



ISABELLA COUNTY
APPLICATION FOR BUILDING PERMIT
Isabella County Community Development Department
Inspection Division
200 N. Main St., Mt. Pleasant, MI 48858
(989) 317-4061

BUILDING PERMIT APPLICATIONS WILL **NOT** BE ACCEPTED UNLESS THE FOLLOWING ARE PROVIDED AT THE TIME OF APPLICATION:

1. CORRECT PROPERTY TAX ID#, CORRECT ADDRESS OF PROPERTY, ASSIGNED BY THIS DEPARTMENT.
2. ISSUED ZONING PERMIT (if applicable).
3. SOIL EROSION EVALUATION OR PERMIT (if applicable). Soil erosion is needed if:
 - a. You are conducting and earth change within 500 feet of any body of water (i.e. lake, creek, stream, river, pond, county drain).
 - b. You are disturbing more than one acre of ground.
4. SEPTIC APPROVAL (if applicable). Contact Central Michigan District Health Dept. (989) 773-5921. Septic is needed if:
 - a. New dwelling.
 - b. When the dwelling is being replaced by a different dwelling (mobile home, modular home, etc.)
 - c. Any addition or remodeling that encroaches the required setbacks to the home.
 - d. Any remodeling that alters bedrooms.
5. APPLICATION FOR NEW HOME OR ADDITIONS TO HOME MUST INCLUDE:
 - a. One copy of the house plans including the floor plan, typical wall section (Appendix A), location of smoke detectors, and location of egress windows.
 - b. Energy code compliance spec sheet.
 - c. Plan review fee.
6. APPLICATION FOR MODULAR OR DOUBLE WIDE MOBILE HOME MUST INCLUDE:
 - a. Copy of the foundation plan (including size of piers if applicable).
 - b. Energy code compliance spec sheet. (If home will be set on basement or crawlspace.)
 - c. Plan review fee.
7. APPLICATION FOR POLE BUILDING OR GARAGE MUST INCLUDE:
 - a. Garage - residential garages & accessory structures wall section (Appendix B).
 - b. Pole Building - residential pole barn wall section (Appendix C).
 - c. Plan review fee.
8. APPLICATION FOR DECKS MUST INCLUDE:
 - a. Residential Deck Specifications (Appendix D)
 - b. Plan review fee.
9. APPLICATION FOR WINDOW AND/OR DOOR REPLACEMENT MUST INCLUDE:
 - a. Energy code compliance spec sheet.
10. SIGNATURE ON APPLICATION. (If a contractor is doing the work, contractor's signature is required. If owner is doing the work owner's signature is required.)
11. PERMIT FEE. (Fee varies and will be figured at the time of application, if you are mailing your application, please **call for fee, permits cannot be processed without payment.**)
12. DISPLAY BOARD - A 2x2 display board mounted 4 feet high must be placed at the entrance of the property for displaying your permit. Building permits are printed on weather proof paper, so please do not laminate or put in plastic bag. Building permit must be properly displayed before calling for an inspection.

NOTE: Permits for siding and reroof please fill out the form on the following page and submit with payment. No Appendix is required.



BUILDING PERMIT APPLICATION

Isabella County Community Development/Inspections
200 N Main St
Mt. Pleasant MI 48858
(989) 317-4061

OFFICE USE ONLY

Permit No.: _____

Date: _____

Check No.: _____

Receipt No.: _____

PROPERTY OWNER / JOB LOCATION

Property Owner Name	Phone Number	Property Tax ID:	
Job Street Address	City	Township	Section
Owner Mailing Address	City	State	Zip Code
Owner Email Address			

CONTRACTOR INFORMATION (May be left blank if the Property Owner is completing the work.)

Contractor Name	Contractor License Number	Expiration Date	
Contractor Address	City	State	Zip Code
Phone Number	Federal Employer ID Number (or reason for exemption)		
Workers Compensation Insurance Carrier (or reason for exemption)	MESC Employer Number (or reason for exemption)		
Contractor Email Address			

PURPOSE OF PROJECT

<input type="checkbox"/> New Building/Structure	<input type="checkbox"/> Alteration	<input type="checkbox"/> Demolition	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Manufactured Home
<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Relocation	<input type="checkbox"/> Mobile Home
Description of Work (including dimensions):				

PLAN REVIEW REQUIRED

Construction documents are required with each application for a permit. Replacement of windows, doors, siding, and roofs do not require construction documents.

Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one- and two-family dwellings less than 3,500 square feet of calculated floor area or buildings and structures accessory to one or two- family dwellings (i.e. pole barn, detached garage, deck, etc.).

Additional documentation may be required by the Building Official.

Are construction documents required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO (If you answered NO, construction documents are not required.)
If you have answered YES above:		
Is the construction a one- or two-family dwelling or is the construction accessory to a one or two- family dwelling (i.e. pole barn, detached garage, deck)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO (If you answered NO, a Commercial Plan Review is required. A separate application for plan examination and fee are required. See the Community Development office for more information.)
Are construction documents required to be sealed and signed by an architect or professional engineer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**TOTAL PERMIT FEES MAY BE DOUBLED IF WORK IS
STARTED BEFORE THE PERMIT IS ISSUED**

If you have answered **YES** to both questions above, construction documents sealed and signed by an architect or professional engineer are required.

If you have answered **YES** and **NO** above, construction documents sealed and signed by an architect or professional engineer are **not required** unless the Building Official determines additional information is required.

APPLICANT SIGNATURE

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. The applicant's signature acknowledges compliance with Section 13 of the State Construction Code Act regarding Certificates of Occupancy. When applicable the Certificate of Occupancy will be automatically sent to the applicant upon completion of the work covered by the permit.

Signature of Contractor

Date:

Signature of Property Owner (if property owner is the applicant)

Date:

Property Owner Driver's License Number:
(required if property owner is the applicant)

Homeowner Affidavit : I hereby certify that the proposed work is authorize 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.

Work shall not be started until the building permit has been issued. All installations shall be in conformance with the State Construction Code. No work shall be concealed until the work has passed an inspection. You are required to call the inspection line at (989) 317-4220 and provide the required details a minimum of 24 hours in advance of an inspection.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing, and inspections are requested and conducted. A valid permit shall expire 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. **Expired permits may be extended upon submission of a written request and payment of a \$50.00 fee within 30 days of expiration.** Otherwise, the permit shall be closed. A closed permit requires a new permit application.

FOR OFFICE USE ONLY

CONSTRUCTION VALUE CALCULATION			FEES			
Living Area	Dimensions		Re-Open Expired Permit	<input type="checkbox"/> \$50.00	Administration Fee (required for all)	<input type="checkbox"/> \$50.00
Finished Basement			Single Wide Mobile	<input type="checkbox"/> \$73.00	Residential Plan Review	<input type="checkbox"/> \$50.00
Unfinished Basement			Piers (Single/Double Wide Only)	<input type="checkbox"/> \$33.00	*Certificate of Occupancy (required for all)	<input type="checkbox"/> \$25.00
Garage/Pole Building			Double Wide Mobile/Manufactured	<input type="checkbox"/> \$88.00	Additional Inspection	<input type="checkbox"/> \$70.00
Deck			Crawl Space (Mobile/Manufactured Only)	<input type="checkbox"/> \$44.00	Work not Involving ft ² (siding, window/door, demolition, re-roof)	<input type="checkbox"/> \$70.00 ea
Other			Construction Value Fee			
Total Construction Value			TOTAL PERMIT FEE			

*Certificate of Occupancy is not required for decks, siding, window and door replacements, demolition, and re-roof permits.

REQUIRED INSPECTIONS		CONSTRUCTION INFORMATION	
Footing	<input type="checkbox"/>	Use Group	
Foundation/Backfill	<input type="checkbox"/>	Type of Construction	
Rough	<input type="checkbox"/>	Zoning District	
Final	<input type="checkbox"/>	Occupant Load	
Other	<input type="checkbox"/>		
Received by:		Plan Reviewed by:	Approved for issuance by:

SUBMISSION REQUIREMENTS			
	Required	Received	Not Required
Energy Code			
Flood Plain			
Plans			
Soil Erosion			
Well & Septic			
Zoning			

TOTAL PERMIT FEES MAY BE DOUBLED IF WORK IS STARTED BEFORE THE PERMIT IS ISSUED

MICHIGAN UNIFORM ENERGY CODE COMPLIANCE FORM
(MUST BE COMPLETED FOR ALL NEW HOMES, ADDITIONS AND RESIDENTIAL ALTERATIONS)

There are two ways to comply with the **ENERGY CODE**. Indicate what method has been used to provide documentation of code compliance.

- ☒ Prescriptive method (See table 402.1.1).
☐ System Analysis method (See table 2).

