

**CITY OF SAGINAW  
INSPECTIONS DIVISION  
1315 S. WASHINGTON AVE.  
SAGINAW, MI 48601  
(989) 759-1421**

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**Requirements for Obtaining Building Permits  
from the  
City of Saginaw**

**Residential Structures**

(One-and Two-Family Residential with *less* than 3,500 square feet)

- < Building Permit/Plan Review Application
- < Minimum of two (2) sets of plans that include the following:
  - Foundation and floor plans.
  - Roof and wall section.
  - Building elevations.
  - Site plan.

**Commercial Structures**

(Including One-and Two-Family Residential with *more* than 3,500 square feet)

- < Building Permit/Plan Review Application
- < Plan Review Fee
- < Two (2) sets of plans and specifications, with **original signature and seal** of an architect or engineer registered in the state of Michigan.

**Mobile and Premanufactured Homes**

- < Building Permit/Plan Review Application
- < Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation.
- < Site plan.
- < For Michigan approved premanufactured units; two (2) copies of the Building System Approval and the approved plans.

**Instructions for Completing Application**

Page 1 of the application: Complete all applicable sections. Note section II(c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and **signed**.

Section VII. Must be completed by the local governmental agency (city/township) for zoning (environmental) approval.

## **Building Permit Fees**

Building permit fees may be obtained from the City of Saginaw by calling the Inspections Division, (989) 759-1421

### **You will need to furnish the following information when calling**

- < Total square footage of the structure.
- < Use group (i.e., "R-3" use group for single family homes, "U" use group for detached garages, pole barns, etc.).
- < Type of construction ("5B" for wood frame construction).

If you submit your building permit application and plans without money, your application will be put on hold until such time that the fee is paid.

### **When to Call for an Inspection**

Please call the building inspector's telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of three (3) inspections are required on most structures. It is the permit holders' responsibility to call for inspections, prior to the construction being covered.

### **Foundation Inspection**

- < Footing Inspection - Prior to placing concrete in piers, trenches and formwork.
- < Backfill Inspection - Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

### **Rough Inspection**

The rough inspection is to be made after the roof, all framing, firestopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

### **Final Inspection**

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.



# APPLICATION FOR BUILDING PERMIT

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City of Saginaw  
 Inspections Division  
 1315 S. Washington  
 Saginaw, MI 48601  
 (989) 759-1421 Fax: (989) 759-1592

AUTHORITY: P.A. 230 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED	THE CITY OF SAGINAW WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.
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**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V AND VI  
 NOTE: SEPARATE APPLICATIONS 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	TELEPHONE NUMBER	
B. ARCHITECT OR ENGINEER				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
LICENSE NUMBER			EXPIRATION DATE	
C. CONTRACTOR				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
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				
1. NEW BUILDING	3. ALTERATION	5. DEMOLITION	7. FOUNDATION ONLY	9. RELOCATION
2. ADDITION	4. REPAIR	6. MOBILE HOME SET-UP	8. PREMANUFACTURE	10. SPECIAL INSPECTION
B. REVIEW(S) TO BE PERFORMED				
BUILDING	ELECTRICAL	MECHANICAL	PLUMBING	FOUNDATION

**IV. PROPOSED USE OF BUILDING**

**A. RESIDENTIAL**

1. ONE FAMILY	3. HOTEL, MOTEL NO. OF UNITS _____	5. DETACHED GARAGE
2. TWO OR MORE FAMILY NO. OF UNITS _____	4. ATTACHED GARAGE	6. OTHER _____

**B. NON-RESIDENTIAL**

7. AMUSEMENT	11. SERVICE STATION	15. SCHOOL, LIBRARY, EDUCATIONAL
8. CHURCH, RELIGION	12. HOSPITAL, INSTITUTIONAL	16. STORE, MERCANTILE
9. INDUSTRIAL	13. OFFICE, BANK, PROFESSIONAL	17. TANKS, TOWERS
10. PARKING GARAGE	14. PUBLIC UTILITY	18. OTHER _____

DESCRIPTION OF WORK: DESCRIBE BELOW THE WORK BEING PERFORMED, IF WORK INCLUDES ROOFING OR SIDING ENTER AMOUNT OF MATERIAL BEING USED, INDICATE IF EXISTING MATERIAL IS BEING REMOVED AND INDICATE IF NEW SHEATHING MATERIAL IS BEING INSTALLED.

