

# ACCESSORY BUILDING PERMIT

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

VILLAGE OF STOCKBRIDGE

Permit # \_\_\_\_\_  
Accessory/detached structures

VILLAGE OF STOCKBRIDGE  
PO BOX 155/ 305 W ELIZABETH ST  
STOCKBRIDGE MI 49285  
PH. 517-851-7435 FAX.517-772-6222  
BLDG DEPT. 800-627-2801 EXT. 0

Job Address: \_\_\_\_\_ Property Tax Id No. \_\_\_\_\_

Owner \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ E-mail address \_\_\_\_\_

Basic Dimensions: \_\_\_\_\_ ft x \_\_\_\_\_ ft No. of floors \_\_\_\_\_ Building Height \_\_\_\_\_

Type of Construction \_\_\_\_\_

### PLEASE FILL IN OR CHECK THE APPROPRIATE SPACES BELOW:

- |  |  |
|--|--|
| <input type="checkbox"/> Sq. ft. shed                    | <input type="checkbox"/> cement slab & thickened edge. |
| <input type="checkbox"/> Sq. ft. pole building           | <input type="checkbox"/> cement slab (3 1/2" - 4")     |
| <input type="checkbox"/> Sq. ft. porch on pole building  | <input type="checkbox"/> rafters _____ "O.C.           |
| <input type="checkbox"/> Sq. ft. pool                    | <input type="checkbox"/> trusses _____ "O.C.           |
| <input type="checkbox"/> Sq. ft. deck for pool           | <input type="checkbox"/> metal roof                    |
| <input type="checkbox"/> Sq. ft. unattached frame garage | <input type="checkbox"/> asphalt shingles              |
| <input type="checkbox"/> Sq. ft. storage building        | <input type="checkbox"/> metal exterior                |
| <input type="checkbox"/> Lineal ft. fence                | <input type="checkbox"/> aluminum/vinyl exterior       |
| _____ Type of fence                                      | <input type="checkbox"/> brick exterior                |
| _____ Height of fence                                    | <input type="checkbox"/> block exterior                |
| <input type="checkbox"/> Other                           | <input type="checkbox"/> wood exterior                 |
|  | <input type="checkbox"/> Number of windows             |
|  | <input type="checkbox"/> Number of garage doors        |

#### Office Use Only

Zoning District \_\_\_\_\_  
Use Group \_\_\_\_\_/Type of Construction \_\_\_\_\_  
Permit Determinant \_\_\_\_\_

COST OF PERMIT: \$ \_\_\_\_\_

By: \_\_\_\_\_  
Building Official

Make Checks Payable to VILLAGE OF STOCKBRIDGE

Please supply 3 sets of plans

Contractor		Ph./FAX	
E-MAIL			cell
Address		City & State	ZipCode
Federal D No/Social Security No.		MESD Employer No.	
License No.	Expiration Date	Worker's Disability Compensation Carrier	
If exempt from any of the above, explain here:			

**Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, 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 subject to civil fines.**

### HOMEOWNER'S AFFIDAVIT and SIGNATURE

I hereby certify that the work described above shall be installed in accordance with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for necessary and timely inspections.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### AGENT'S/CONTRACTORS AFFIDAVIT and SIGNATURE

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETE INFORMATION ON SECOND PAGE**

**ACCESSORY BUILDING PERMIT** SECOND PAGE  
**LOT DIAGRAM**

Owner: \_\_\_\_\_ Job Address: \_\_\_\_\_

Address: \_\_\_\_\_

Tax I.D.: \_\_\_\_\_

- |                              |   |  |
|------------------------------|---|--|
| (1) Draw lot lines in feet   | (4) Draw proposed construction                            | (7) Draw lakes, streams, and wet lands within 500 feet |
| (2) Label street             | (5) Show dimensions of all buildings                      | (8) Contractor/owner will stake 2 adjacent lot lines   |
| (3) Draw existing structures | (6) Show distance from all sides of building to sidelines |  |

