereto.
 - b. Two Hundred (\$200.00) Dollar surety shall be deposited prior to a building permit being issued for an accessory structure, alteration, or addition thereto.
 - c. Any and all Commercial or Industrial construction and or development requiring a building permit shall, in addition to the permit fee for Building Code Construction, deposit a surety equal to three (3%) percent of the estimated construction cost as calculated by the Township Building Official.

Said Deposit will be held by the Township and will be subject to provisions as set forth in this adopted ordinance.

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

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).

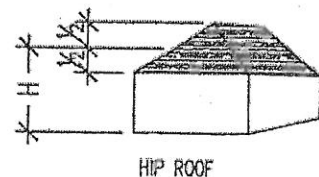
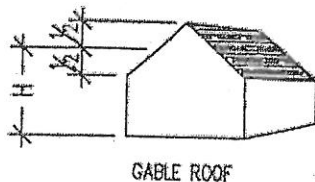
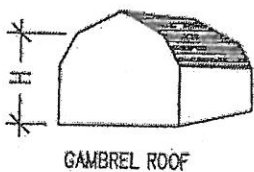
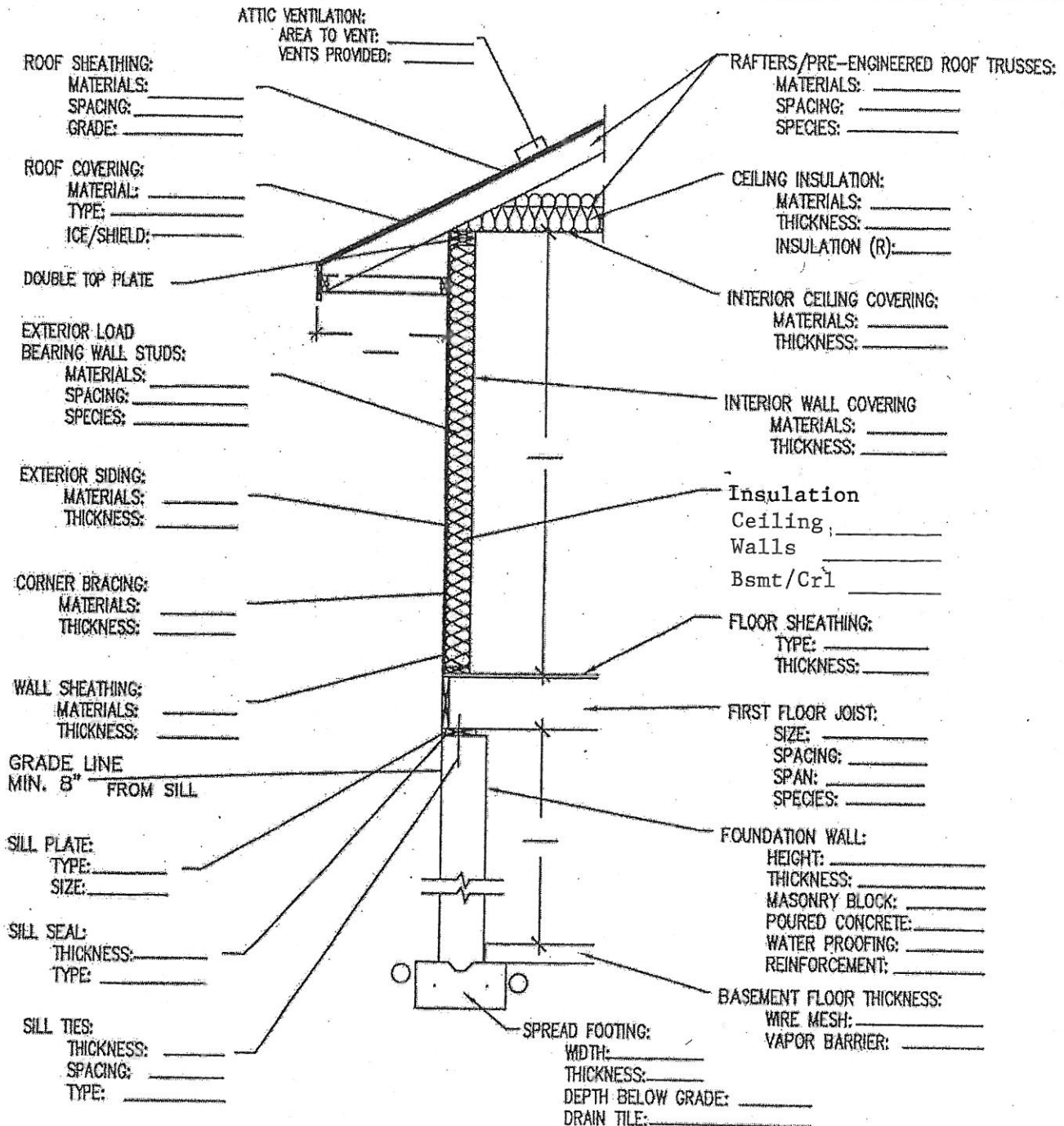
Signature of Applicant: _____ Date: _____

