

## Building Permit Fees

Building permit fees may be obtained from the Bureau of Construction Codes, by calling the Building Division, (517) 241-9317.

You will need to furnish the following information when calling

- Total square footage of the structure.
- Use group (i.e., "R-3" use group for single family homes, "U" use group for detached garages, pole barns, etc.).
- Type of construction ("5B" for wood frame construction is typical for a residence, or "2B" construction on-combustible construction is typical for a school).

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the building permit fee.

## When to Call for an Inspections

Please call the building inspector's telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of five (5) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

### Foundation Inspection

Prior to placing concrete in piers, trenches and formwork.

### Backfill Inspection

Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

### Rough Inspection

The rough inspection is to be made after the roof, all framing, firestopping, bracing, and the electrical rough, mechanical rough, and the plumbing rough installations have been approved and before the insulation is installed.

### Insulation Inspection

The insulation inspection is conducted after all insulation has been installed and before any finish work is installed.

### Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

## Expiration of Permit

A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$100.00.**

## Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy (in writing) upon the completion of the project. This request must include the building, electrical, mechanical, plumbing, boiler and elevator permit numbers (when applicable), the plan review submission number and the Bureau of Fire Services project number (for schools only). A Certificate of Occupancy cannot be issued until all fees are paid, permits are *finald and the work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances.* If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.