

# BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP

**GRAND BLANC TOWNSHIP, Building Department, PO Box 1833, Grand Blanc, MI 48480**

INSPECTIONS VOICE MAIL SYSTEM: (810) 424-2690 INSPECTIONS HELP: (810) 424-2630 PERMITS HELP: (810) 424-2782 FAX: (810) 424-2783

THE DEPARTMENT WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.

AUTHORITY: P.A.230 OF 1972, AS AMENDED  
COMPLETION: MANDATORY TO OBTAIN PERMIT  
PENALTY: PERMIT CANNOT BE ISSUED

**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, and V and provide PLOT PLAN (if required for job)**

**NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED for PLUMBING, MECHANICAL AND ELECTRICAL WORK PERMITS**

## I. PROJECT INFORMATION

PROJECT ADDRESS

CITY	STATE MICHIGAN	ZIP CODE	TOWNSHIP GRAND BLANC	COUNTY GENESEE
PARCEL IDENTIFICATION NUMBER	SUBDIVISION	LOT #	DATE OF APPLICATION	

## II. IDENTIFICATION

### A. OWNER OR LESSEE

NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER

### B. ARCHITECT OR ENGINEER; PLEASE NOTE: RESPONSIBLE FOR WORK? YES NO

NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
LICENSE NUMBER	EXPIRATION DATE		EMAIL

### C. CONTRACTOR

NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER/FAX NUMBER
BUILDERS LICENSE NUMBER	EXPIRATION DATE		EMAIL
FED EMPLOYER ID NUMBER/REASON FOR EXEMPTION	WORKER'S COMP INSURANCE CARRIER/REASON EXEMPT		MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION

## III. COMPLETING APPLICATION

**GENERAL:** Construction shall not be started until the permit has been approved and issued. All construction shall be in compliance with the building code currently in effect. **No work shall be concealed until it has been inspected.** When ready for an inspection, set up the inspection with **at least 1 day's notice.** The request must include the job location and permit number.

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION.** CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

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## III. COMPLETING APPLICATION (CONTINUED)

### REQUIRED SUBMITTALS and INFORMATION for Construction Projects

#### NEW HOUSE

- Energy Code Worksheet - Including Window/Door Manufct Info
- 2 Sets Constr Drawings/Plot Plan With Footprint of Construction
- Computer Disk for Drawings (if available) with Info Sheet
- Complete and Sign Plan Summary Page in Application (Page 5)

#### Houses 3,500 Sq Ft or Over REQUIRE:

- Signed/Sealed Construction Plans and Structural Calculations

#### ADDITION TO EXISTING HOUSE

- Smoke Detectors Must be Upgraded/Hardwired entire structure
- Complete Plot Plan
- Over 3,500 Sq Ft Require Signed/Sealed Plans and Calculations
- Construction Drawings or Blueprints (may be hand sketched)
- Complete and Sign Plan Summary Page in Application (Page 5)

#### HOMEOWNER OBTAINING OWN PERMIT Sign Page 4

Possible required inspections

Please check your permit

Foundation -- Subsoil

Backfill

Pea Rock

Footing

Trench Footing // Garage - Walk-Out

Underslab

Masonry

Rough

Insulation

Posthole (if deck included in permit)

Final/Occupancy

### A. PLEASE PROVIDE A COMPLETE DESCRIPTION OF THE WORK TO BE COMPLETED UNDER THIS PERMIT:

Single Family: Attached or Detached

Basement: Finished or Unfinished

Deck: Included or Not Included

Joist Size	Post Size	Beam Size
MUST SHOW DECK ON PLOT PLAN	Size of Structure	Height from Grade

Estimated Start Date

Estimated Completion Date

IMPROVEMENT TYPE	EXTERIOR WALLS	RESIDENTIAL
New Construction	Steel	Hotel, Motel
Addition	Masonry	Multi-Family
Alteration	Concrete	Two Family
Repair/Replacement	Wood	Are any <b>structural assemblies</b> fabricated off-site?
Relocation	Other	
Foundation Only		

# BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP

**THIS PAGE IS ONLY REQUIRED FOR THE CONSTRUCTION OF A NEW HOUSE, AN ADDITION TO AN EXISTING HOUSE, OR FOR COMMERCIAL/INDUSTRIAL PERMITS**

<b>A. PRINCIPAL TYPE OF FRAME</b>				
Masonry, Wall Bearing		Wood Frame	Structural Steel	Reinforced Concrete
				Other
<b>B. PRINCIPAL TYPE OF HEATING FUEL</b>		<b>C. TYPE OF SEWAGE DISPOSAL</b>		<b>D. TYPE OF WATER SUPPLY</b>
Gas	Oil	Electric	Other	Public Co
				Septic System
				Public Co
				Private Well
<b>E. TYPE OF MECHANICAL</b>				
TYPE OF HEATING:			WILL THERE BE AIR CONDITIONING? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>F. DIMENSIONS/DATA</b> <i>this section MUST be complete for new construction and additions</i>				
Street Frontage		Height Above Grade	Stories (#)	Garage Area (SF)
Front Setback		Lot Area (SF)	Bedrooms (#)	Enclosed Parking (#)
Rear Setback		Parking Area (SF)	Full Baths (#)	Outside Parking (#)
Left Setback		Windows (#)	Partial Baths (#)	Garages (#)
Right Setback		# Residential Units	Fireplaces (#)	

<b>FLOOR AREA (square feet)</b>	<b>NEW CONSTRUCTION</b>	<b>EXISTING</b>	<b>ALTERATIONS</b>
Crawl Space (area)			
Slab on Grade (area)			
Total area in basement (sq ft)			
Finished area in basement (sq ft)			
1st Floor (sq ft)			
2nd Floor (sq ft)			
3rd & Above (sq ft)			
Total Building Area (sq ft)			

# BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP

## HOMEOWNER SIGNATURE REQUIRED ON THIS PAGE IF HOMEOWNER OBTAINING OWN BUILDING PERMIT

The Michigan Licensing Law gives the homeowner an exemption to act as the general contractor if the homeowner is building his own residence for 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 states:

A person may engage in the business of or act in the capacity of a residential building without having a license if the person is:

An owner of property with references to a structure on the property for the owner's own use and occupancy

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

THAT 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:**

- 1 IT WILL BE THE HOMEOWNER'S RESPONSIBILITY TO CORRECT ANY CODE VIOLATIONS, EVEN IF THE CONTRACTOR OR ANY OTHER PERSONS DID THE WORK.
- 2 THE HOMEOWNER CAN BE HELD LIABLE FOR ANY INJURY WHICH OCCURS ON THE JOB, WHETHER IT IS A BUILDER'S OR SUBCONTRACTOR'S EMPLOYEE.
- 3 THE HOMEOWNER IS RESPONSIBLE FOR WORKER'S COMPENSATION, ALL WITHHOLDING TAXES, BOTH FEDERAL AND STATE, AND FAICA TAXES FOR ALL PERSONS ON THE JOB.
- 4 IN THE EVENT OF AN OCCURRENCE BEYOND THE BUILDER'S CONTROL (LAWSUITS, ETC.) WHICH CAUSES THE BUILDER TO BE UNABLE TO COMPLETE THE WORK, THE HOMEOWNER WILL BE LEGALLY RESPONSIBLE FOR THE COMPLETION OF THE JOB.

I, \_\_\_\_\_, HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.