Email to Receive Permit: _____

ONE STORY WALL SECTION

Job _____
 DATE: _____

NAME _____
 ADDRESS: _____
 SIGNATURE: _____



You must provide BUILDING HEIGHT _____ (mean height see above)

POLE CONSTRUCTION

UP TO 12' SIDE WALLS

NAME OF OWNER _____ TELEPHONE _____

ADDRESS _____

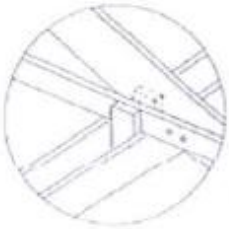
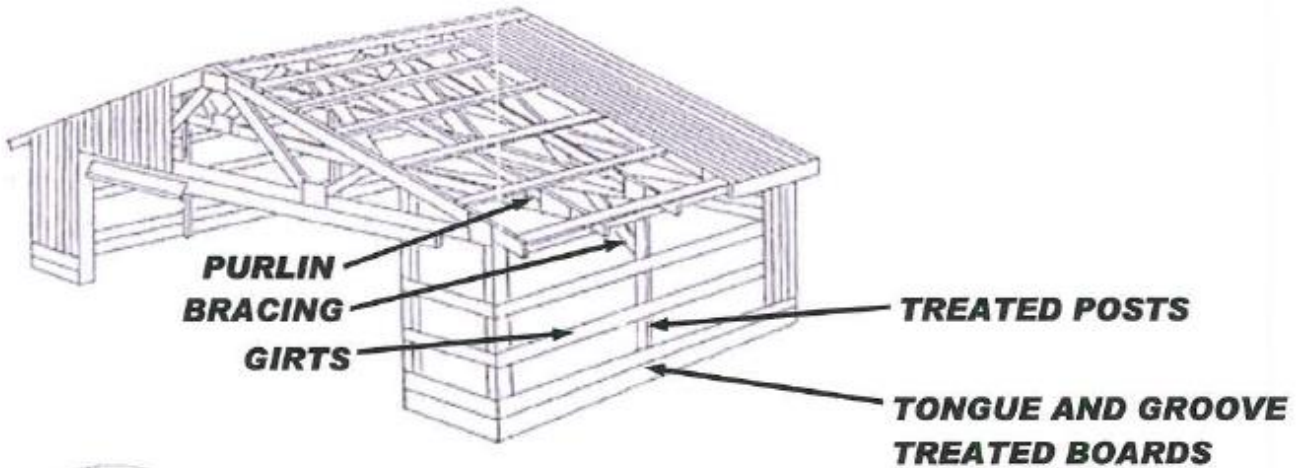
SIGNATURE OF OWNER _____ DATE _____

NAME OF CONTRACTOR _____ TELEPHONE NUMBER _____

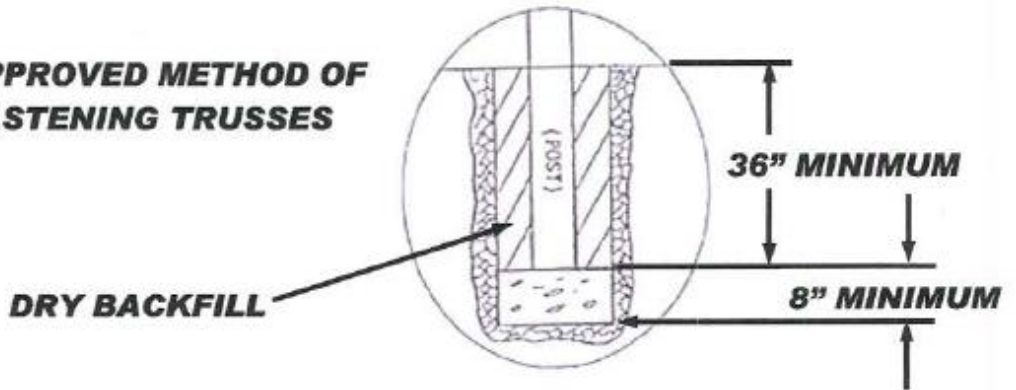
ADDRESS _____

LICENSE NUMBER _____ EXPIRATION DATE _____

SIGNATURE CONTRACTOR _____ DATE _____



APPROVED METHOD OF FASTENING TRUSSES



SEE REVERSE SIDE

Pole Spacing

Building Width

Pad Diameter

8'
8'
8'
8'

24'
26'
30'
36'

12"
16"
18"
20"

Beams

8'
8'
8'
8'

24'
26'
28'
30'

2 2" x 8"
2 2" x 8"
2 2" x 8"
2 2" x 10"

SPECIFICATIONS:

Roof Live Load 40 lbs./Sq.Ft.

