

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

# COMMERCIAL BUILDING PERMIT

VILLAGE OF STOCKBRIDGE

Permit # \_\_\_\_\_

## VILLAGE OF STOCKBRIDGE

PO BOX 155 / 305 W ELIZABETH ST  
STOCKBRIDGE MI 49285  
PH. 517-851-7435 FAX.517-772-6222  
BLDG DEPT. 800-827-2801 EXT. 0

Job Location: \_\_\_\_\_ Property tax: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

No. of Floors: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_

For Office Use Only	
Zoning District	_____
Use Group	_____
Type of Construction	_____
Permit Determinate	_____

**NONRESIDENTIAL** – Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use. **Type of Improvement:** \_\_\_\_\_

### REQUIRED DOCUMENTS

- \_\_\_ Site Plan Approval
- \_\_\_ Site Plan
- \_\_\_ Variance Approval (if applicable)
- \_\_\_ 3 Sets of Sealed Drawings & Specs
- \_\_\_ P.A. 135 Disclosure

### ADDITIONAL PERMITS REQUIRED

- \_\_\_ Curb or Sidewalk Cut
- \_\_\_ Electrical
- \_\_\_ Mechanical
- \_\_\_ Plumbing
- \_\_\_ Sign or Billboard
- \_\_\_ Demolition
- \_\_\_ Erosion Control
- \_\_\_ Sanitary Sewer Tap
- \_\_\_ Storm Sewer Connection

PLAN REVIEW	\$ _____
COST OF PERMIT	\$ _____
TOTAL COST	\$ _____

\_\_\_\_\_  
Building Official  
Make Checks Payable to **VILLAGE OF STOCKBRIDGE**

Engineer/Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information**

Name		Phone	Fax
Address		City	State/Zip Code
Fed ID# or SS#	MESC Emp. #	Worker's Disability Comp Carrier	
License #	Exp Date	Exempt Reason:	

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 the state relating to the persons who are to perform work on a residential building or residential structure. Violators of Section 23a are subject to civil fines.

### AGENT'S AFFIDAVIT

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 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.

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

# COMMERCIAL PERMIT APPLICATION CHECKLIST

(Return with Application)

Permit application for \_\_\_\_\_

(job address)

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

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

Before a permit may be issued all of the following documentation (1-6) must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- \_\_\_ 1. SITE PLAN APPROVAL (or other zoning approval as required).
- \_\_\_ 2. SITE PLAN DRAWINGS (as approved in item #1 - submitted with construction drawings).
- \_\_\_ 3. VARIANCE APPROVAL, if applicable.
- \_\_\_ 4. **Two (3) SETS OF SIGNED AND SEALED DRAWINGS & SPECIFICATIONS.**
- \_\_\_ 5. P.A. 135 Disclosure (Licensing information located on the Commercial Building Permit Application).
- \_\_\_ 6. PLAN REVIEW (Will be conducted by the Building Department)

The following may also be required. The applicant is responsible for obtaining the following referenced permits or waivers (Items 7-12). These must be reconciled prior to issuance of a permit.

- \_\_\_ 7. CURB OR SIDEWALK CUT
- \_\_\_ 8. SIGN OR BILLBOARD PERMIT
- \_\_\_ 9. DEMOLITION PERMIT
- \_\_\_ 10. SOIL EROSION CONTROL PERMIT: A soil erosion review is required by the State of Michigan, must receive a permit or waiver.
- \_\_\_ 11. STORM SEWER CONNECTION:
- \_\_\_ 12. SANITARY SEWER TAP

## RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, mechanical, plumbing, 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 W Elizabeth 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

**DEQ PERMITS**

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

**DNR PERMITS**

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

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