TABLE N1102.1.1 (R402.1.1)
INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT^a
***Isabella County is in Climate Zone 6A**

CLIMATE ZONE	FENESTRATION U-FACTOR ^b	SKYLIGHT ^b U-FACTOR	CEILING R-VALUE	WOOD FRAME WALL R-VALUE	MASS WALL R-VALUE ^g	FLOOR R-VALUE	BASEMENT ^c WALL R-VALUE	SLAB ^d R-VALUE & DEPTH	CRAWL SPACE ^e WALL R-VALUE
5A	0.32	0.55	38	20 OR 13+5 ^f	13/17	30 ^e	10/13	10, 2 ft	15/19
*6A	0.32	0.55	49	20 OR 13+5 ^f	15/20	30 ^e	15/19	10, 4 ft	15/19
7	0.32	0.55	49	20 OR 13+5 ^f	19/21	38 ^e	15/19	10, 4 ft	15/19

- a. R-values are minimums. U-factors are maximums. When insulation is installed in a cavity which is less than the label or design thickness of the insulation, the installed R-value of the insulation shall not be less than the R-values specified in the table.
 - b. The fenestration U-factor column excludes skylights.
 - c. "15/19" means R-15 continuous insulation on the interior or exterior of the home or R-19 cavity insulation at the interior of the basement wall. "15/19" may be met with R-13 cavity insulation on the interior of the basement wall plus R-5 continuous insulation on the interior or exterior of the home. "10/13" means R-10 continuous insulation on the interior or exterior of the home or R-13 cavity insulation at the interior of the basement wall.
 - d. R-5 shall be added to the required slab edge R-values for heated slabs.
 - e. Or insulation sufficient to fill the framing cavity, R-19 minimum.
 - f. First value is cavity insulation, second is continuous insulation or insulated siding, so "13+5" means R-13 cavity insulation plus R-5 continuous insulation or insulated siding. If structural sheathing covers 40% or less of the exterior, continuous insulation R-value may be reduced by no more than R-3 in the locations where structural sheathing is used to maintain a consistent total sheathing thickness.
 - g. The second R-value applies when more than half the insulation is on the interior of the mass wall.
- R 408.30547d

TABLE 2 (System Analysis)

Compliance with the Michigan Energy Code can be accomplished with the use of the following programs:

1. Michigan Uniform Energy Code – 2009 (Detached 1 and 2 family dwellings).
2. Meeting the design, construction, and certification requirements under the United States EPA **ENERGY STAR PROGRAM**.
3. Meeting the design and construction guidelines of the **HOME ENERGY RATING SYSTEM (HERS)** with a minimum test score of 85.
4. Achieving an approval using the insulation requirements in **RES check** using software version 4.4.1.

401.3 Certificate. A permanent certificate shall be posted on or in the electrical distribution panel, and shall meet all the following:

- a. Be affixed or attached so it does not cover or obstruct the visibility of the circuit directory label, service disconnect label, or other required labels.
- b. Be completed by the builder or registered design professional.
- c. List the predominant R-values of insulation installed in or on ceiling/roof, walls, foundation (slab, basement wall, crawlspace wall and/or floor) and ducts outside conditioned spaces and U-factors for fenestration. If there is more than 1 value for each component, then the certificate shall list the value covering the largest area.
- d. List the types and efficiencies of heating, cooling and service water heating equipment.
- e. If a gas fired unvented room heater, electric furnace, or baseboard electric heater is installed in the residence, then the certificate shall list "gas-fired unvented room heater," as appropriate. An efficiency shall not be listed for gas-fired unvented room heaters, electric furnaces, or baseboard heaters.

R408.31061

Date:

Signature:

**TOTAL PERMIT FEES MAY BE DOUBLED IF WORK IS
STARTED BEFORE THE PERMIT IS ISSUED**

Residential Frame Built (Roof, Walls, Floor, and Foundation)

Roof

Pitch: _____
 Shingles: _____
 Felt: _____
 Ice Barrier: _____
 Roof Sheathing: _____
 Truss: YES: ☐ NO: ☐

If No Fill in the Following

Rafter Size: _____
 Rafter Spacing: _____
 Rafter Clear Span: _____
 Rafter Species: _____
 Ridge: _____
 Ceiling Joist Size: _____
 Ceiling Joist Spacing: _____
 Ceiling Joist Species: _____
 Insulation: _____
 Roof Ventilation: _____

