

## Application for Building and Plan Examination

LEONI TOWNSHIP  
913 Fifth St.  
Michigan Center, MI 49254  
517-764-4694  
517-764-1106 Fax

**Note: A Separate Application Must Be Completed for Plumbing, Mechanical, and Electrical Work Permits**

I. PROJECT INFORMATION				
PROJECT NAME		ADDRESS		
CITY	VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN		AND		
II. IDENTIFICATION				
A. OWNER OR LESSEE				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	PHONE	
B. ARCHITECT OR ENGINEER				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	PHONE	
LICENSE NUMBER		EXPIRATION DATE		
C. CONTRACTOR <b>*If Homeowner Pulls Permit, a Homeowner Permit Policy Must Be Signed*</b>				
<b>MAKE SURE YOU ARE REGISTERED WITH LEONI, IF NOT FILL OUT THE ANNUAL REGISTRATION FORM</b>				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	PHONE	
BUILDERS LICENSE NUMBER		EXPIRATION DATE		
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION				
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION				
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION				
III. TYPE OF IMPROVEMENT AND PLAN REVIEW				
A. TYPE OF IMPROVEMENT AND DESCRIPTION				
<input type="radio"/> NEW BUILDING <input type="radio"/> GARAGE/ POLE BARN <input type="radio"/> SUNROOM <input type="radio"/> PORCH <input type="radio"/> BREEZEWAY				
<input type="radio"/> ADDITION				
B. DESCRIPTION (ENTER VALUE OF JOB \$\$)				
C. PLAN REVIEW REQUIRED				
<b>Plans are not required</b> for alterations and repair work determined by the building official to be of minor nature <b>Plans and specifications are required</b> for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architects or engineer's seal and signature.				
Signature		Date		



<b>A. RESIDENTIAL</b>				
<input type="radio"/> ONE FAMILY	<input type="radio"/> HOTEL, MOTEL, NO. OF UNITS _____	<input type="radio"/> DETACHED GARAGE		
<input type="radio"/> TWO OR MORE FAMILY NO. OF UNITS _____	<input type="radio"/> ATTACHED GARAGE	<input type="radio"/> OTHER _____		
<b>B. NON-RESIDENTIAL      COMMERCIAL VALUE</b>				
<input type="radio"/> AMUSEMENT	<input type="radio"/> SERVICE STATION	<input type="radio"/> SCHOOL, LIBRARY, EDUCATIONAL		
<input type="radio"/> CHURCH, RELIGION	<input type="radio"/> HOSPITAL, INSITUTIONAL	<input type="radio"/> STORE, MERCANTILE		
<input type="radio"/> INDUSTRIAL	<input type="radio"/> OFFICE, BANK, PROFESSIONAL	<input type="radio"/> TANKS, TOWERS		
<input type="radio"/> PARKING GARAGE	<input type="radio"/> PUBLIC UTILITY	<input type="radio"/> OTHER _____		
NONRESIDENTIAL-DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.				
<b>V. SELECTED CHARACTERISTICS OF BUILDING</b>				
<b>A. PRINCIPAL TYPE OF FRAME</b>				
<input type="radio"/> MASONRY, WALL BEARING	<input type="radio"/> STRUCTURAL STEEL	<input type="radio"/> OTHER		
<input type="radio"/> WOOD FRAME	<input type="radio"/> REINFORCED CONCRETE			
<b>B. PRINCIPAL TYPE OF HEATING FUEL</b>				
<input type="radio"/> GAS	<input type="radio"/> OIL	<input type="radio"/> ELECTRICITY	<input type="radio"/> COAL	<input type="radio"/> OTHER
<b>C. TYPE OF SEWAGE DISPOSAL</b>				
<input type="radio"/> PUBLIC OR PRIVATE COMPANY	<input type="radio"/> SEPTIC SYSTEM			
<b>D. TYPE OF WATER SUPPLY</b>				
<input type="radio"/> PUBLIC OR PRIVATE COMPANY	<input type="radio"/> PRIVATE WELL OR CISTERN			
<b>E. TYPE OF MECHANICAL</b>				
<input type="radio"/> WILL THERE BE AIR CONDITIONING	<input type="radio"/> WILL THERE BE FIRE SUPPRESSION			
<b>F. DIMENSIONS/DATA</b>				
NUMBER OF STORIES _____	FLOOR AREA:	EXISTING	ALTERATIONS	NEW
USE GROUP _____	BASEMENT	_____	_____	_____
CONSTRUCTION TYPE _____	1ST & 2ND FLOOR	_____	_____	_____
NUMBER OF OCCUPANTS _____	3RD-10TH FLOOR	_____	_____	_____
	11TH-ABOVE	_____	_____	_____
	TOTAL AREA	_____	_____	_____
<b>G. NUMBER OF OFF STREET PARKING SPACES</b>				
ENCLOSED _____	OUTDOORS _____			