Trusses:

Spacing _____ o.c.

Purchased: Yes No

Building Size: _____

Main Door Header:

Size and Span _____

Posts are required to be stress tested and treated with a code approved material

Size and Spacing of Girts:

Size and Spacing of Purlins:

Height Grade to Eaves:

Height Grade to Ridge:

FOOTING DETAILS Depth of Embedment:

1/4 Length of Pole
minimum of 48"

CONCRETE PAD:

Minimum 8" Thick
2500 lb. Concrete

3 Inspections are required for pole structures.

1. Footing/prior to placement of concrete
2. Rough In/prior to installing exterior veneer and after openings are flashed.
3. Final/after exterior veneer and overhead doors are installed.

**Allow a minimum of a 24 hour advance notice for all inspections.

COUNTY OF SAGINAW

BRIAN J. WENDLING
PUBLIC WORKS COMMISSIONER

Governmental Center
111 S. Michigan Avenue
Saginaw, Michigan 48602-2086
Phone 989-790-5258 • FAX 989-790-5259



SOIL EROSION AND SEDIMENTATION CONTROL PERMITS APPLICATION INFORMATION AND INSTRUCTIONS

Attached is the application form for a Soil Erosion and Sedimentation Control permit. A permit is needed if the earth change:

1. disturbs more than one acre of land or
2. is within 500 feet of a lake or stream, including open county drains and water bodies over one acre of surface area or
3. is a parcel in a subdivision or development that was permitted after May 29, 2003, when that parcel changes ownership or type of earth change activity

Please review the form before filling in the required information. The entire form must be completed before submitting for processing.

Item 2 – refers to the location of the earth change or project

Item 3 – briefly describes the earth change; size includes the entire area disturbed, i.e. cut, fill, stockpile, etc.

Item 5 – be sure to list the responsible individual actually “on site”, along with the other information

Additional information and items to include with application:

1. One set of Soil Erosion and Sedimentation Control plans for engineered projects, or if required by the County Enforcing Agency
2. Site plan with additional information listed on page 2, or a soil erosion schedule for subdivision lots as detailed on page 4 & 5, for non-engineered projects.
3. Proof of ownership, included with legal description
4. Check for appropriate fees, payable to **SAGINAW COUNTY PUBLIC WORKS COMMISSIONER** based on the following schedule:

Residential Permit

Minor Permit (Less than 1 acre)

Major Permit (1 or more acres)

Industrial/Commercial Permit

Minor Permit (Less than 1 acre)

Major Permit (1 or more acres)

Mining Operation Permit *

Minor Permit (Less than 2 acres)

Major Permit (2 or more acres)

Utility Permit

Minor Permit (Less than 1 mile)

Major Permit (1 or more miles)

Annual Renewal of Existing Permit

Mining Permit

All other renewals

Fee (Round up to the nearest ¼ acre)

\$250.00

\$250.00 + \$150 per acre over one

\$400.00

\$400.00 + \$200 per acre over one

\$500.00

\$500.00 + \$50 per acre over two

\$300.00

\$300.00 + \$50 per mile over one

Fee

\$300.00

Same as initial fee

*Mining operation includes all excavations for the purposes of removing and/or selling materials including the construction of ponds and/or lakes.

**ITEMS TO BE INCLUDED IN THE SOIL EROSION AND SEDIMENTATION
CONTROL PLAN**

1. A scaled drawing of the project, not more than 200 feet to the inch. For many projects this can be a non-engineered plan.
2. A legal description of the property, from the deed or tax statement.
3. Site location sketch or map, including property boundaries.
4. Proximity to lakes and streams, including open county drains.
5. The predominant land features and vegetation.
6. Contour intervals or slope description.
7. Description of soil types.
8. Show the boundaries or limits of the earth change(s). Includes excavation, fill stockpiling, grading.
9. Drainage patterns, where water leaves the site.
10. Timing and sequence of the earth changes. (Sample construction schedule available)
11. Description and location of the temporary and permanent erosion control measures.
12. How are the erosion control measures maintained and by whom?