Signature of Applicant/Agent \_\_\_\_\_

Date \_\_\_\_\_

# RESIDENTIAL APPLICATION CHECKLIST – (Return with Application)

Project address/location of proposed work: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Before a permit may be issued, all of the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- \_\_\_\_ 1. **ZONING APPROVAL DOCUMENTATION.**
- \_\_\_\_ 2. **LOT DIAGRAM** on back of first page of application. (Required for ALL applications – NEW HOMES, ADDITIONS, INTERIOR REMODEL, GARAGES AND ACCESSORY BUILDINGS AND STRUCTURES)
- \_\_\_\_ 3. **BLUE PRINTS OR DRAWINGS** - Provide (3 Sets) of complete drawings. If over 3500 sq. ft. you will need signed and sealed plans by an Architect or Engineer.
- \_\_\_\_ 4. **MICHIGAN UNIFORM ENERGY CODE COMPLIANCE** -- for all projects, documentation must be provided demonstrating compliance with the energy code.
- \_\_\_\_ 5. **ROOF LOADING DATA SHEET** – for all projects, documentation must be provided demonstrating compliance.
- \_\_\_\_ 6. **PROOF OF OWNERSHIP** (Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...) **RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PRE-MANUFACTURED.**
- \_\_\_\_ 7. **PROPERTY TAX I.D. NUMBER**
- \_\_\_\_ 8. **SANITATION & WATER SUPPLY PERMITS** (Village of Stockbridge)\*
- \_\_\_\_ 9. **DRIVEWAY/SIDEWALK PERMIT** – Village of Stockbridge or MDOT\*
- \_\_\_\_ 10. Is the Structure within 500 feet of water (lake, river, stream, county drain) **OR** is the excavated area equal to or greater than 1 acre? **YES / NO** **If YES a SOIL EROSION PERMIT IS REQUIRED.**
- \_\_\_\_ 11. Is property located in wetlands and/or floodplain? **YES / NO**  
No building permit may be issued if in a flood plain without DEQ\* and/or DNR\* approval.
- \_\_\_\_ 12. **OTHER PERMITS EVENTUALLY NECESSARY:**  
\_\_\_\_ Electrical \_\_\_\_ Mechanical \_\_\_\_ Plumbing \_\_\_\_ Sign  
Applicant or licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

## RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

VILLAGE OFFICE HOURS are Monday–Friday, 9am- 3:00pm, 305 WElizabeth St. Rm. 107 Stockbridge, MI 49285; PHONE is (517) 851-7435; by MAIL PO Box 155, Stockbridge, MI 49285; Email [clerk@vosmi.org](mailto:clerk@vosmi.org) ; or by FAX at (517) 772-6222.

BUILDING DEPARTMENT: Ph. (800)627-2801 Monday through Friday 8-12 and 1:30-4:30

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.**

Blue prints and drawings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Include wall section/cross-section drawing showing material dimensions and specification from footing to rafters, as well as floor plan indicating all room dimensions, window, door, and stair openings. All structures containing pre-manufactured members (roof trusses, floor trusses, laminated beams, etc.) require sealed diagram from the manufacturer; forward to our office at time of delivery.

**SANITATION**

**Village of Stockbridge**  
PO Box 155  
305 W Elizabeth St Rm 107  
Stockbridge MI 49285  
Phone:(517) 851-7425

**ADDRESS**

**Village of Stockbridge**  
PO Box 155  
305 W Elizabeth St Rm 107  
Stockbridge MI 49285  
Phone:(517) 851-7425

**DRIVEWAY**

**M-52 or M-106**  
**MDOT**  
Phone:(517) 335-3754

**DRIVEWAY**

**Village of Stockbridge**  
PO Box 155  
305 W Elizabeth St Rm 107  
Stockbridge MI 49285  
Phone:(517) 851-7425

**ZONING**

**Associated Gov't Svc.**  
Phone:(800) 627-2801  
M-F 8:00-12:00, 1:30-4:30

**BUILDING CODE**

**Associated Gov't Svc.**  
Phone:(800) 627-2801  
M-F 8:00-12:00, 1:30-4:30

**SESC PERMITS**

**Ingham County Drain Commission**  
Phone: (517) 676-8395

**DEQPERMITS**

**Lansing District Office**  
PO Box 30242 Lansing MI 48909-7742  
525 W Allegan (Constitution Hall)  
Phone: (517) 284-6651

**DNRPERMITS**

**Chuck Dennison**  
Phone: (734) 426-4913  
[dennisonc@mi.gov](mailto:dennisonc@mi.gov)

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