Walls

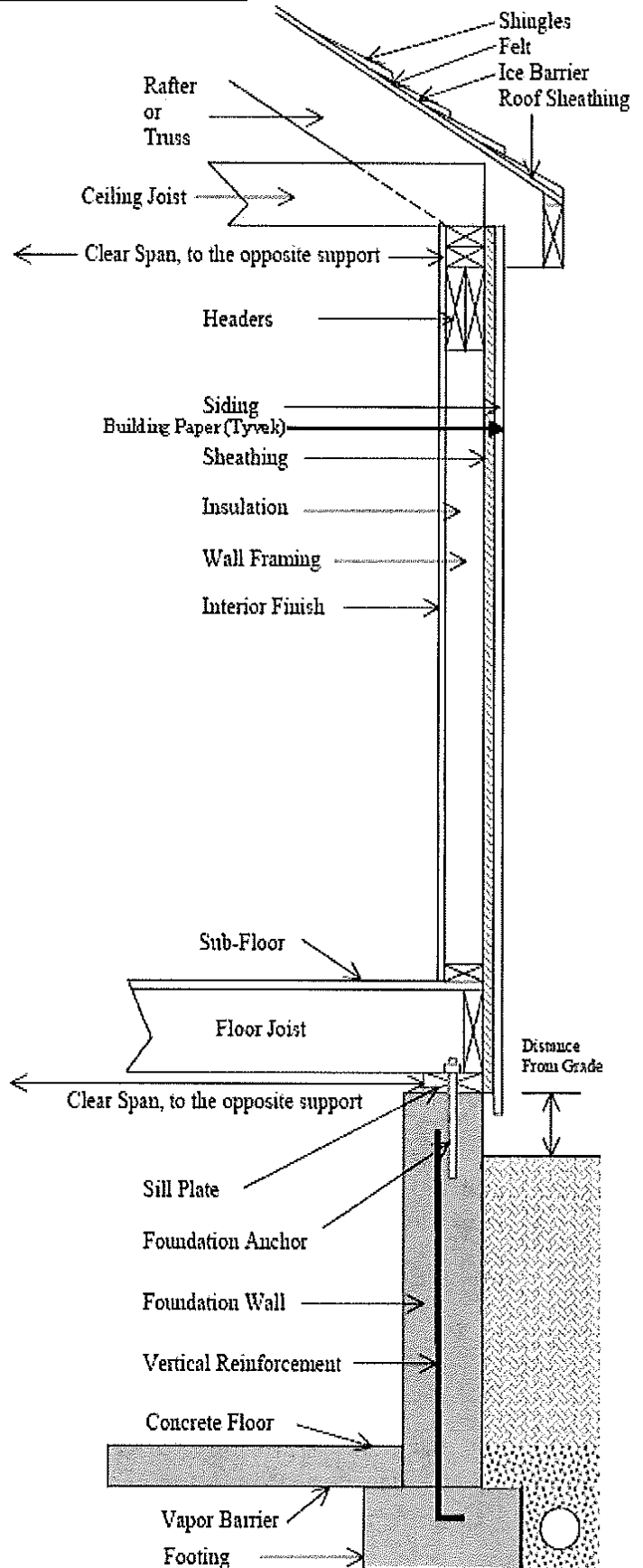
Siding: _____
 Sheathing: _____
 Building Paper (Tyvek): _____
 Insulation Type: _____
 Walls Framing: _____
 Headers: _____
 Interior Finish: _____
 Ceiling Height: _____

Floor

Sub-Floor: _____
 Floor Joist Size: _____
 Floor Joist Spacing: _____
 Floor Joist Clear Span: _____
 Floor Joist Species: _____
 Beam Type & Size: _____
 Distance from Grade: _____

Foundation

Anchor Type: _____
 Anchor Spacing: _____
 Sill Plate: _____
 Poured Wall Size: _____
 Block Wall Size: _____
 Vertical Reinforcement: # - O.C.
 Concrete Floor Thickness: _____
 Vapor Barrier: _____
 Column Pad Size: X X
 Column Spacing: _____
 Footing Width: _____
 Footing Height: _____
 Footing Depth Below Grade: _____



Residential Garages & Accessory Structures

Roof Pitch: _____
 Roof Covering: _____
 Underlayment: _____
 Roof Deck: _____

Truss: Yes: ☐ No: ☐

If NO, Fill in the Following

Size of Ridge: _____
 Size of Rafters: _____
 Rafter Species: _____
 Rafter Spacing: _____
 Ceiling Joist: _____