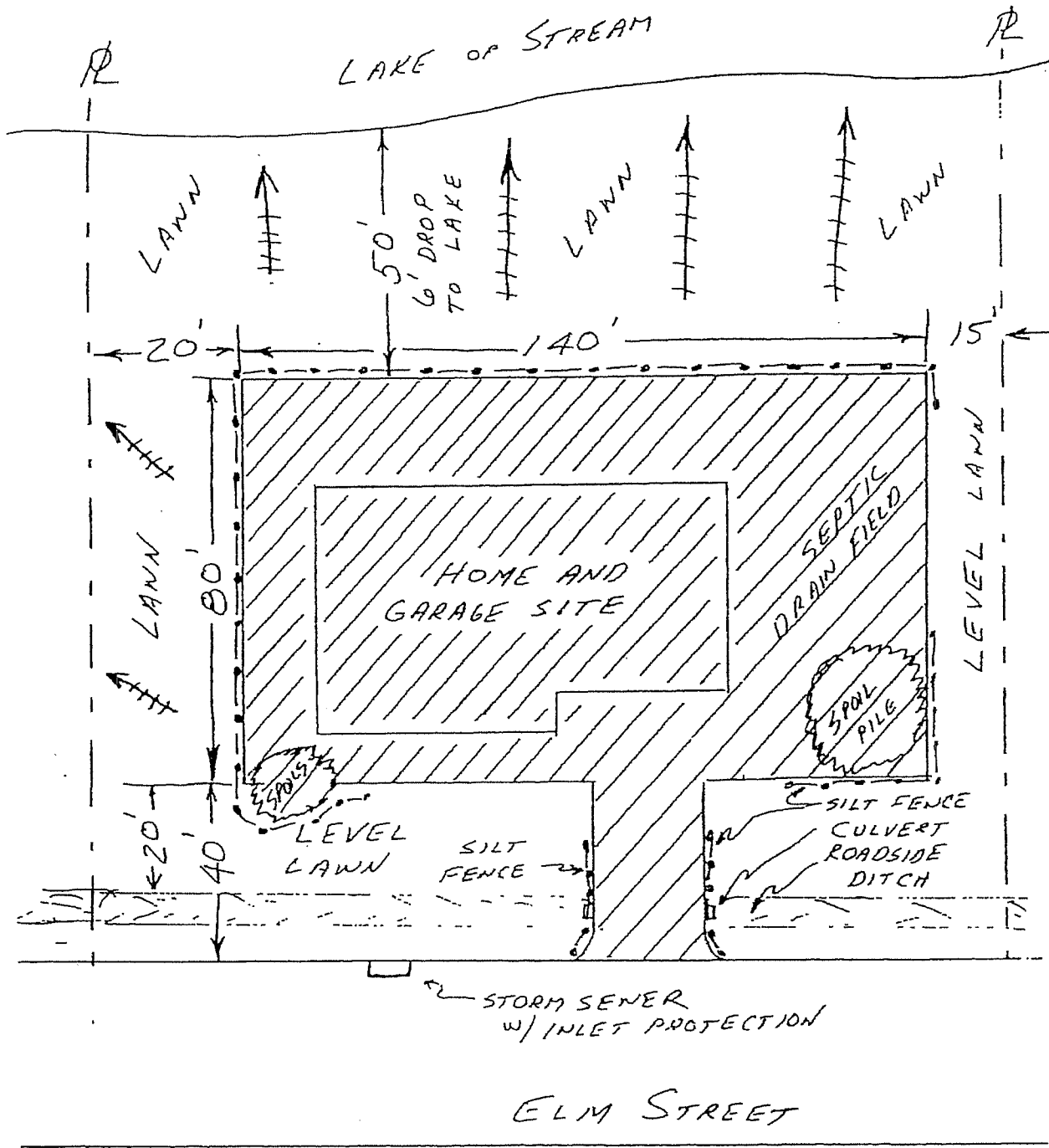
A worksheet and sample plan that shows how most of the items are included on a single sheet is included in this packet.

Complete applications, supplemental information and fees should be mailed to:

SAGINAW COUNTY PUBLIC WORKS COMMISSIONER
111 S Michigan Ave
Saginaw, MI 48602

Projects started without a permit are in violation of the law and subject to double fees.

Example Site Plan



- SCHEDULE**
- 6/15 - INSTALL PERIMETER SEDIMENT CONTROLS
 - 6/17 - GRADE SITE
 - 6/17 - 9/10 - CONSTRUCTION OF HOME
 - 9/15 - PAVE DRIVEWAY
 - 9/15 - 9/20 - FINAL GRADE, SEED AND MULCH
 - REMOVE PERIMETER CONTROLS
 - VEGETATION IS ESTABLISHED

Soil Erosion and Sedimentation Control Requirements For Subdivision House Construction

1. Disturb the minimum area necessary for construction. Leave the maximum amount of vegetation undisturbed along curb and rear lot inlets.

