

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF CONSTRUCTION CODES  
P.O. BOX 30255  
LANSING MI 48909  
(517) 241-9313

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Requirements for Obtaining Building Permits  
From the  
Bureau of Construction Codes

**Residential Structures**

(One-and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Building Permit Application (BCC-324).
- Minimum of two (2) sets of plans that include the following:
  - Foundation and floor plans
  - Roof and wall section
  - Building elevations
  - Site plan
- Provide method of compliance with the "Michigan Uniform Energy Code"

**Commercial Structures**

(Including One and Two-Family Structures with *more* than 3,500 square feet of calculated floor area)

- Building Permit Application (BCC-324)
- Copy of plan review approval letter. Building plan review must be approved prior to a building permit being issued.

**Mobile and Premanufactured Homes**

- Building Permit Application (BCC-324)
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation for Mobile Homes
- Site plan
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

**Demolition of Structures**

- Building Permit Application (BCC-324)
- DEQ/LARA Notification of Intent Renovate/Demolish form (EQP 5661) (MIOsha-CSH 142)
- Proof of Utility Disconnects (electrical, water, gas)

**Instructions for Completing Application**

Page 1 of the application: Complete all applicable sections. Note section II(C, D). If the owner is doing the construction, enter "Owner" in the contractor information space. The application must be signed by the owner and the applicant. (If the applicant is the owner, only sign the application on the "Signature of Owner" line.

Page 2 of the application: Enter the information as required. (Type of improvement, use of structure, type of construction and Dimensions/Data)

Page 3 Environmental Control Approvals - This section must be completed by the local governmental agency (city/township etc.) for environmental control approvals (be sure that all local requirements A through I are approved). In certain jurisdictions, a land use permit may be substituted for zoning approval. Indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

Schools: It is the responsibility of public schools to submit for environmental control approvals as required by law.