



City of Burton
 4093 Manor Drive
 Burton, MI 48519
 (810) 742-9230

Commercial &
 Industrial
 Only

Important – Applicant to complete all items in sections: I, II, III, IV, and V

I. LOCATION OF BUILDING	Address: _____ Parcel ID#: _____
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II. TYPE AND COST OF BUILDING – All applicants complete Parts A-D

A. TYPE OF IMPROVEMENT	B. PROPOSED USE –	
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair, Replacement <input type="checkbox"/> Roofing <input type="checkbox"/> Moving <input type="checkbox"/> Foundation Only	<input type="checkbox"/> Amusement, recreational <input type="checkbox"/> Church, other religious <input type="checkbox"/> Industrial <input type="checkbox"/> Parking Garage <input type="checkbox"/> Service Station, repair garage <input type="checkbox"/> Hospital, institutional <input type="checkbox"/> Office, bank, professional	<input type="checkbox"/> Public Utility <input type="checkbox"/> School, library educational <input type="checkbox"/> Stores, Mercantile <input type="checkbox"/> Tank, towers <input type="checkbox"/> Other – Specify _____ _____ _____

C. Describe in detail proposed work to be done: (please include all drawings and specifications)

D. COST OF IMPROVEMENTS: \$ _____

III. SELECTED CHARACTERISTICS OF BUILDING – For new buildings and additions, complete Parts E-K

E. PRINCIPAL TYPE OF FRAME	G. TYPE OF SEWAGE DISPOSAL	J. DIMENSIONS
<input type="checkbox"/> Masonry (wall bearing) <input type="checkbox"/> Wood frame <input type="checkbox"/> Structural steel <input type="checkbox"/> Reinforced concrete <input type="checkbox"/> Other - _____	<input type="checkbox"/> Private or private company <input type="checkbox"/> Public (septic tank, etc.)	
	H. TYPE OF WATER SUPPLY	
	<input type="checkbox"/> Public or private company <input type="checkbox"/> Private (well, cistern)	Number of Stories _____ Total square feet of floor area, all floors, based on exterior dimensions _____ Total land area, sq ft _____

F. PRINCIPAL TYPE OF HEATING FUEL	I. TYPE OF MECHANICAL	K. NO. OF OFF-STREET PARKING SPACES
<input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electricity <input type="checkbox"/> Coal <input type="checkbox"/> Other - _____	Will there be central air conditioning? <input type="checkbox"/> Yes <input type="checkbox"/> No Will there be an elevator? <input type="checkbox"/> Yes <input type="checkbox"/> No	Enclosed _____ Outdoors _____

IV. IDENTIFICATION – To be completed by all applicants

Owner or Lessee:

Mailing Address- Number, Street, City and State, Zip	Tel. No.

Contractor:

Mailing Address- Number, Street, City and State, Zip	License #	Tel. No.

Architect/Engineer:

Mailing Address- Number, Street, City and State, Zip	Tel. No.

V. APPLICANT –

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 agent. I agree the statements made on the attached application are true, and if found not to be true, any permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Burton Zoning Ordinance and the State of Michigan Building Code will be complied with. Further, I agree to notify the City of Burton inspection department prior to the required inspections listed on my issued permit. Further, I agree to give permission to officials of the City of Burton to enter the property subject to this permit application for the purposes of inspections. Finally, I understand this is a permit application (not a permit) and that a permit, if issued, conveys only work to be completed as shown, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property right.

Owner
 Contractor
 Architect/Engineer
 Date: _____

Print Name of Applicant	Signature of Applicant
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DO NOT WRITE BELOW THIS LINE

Building Permit Number _____ Date Issued _____ 20 _____
 Building Permit Fee \$ _____ Plan Review Fee \$ _____
 Approved By: _____
 Title: _____

In the case of tenant spaces designed by other than the Registered Design Professional in responsible charge of the building shell, it is the duty of the building owner to submit tenant space drawings to the Registered Design Professional in charge for review prior to submission for a building permit from this department.

“MBC 106.3.4.1 When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional in responsible charge. If the circumstances require, the owner shall designate a substitute registered design professional in responsible charge who shall perform the duties of the original registered design professional in responsible charge. The building official shall be notified in writing by the owner if the registered design professional in responsible charge is changed or is unable to continue to perform the duties.

The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

Where structural observation is required by Section 1709, the inspection program shall name the individual or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur. See also duties specified in Section 1704.”

I have read and agreed to the above statement.
Signature:

License Number : _____

Print Name: _____

Registered Design Professional in responsible charge

Deferred Submittals

“MBC 106.3.4.2 For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period.

Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official.

Submittal documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building professional with a notation indicating that the deferred submittal documents have been reviewed and that they have been found to be in general conformance with the design of the building. The deferred submittal items shall not be installed until their design and submittal documents have been approved by the building official.”

New Commercial Construction Check List

Please complete all of the following to make this a fast and easy process.

- _____ 1. Submit the application completely filled out with 4 site plans, and 4 sets of plans. Normal processing time is at least 7 days.
- _____ 2. Also with the application include a copy of your updated builders license, and a copy of your Certificate of Liability Insurance. Both can be faxed as soon as possible to (810) 742-8015. But must be received before an inspection will be done.
- _____ 3. Any Electrical, Mechanical and Plumbing permits will go through the State; we do have the applications available. Takes 10 days to process.
- _____ 4. Go to the County Drain Office on the corner of Beecher and Linden Road to pay for the Water and/or Sewer Type B permits.
- _____ 5. Bring in proof that County permits are paid to City Hall Treasurers Office and pay the City of Burton Tap-Ins fees.
- _____ 6. Right of Way permit is included in with the application. If you are hiring an outside contractor to do the work, make sure that the City has on file a copy of the Contractors insurance and a bond for the work that is done. **Reminder: An inspection for all work in the R-O-W must be done.** Call (810) 742-9230.
- _____ 7. When everything above has been done, come to the building department to pay for and pick up your permit. Please call ahead of time for prices and/or to make sure that permit is ready to be issued.
- _____ 8. No fill can be brought to the site unless prior approval and a fill permit has been issued by the City of Burton Zoning Department
- _____ 9. Before final occupancy can be issued you must have approvals from the State of Michigan for plumbing, electrical, and mechanical on site.
- _____ 10. If at anytime in your building you decide to make a change to the site plan and building plans you must contact the building department prior to making the change so an approval can be made to the new plan.
- _____ 11. Silt fence must remain around the property for the entirety of the project, or until grass has been established throughout the property.
- _____ 12. In order to receive a full occupancy the owner/contractor must complete all of the items included in 1-11.

Thank you in advance for making this process easy for everyone.