2. Keep soil from eroding off the site by either:
 - a) maintaining a 20-ft buffer zone of mature vegetation along curb in flat areas, **or**
 - b) trenching in silt fence along the curb, **or**
 - c) Constructing and maintaining a sediment containment swale behind the curb.
 - i. If soil is put into the swale or buffer zone during construction, install trenched-in silt fence around the soil.

3. Protect the driveway from eroding into the street by either:
 - a) Installing a stone aggregate driveway immediately after backfilling basement or crawl space, **or**
 - b) Paving the driveway immediately after backfilling basement or crawl space.
 - i. Care should be taken to limit access to the aggregate or paved driveway.
 - ii. Park all vehicles on the street or on the aggregate/paved driveway; do not park any vehicles on bare soil.

4. Protect storm water inlets as follows:
 - a) Rear lot inlets: Install and maintain filter fabric or bag. Replace when covered with sediment. Make sure fabric covers the entire opening.
 - b) Street inlets: Install inlet protection and maintain on a regular basis to ensure proper drainage.

5. Any sediment or other material which gets into the street must be removed daily.

6. Landscaping: Apply top-soil, seed and mulch as soon as construction traffic in yard allows. The contractor must set a date by which seeding is to be completed.
 - a) If soil is seeded too late in the year for the yard to fill in with grass, install either:
 - i. A strip of mulch blanket along the curb and sidewalk, and enough mulch over the rest of the yard to prevent erosion rills, or
 - ii. Trenched-in silt fence along the curb and sidewalk. Leave silt fence in place until grass is established.

SOIL EROSION SCHEDULE; to be completed by developer or contractor. Fill in the blanks with an approximate date for each activity or with a schedule, i.e. Start within X days, weeks 1, 2, 3 etc.

1. Remove topsoil _____
2. Construct sediment swales _____ **or**
Install trenched-in silt fence along curb _____
3. Construct and backfill basement/crawl space _____
4. Install aggregate stone driveway _____
5. Pave driveway _____
6. Seed and mulch yard _____
7. Install winter yard protection: Silt fence _____ **or**

Mulch blanket _____

For areas with public traffic, what measures will be used in street inlets to catch sediment without flooding streets?

How will sediment be removed daily from street? _____

Return this form to the Saginaw County Public Works Department as a portion of your Soil Erosion and Sedimentation Control Plan.

OFFICE USE ONLY

**PERMIT APPLICATION
for Part 91
SOIL EROSION AND
SEDIMENTATION CONTROL**

Permit Number
Date Issued
Expiration Date
File Number

1. LANDOWNER

Name			
Address	City	State	Zip Code
Area Code/Telephone Number		** Email Address	

2. LOCATION

Section	Town	Range	Township	City/Village	County
Subdivision		Lot No.	Tax ID Number/Parcel Number	Street Address	

3. PROPOSED EARTH CHANGE

Project Type: Residential Multi-family Commercial
 Industrial Land Balancing

Describe Project		Size of Earth Change (acres or square feet)
Name of and Distance to Nearest Lake, Stream, or Drain		Date Project to Start Date Project to be Completed

4. SOIL EROSION AND SEDIMENTATION CONTROL PLAN (Refer to Rule 323.1703)

Note: <u> 1 </u> complete set of plans must be attached.	Estimated Cost of Erosion and Sediment Control
	Plan Preparer's Name and Telephone Number Area Code

5. PARTIES RESPONSIBLE FOR EARTH CHANGE (GENERAL CONTRACTOR)

Name <input type="checkbox"/> Landowner <input type="checkbox"/> Designated Agent	Company Name		
Address	City	State	Zip Code
Area Code/Telephone Number		** Email Address	

6. PERFORMANCE DEPOSIT (If required by the permitting agency)

Amount Required \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Certified Check <input type="checkbox"/> Irrevocable Letter of Credit <input type="checkbox"/> Surety Bond		
Name of Surety Company			
Address	City	State	Zip Code
Area Code/Telephone Number		** Email Address	

I (we) affirm that the above information is accurate and that I (we) will conduct the above described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, applicable local ordinances, and the documents accompanying this application.

Landowner's Signature	Print Name	Date
Designated Agent's Signature*	Print Name	Date

* Designated agent must have a written statement from landowner authorizing him/her to secure a permit in the landowner's name.

** Permit and receipt for fees sent via email for faster service.