

City of Montrose Building Department  
141 Parkway Dr.  
Montrose, MI 48457  
Phone - 810-639-6168 Fax - 810-639-6125

**REQUIREMENTS TO OBTAIN A ZONING/BUILDING PERMIT**

- A. Complete the attached Zoning/Building Permit Application – must include the following or the application will be returned.
- Property location – including property address and parcel PID number.
    - a) If the property location is from a new split or division, approval must be obtained from the Assessing Department. Proof of ownership such as a warranty deed or land contract is required.
  - Type of Work – New Construction, Addition, Repair, Alteration, Foundation, etc.
  - Use of the Building – Residential, Commercial, Industrial, Accessory.
  - Contractor Information – Copy of Michigan's builders/contractors license.
  - Description of work to be done in detail, such as type of footings, size of wall studs, floor joist sizes, insulation, trusses or conventional rafters, etc.
  - Sign and Date application by person applying for the permit.
  - Plot or Site Drawing showing the following: (see attached for example)
    - a) Property lines with dimensions.
    - b) Location of all existing and proposed new structures with setback dimensions from property lines, bodies of water and other buildings.
    - c) Size dimensions for all new proposed construction work, including sizes of porches, decks, garages, pole barns, sheds, signs, etc.
- B. For all new construction the following additional items must be included on the application and or submitted with the application.
- For One and Two-Family Residential Dwelling structures less than 3,500 square feet two sets of complete plans, including foundations, floors, walls, and roofing details are required. (One will be returned when permit is issued.)
  - For all Commercial and Industrial construction and One and Two-Family Residential structures over 3,500 square feet signed and sealed construction drawings are required. (Please check with the Building Department to see if a review is required by the Planning Commission prior to the issuance of any new Commercial and or Industrial permits.)
  - Energy Worksheet – Michigan Uniform Energy Code
  - Permits from the following Departments
    - a) Right-of-Way Permit from the City's Department of Public Works.
    - b) Water and Sewer Permit from the City's Department of Public Works.
    - c) Soil and Erosion Control Permit or Permit Waiver from the County Drain Commission (810-732-7870)
    - d) Electrical, Plumbing and Mechanical Permits are obtained from the State of Michigan, local contact numbers are as follows; Electrical (810-760-2903), Plumbing (810-760-2905) and Mechanical (810-760-2277).
- \* NOTE: Please remember to call Miss OIG 1-800-482-7171*
- c. If a property line cannot be easily identified by the property owner or contractor a survey will be required on all proposed construction projects where the proposed improvement is being constructed within five feet of any required front, rear and side yard setback lines as required by the Zoning Ordinance.

Please contact the Building Department if you should have any questions or need any additional information.

**CITY OF MONTROSE  
Building Department**

141 Parkway Dr. Montrose, MI 48457  
Phone 810-639-6168 - Fax 810-639-6125

**APPLICATION FOR BUILDING AND OR ZONING PERMIT  
AND PLAN EXAMINATION**

**INSTRUCTIONS:** Applicants must complete all sections, including the Site or Plot Plan. Authority is granted under Act 230, PA 1972, as amended. No installation shall begin until application is file and a permit is issued by the Building Official.

Application Date		Permit Type (Check permit(s) requested)		Mobile Set-up <input type="checkbox"/>		Deck/Porch <input type="checkbox"/>		Garage/Pole Barn <input type="checkbox"/>		Other <input type="checkbox"/>	
		New Building <input type="checkbox"/> Addition <input type="checkbox"/>		Sign <input type="checkbox"/>		Zoning <input type="checkbox"/>		Foundation Only <input type="checkbox"/>			
		Renovation <input type="checkbox"/> Use Change <input type="checkbox"/>									
<b>Note: Permits for Electrical, Mechanical, and Plumbing must be obtained thru the State of Michigan.</b>											
Street Address (where permit is being issued)											
Legal Description (Attach if necessary)											
Parcel No. 60-											
Zoning											
Parcel Type											
Agricultural <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other <input type="checkbox"/>											
Owner(s) Name											
Business Name											
Street Address											
City											
State											
Zip Code											
Phone											
Business Name											
Builder's License No.											
Federal Employer ID No.											
Owner(s) Name											
Address											
City											
State											
Zip Code											
Workers Comp Insurance Carrier											
MESC Employer Number											
Architect/Engineer of Project											
License No.											
Phone											
Address											
City											
State											
Zip Code											
I hereby certify that I am the owner of record of the named property, or 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 or her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official shall have the authority to enter the area covered by such permit at any reasonable hour to enforce the provision(s) of the Code(s) applicable to such permit.											
Signature of Applicant											
Address											
Phone											
Responsible Person in Charge of Work											
Title											
Phone											
Is Owner Applicant											
Yes <input type="checkbox"/> No <input type="checkbox"/>											