VI. APPLICANT INFORMATION				
<b>APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.</b>				
NAME			TELEPHONE NO	
ADDRESS	CITY	STATE	ZIP CODE	
FEDERAL ID/SOCIAL SECURITY NO				
<p>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 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.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>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 residential structure. Violators of section 23a are subject to civil fines.</p> </div>				
SIGNATURE OF APPLICANT				
BUILDING PERMIT FEE ENCLOSED \$ _____				
VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION				
ENVIRONMENTAL CONTROL APPROVALS				
	REQUIRED?	APPROVED	DATE	NUMBER
A - ZONING	<input type="radio"/> YES <input type="radio"/> NO			
B - FIRE DISTRICT	<input type="radio"/> YES <input type="radio"/> NO			
C - POLLUTION CONTROL	<input type="radio"/> YES <input type="radio"/> NO			
D - NOISE CONTROL	<input type="radio"/> YES <input type="radio"/> NO			
E - SOIL EROSION	<input type="radio"/> YES <input type="radio"/> NO			
F - FLOOD ZONE	<input type="radio"/> YES <input type="radio"/> NO			
G - WATER SUPPLY	<input type="radio"/> YES <input type="radio"/> NO			
H - SEPTIC SYSTEM	<input type="radio"/> YES <input type="radio"/> NO			
I - VARIANCE GRANTED	<input type="radio"/> YES <input type="radio"/> NO			
J - OTHER	<input type="radio"/> YES <input type="radio"/> NO			
VII. VALIDATION - FOR DEPARTMENT USE ONLY				
USE GROUP _____		BASE FEE _____		
TYPE OF CONSTRUCTION _____		NUMBER OF INSPECTIONS _____		
SQUARE FEET _____				
APPROVAL SIGNATURE _____				
TITLE _____			DATE _____	

4-23-13 dsb

This permit is subject to all applicable laws and restrictions. The issuance of this permit indicates approval of the Leoni Township Building Department but does not substitute for approvals of other governmental agencies, if any. Leoni Township will only issue an Occupancy Permit on Commercial Projects, subsequent to the receipt by the Township of the Project Engineer's Certification that the construction was completed consistent with the approved building permit which includes, by reference, the Project Engineer's/Architect Building Plan and the Township Building Department's specifications.



## ***Leoni Township Office***

913 Fifth Street

Michigan Center, MI 49254

PHONE: (517) 764-4694 FAX: (517) 764-1106

Email: leonitownship.com

### **HOMEOWNER PERMIT POLICY**

The Michigan Licensing Law gives the homeowner an exemption to act as the general contractor if the homeowner is building his own use. This means that in the case of his own single family residence (not a duplex or apartment building) the homeowner may act as the general contractor, even though a licensed builder may be significantly involved. 339.2403 of the Michigan Occupational Code state:

A person may engage in the business of or act in the capacity of a Residential Builder or a residential maintenance and alteration contractor or salesperson in this state without having a license, if the person is one of the following:

- (A) An owner of property, with reference to a structure on the property for the owner's own use and occupancy.
- (B) An owner of rental property, with reference to the maintenance and alteration of that rental property.

If the homeowner acts as the general contractor and pulls the permit he should be made aware of the following:

**AS THE PERMIT HOLDER THE HOMEOWNER INCURS ALL OF THE LIABILITY AND ALL OF THE RESPONSIBILITY THAT THE LICENSED CONTRACTOR WOULD NORMALLY ASSUME.**

**THIS MEANS THAT:**

**IT WILL BE THE HOMEOWNERS RESPONSIBILITY TO CORRECT ANY CODE VIOLATIONS EVEN IF THE BUILDER OR ANY OTHER PERSONS ACTUALLY DID THE WORK.**

**THE HOMEOWNER CAN BE HELD LIABLE FOR ANY INJURY WHICH OCCURS ON THE JOB, WHETHER IF IT IS TO A BUILDER'S OR SUBCONTRACTOR'S EMPLOYEE, OR EVEN TO A TRESPASSER WHO GETS HURT WHILE TRESPASSING.**

**IN THE EVENT OF AN OCCURANCE BEYOND THE BUILDER'S CONTROL (LAWSUIT, ETC) WHICH CAUSES THE BUILDER TO BE UNABLE TO COMPLETE THE WORK; THE HOMEOWNER WILL BE LEGALLY RESPONSIBLE FOR COMPLETION OF THE JOB.**

These are only a few of the responsibilities a homeowner can incur when acting as the general contractor. These are by no means all of the responsibilities.

I \_\_\_\_\_ have read and understand the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date