Wall Materials

Size of Studs: _____
 Top Plates: _____
 Bottom Plates: _____
 Stud Spacing: _____

Garage Door Header: _____

Garage Door Header Span: _____

Service Door: _____

Service Door Header Span: _____

Window Header: _____

Window Header Span: _____

Insulation Type: _____

Interior Finish: _____

Sheathing: _____

Siding: _____

Building Paper (Tyvek): _____

Foundation

Anchor Type: Bolt Strap

Anchor Spacing: _____

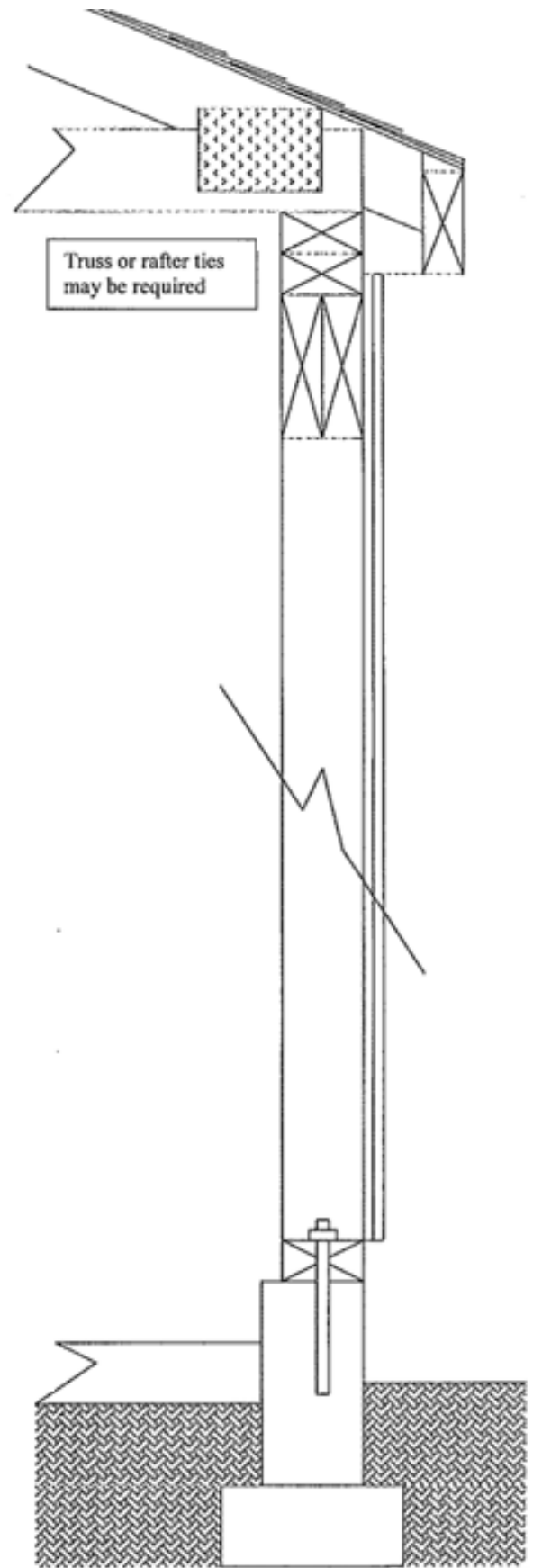
Foundation Size: _____

Footing Width: _____

Footing Depth: _____

Concrete slab-on-ground floors shall be a minimum of 3 ½ inches thick.

Attached garages and other attached accessory structures shall have exterior footings and foundation systems that extend 42 inches below actual grade. Detached garages and other accessory structures that exceed 400 ft² shall have exterior footings and foundation systems that extend 42 inches below actual grade.



Roof Covering: _____

Roof Deck: _____

Trusses: YES: ☐ NO: ☐

If NO, Fill in the Following

Rafter Block Size: _____

Rafter Size: _____

Rafter Spacing: _____

Ridge Size: _____

Ceiling Joist Size: _____

Pole Size: _____

Pole Spacing: _____

Ceiling Height: _____

Roof Peak Height: _____

Insulation Materials: _____

Finish Materials: _____

Carrier Size: _____

Wall Purlins: _____

Type of Siding: _____

Building Paper (Tyvek): _____

Skirt Board Size: _____

Concrete Slab Floor Thickness: _____ Inches

All concrete footings shall be mixed with clean water outside of the hole

Depth Below Grade: _____ Inches

Footing Height: _____ Inches

Footing Width: _____ Inches