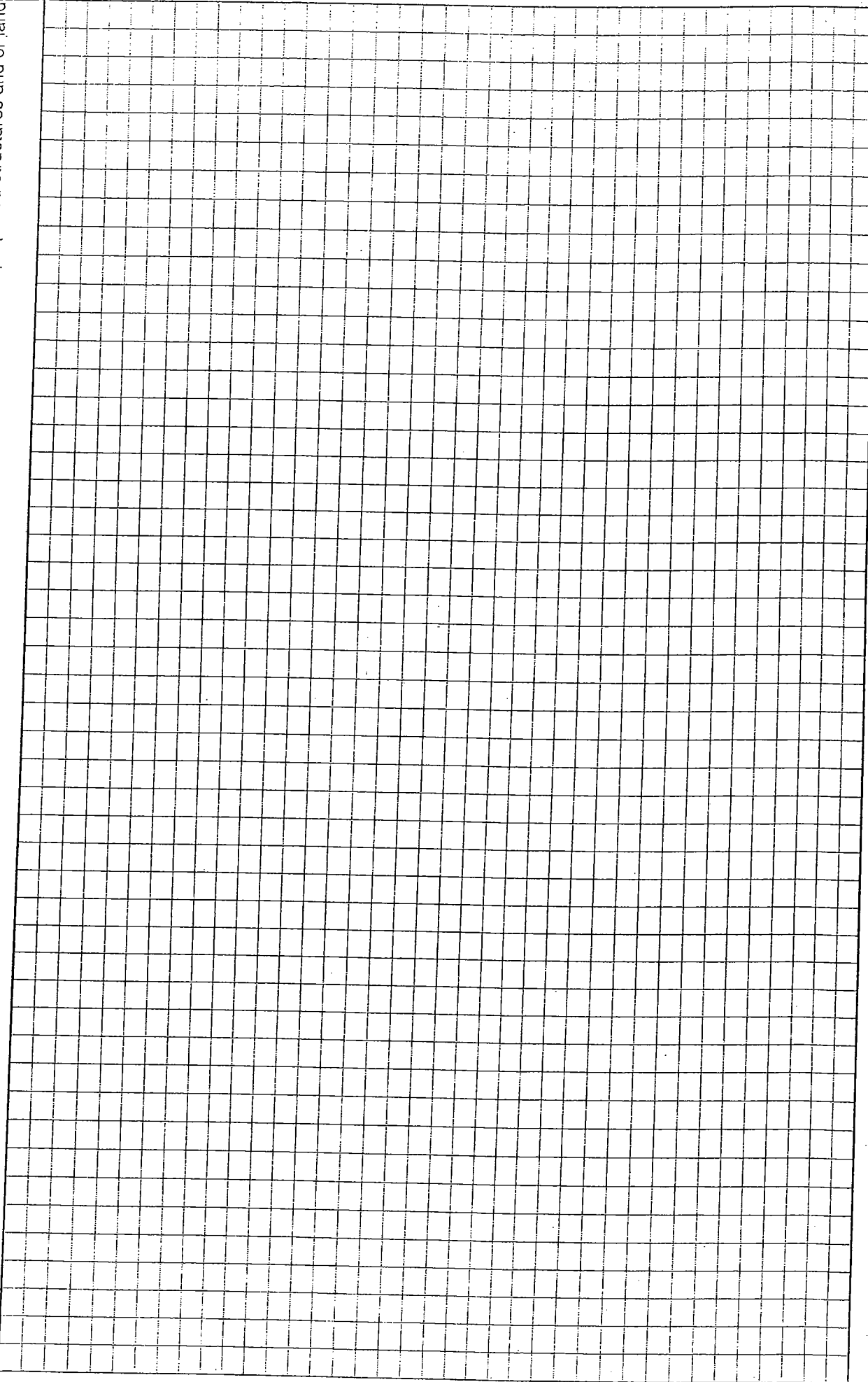
Proposed Use and Description	Residential	Single Family	Two Family	Multi-Family	Hotel, Motel	Other
	Assembly	Modular Housing	Accessory Building	Boarding House		
	Business	Theater	Night Club	Restaurant	Church	
	Mercantile					
	Factory	Moderate Hazard	Low Hazard	High Hazard		
	Educational	Schools	Library	Day Care Facility		
	Institutional	Group Home	Hospital	Jail		
	Storage	Moderate Hazard	Low Hazard			
	Other	Parking Garage	Motor Fuel Service	Repair Garage	Public Utility	
	(Brief Description of Use)					