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**V. SELECTED CHARACTERISTICS OF BUILDING**

**A. PRINCIPAL TYPE OF FRAME**

1. MASONRY, WALL BEARING	2. WOOD FRAME	3. STRUCTURAL STEEL	4. REINFORCED CONCRETE	5. OTHER
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**B. PRINCIPAL TYPE OF HEATING FUEL**

6. GAS	7. OIL	8. ELECTRICITY	9. COAL	10. OTHER
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**C. TYPE OF SEWAGE DISPOSAL**

11. PUBLIC OR PRIVATE COMPANY	12. SEPTIC SYSTEM
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**D. TYPE OF WATER SUPPLY**

13. PUBLIC OR PRIVATE COMPANY	14. PRIVATE WELL OR CISTERN
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**E. TYPE OF MECHANICAL**

15. WILL THERE BE AIR CONDITIONING?	YES	NO	16. WILL THERE BE FIRE SUPPRESSION?	YES	NO
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**F. DIMENSIONS/DATA**

17. NUMBER OF STORIES _____	18. USE GROUP _____	19. CONST. TYPE _____	20. NO. OF OCCUPANTS _____	21. FLOOR AREA:			
				EXISTING	ALTERATIONS	NEW	
				BASEMENT	_____	_____	_____
				1ST & 2ND FLOOR	_____	_____	_____
				3RD - 10TH FLOOR	_____	_____	_____
				11TH - ABOVE	_____	_____	_____
				TOTAL AREA	_____	_____	_____

**G. NUMBER OF OFF STREET PARKING SPACES**

22. ENCLOSED _____	23. OUTDOORS _____
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**VI. APPLICANT INFORMATION**

**APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.**

NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE

FEDERAL I.D. NUMBER/SOCIAL SECURITY NUMBER \_\_\_\_\_

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.

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 a residential structure. Violators of section 23a are subjected to civil fines.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

PLAN REVIEW FEE ENCLOSED \$ _____	VALUE OF WORK \$ _____
BUILDING PERMIT FEE ENCLOSED \$ _____	_____

**VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION**

**ENVIRONMENTAL CONTROL APPROVALS**

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> YES <input type="checkbox"/> NO				
B - FIRE DISTRICT	<input type="checkbox"/> YES <input type="checkbox"/> NO				
C - POLLUTION CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
D - NOISE CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
E - SOIL EROSION	<input type="checkbox"/> YES <input type="checkbox"/> NO				
F - FLOOD ZONE	<input type="checkbox"/> YES <input type="checkbox"/> NO				
G - WATER SUPPLY	<input type="checkbox"/> YES <input type="checkbox"/> NO				
H - SEPTIC SYSTEM	<input type="checkbox"/> YES <input type="checkbox"/> NO				
I - VARIANCE GRANTED	<input type="checkbox"/> YES <input type="checkbox"/> NO				
J - OTHER	<input type="checkbox"/> YES <input type="checkbox"/> NO				

**VII. VALIDATION - FOR DEPARTMENT USE ONLY**

USE GROUP \_\_\_\_\_ BASE FEE \_\_\_\_\_

TYPE OF CONSTRUCTION \_\_\_\_\_ NUMBER OF INSPECTIONS \_\_\_\_\_

SQUARE FEET \_\_\_\_\_

APPROVAL SIGNATURE \_\_\_\_\_

TITLE _____	DATE _____
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**IX. SITE OR PLOT PLAN - FOR APPLICANT USE**

A large grid area for drawing a site or plot plan. The grid consists of 20 columns and 30 rows of small squares, providing a space for the applicant to draw their site or plot plan.

**OFFICE USE ONLY**

A blank area for office use only, defined by a horizontal line at the top and a vertical line on the left side, forming an L-shaped boundary.