Selected Building Characteristics	Frame	Wood	Masonry	Concrete	Steel	Other
	Exterior Cover	Wood	Siding	Masonry	Stone	
	Windows	Single Pane	Double Pane	Wood	Vinyl	Storms & Screens
	Roof Construction	Conventional	Size	Trusses	Pitch	
	Roofing Cover	Asphalt	Fiberglass	Wood	Tile	
	Floor Construction	Conventional	Size	Trusses	Size	Beam
	Heating Type	Gas	Oil	Electricity	Central Air	
	Sewer/Water	Septic System	Public Sewers	Well	Public Water	

Dimensions - Data	Lot Size (Sq. Ft.)	Frontage	Depth	Lot Area		
	Building Setbacks	Front	Side	Rear		
	Height Above Grade	Story	Feet	Bedrooms (#)	Bathroom (#)	
	Foundation (Sq. Ft.)	Bsmt. Height	Bsmt. Area	Crawl Space Area	Slab Area	
	Living Area	Height	Area (Sq. Ft.)	Fireplaces	Masonry	
	Garage (Area)	Attached	Detached	Width	Depth	
	Business/Office	Area	Story	Height	No. of Parking Spaces	Area
	Service Building	Area	Story	Height	No. of Parking Spaces	Area
	Mercantile Bldg	Area	Story	Height	No. of Parking Spaces	Area
	Manufacturing Bldg	Area	Story	Height	No. of Parking Spaces	Area

**SITE PLAN OR PLOT PLAN** (Indicate direction of North)

A detailed sketch of your project is required, you must include lot lines, street access, location, size and placement of all existing and proposed structures and or land improvements.



**FOR BUILDING DEPARTMENT USE ONLY**

<b>SITE AND ZONING EVALUATION</b>		<b>Comments</b>	
Zoning District			
Lot Size			
Required Front Yard Setback			
Required Rear Yard Setback			
Required Side Yard Setback			
Required Side Yard Setback			
Lot Coverage (%)			
Required Off Street Parking			
Floodplain Zone			
Number of Signs		Type	
Size of Sign		Height	
Required Sign Setbacks			
Barrier Free Compliance			
Other (List)			
Other (List)			

<b>ADDITIONAL PERMITS AND REQUIRED APPROVALS</b>		<b>Comments</b>	
Planning Commission Approval	YES	NO	
Zoning Board of Appeals Approval	YES	NO	
Construction Board of Appeals Approval	YES	NO	
Building Permit Obtained from City	YES	NO	
Zoning Permit Obtained from City	YES	NO	
Site Permit Obtained from City	YES	NO	
Sign Permit Obtained from City	YES	NO	
Demolition Obtained from City	YES	NO	
Plumbing Permit Obtained from State of Michigan	YES	NO	
Mechanical Permit Obtained from State of Michigan	YES	NO	
Electrical Permit Obtained from State of Michigan	YES	NO	
Genesee County Health Department Approval	YES	NO	
State Fire Marshall Obtained from State of Michigan	YES	NO	
Driveway or Curb Cut thru the City Department of Public Works	YES	NO	
Storm Drainage thru the City Department of Public Works	YES	NO	
State Barrier Free Variance Board	YES	NO	
Other (List)	YES	NO	

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_