---

SIGNATURE

---

DATE

# BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP

## PLAN OR BLUE PRINT SUMMARY - TO BE USED FOR NEW HOUSES OR ADDITIONS TO AN EXISTING HOUSE.

**NOTE: If I-Joists are used shop drawings must be supplied at time of ROUGH INSPECTION**

**Basement Foundation:**

Spread footing: Size:

Reinforcement: \_\_\_\_\_

Bleeders: Spacing: oc

Size: \_\_\_\_\_

Poured Wall: Size: Height:

Block Wall: Size: Height:

Is a membraned tile/sock tile being used?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please specify tile: \_\_\_\_\_

Is basement being damproofed? \_\_\_\_\_

Is basement being waterproofed? \_\_\_\_\_

Beam Size \_\_\_\_\_ Column Size \_\_\_\_\_

Spacing \_\_\_\_\_ Reinforcement \_\_\_\_\_

Is there 4" of pea stone under basement slab?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is visqueen under basement slab?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Framing:**

Exterior Walls: 2x4 2x6 Steel Studs

Interior Walls: 2x4 2x6 Steel Studs

Floor Joist:

1st Floor Size Species Location

2nd Floor Size Species Location

**Framing: (continued)**

I Joist:

1st Floor Size	Species	Location
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2nd Floor Size	Species	Location
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Manufacturer: \_\_\_\_\_

Laminated Beams: Size \_\_\_\_\_ Location \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Header: Size/Length \_\_\_\_\_ Location \_\_\_\_\_

Stairs: Riser height \_\_\_\_\_ Tread width \_\_\_\_\_

Are stair nosings being used: Yes \_\_\_\_\_ No \_\_\_\_\_ Size \_\_\_\_\_

Are Treads: Wood \_\_\_\_\_ Carpet \_\_\_\_\_ Vinyl \_\_\_\_\_

Trusses: 2x4 \_\_\_\_\_ 2x6 \_\_\_\_\_ Manufactured \_\_\_\_\_

Rafters Size \_\_\_\_\_ Species \_\_\_\_\_

Ceiling Joists Size \_\_\_\_\_ Species \_\_\_\_\_

Are all windows within 5' of tub or shower floor tempered?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is ice & water shield of 90# rolled roofing being used in all valley & eaves?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does the entire roof have #15 felt paper? Yes \_\_\_\_\_ No \_\_\_\_\_

Do the submitted plans reflect what is being built? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain: \_\_\_\_\_

Are the plans reversed? Yes \_\_\_\_\_ No \_\_\_\_\_

**(Grand Blanc Township DOES NOT ACCEPT reverse plans.)**

**Signature:** \_\_\_\_\_

# BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP

Roof Ventilation must comply with Section R806 of the Michigan Residential Code

## Roof Area #1

Roof Area \_\_\_\_\_ Square Feet \_\_\_\_\_

Total Ventilation Required \_\_\_\_\_ Square Feet \_\_\_\_\_

Ratio of Roof Ventilation To Be Used  
1 to 150: \_\_\_\_\_  
1 to 300: \_\_\_\_\_

If 1 to 300 ratio is used, provide the following information:

Percentage of roof ventilation in ridge vent  
\_\_\_\_\_ %

Percentage of roof ventilation in soffit vent  
\_\_\_\_\_ %

## Roof Area #2

Roof Area \_\_\_\_\_ Square Feet \_\_\_\_\_

Total Ventilation Required \_\_\_\_\_ Square Feet \_\_\_\_\_

Ratio of Roof Ventilation To Be Used  
1 to 150: \_\_\_\_\_  
1 to 300: \_\_\_\_\_

If 1 to 300 ratio is used, provide the following information:

Percentage of roof ventilation in ridge vent  
\_\_\_\_\_ %

Percentage of roof ventilation in soffit vent  
\_\_\_\_\_ %

## Roof Area #3

Roof Area \_\_\_\_\_ Square Feet \_\_\_\_\_

Total Ventilation Required \_\_\_\_\_ Square Feet \_\_\_\_\_

Ratio of Roof Ventilation To Be Used  
1 to 150: \_\_\_\_\_  
1 to 300: \_\_\_\_\_

If 1 to 300 ratio is used, provide the following information:

Percentage of roof ventilation in ridge vent  
\_\_\_\_\_ %

Percentage of roof ventilation in soffit vent  
\_\_\_\_\_ %

## Required at time of Application:

**Types of vents & manufacturer's installation instructions**

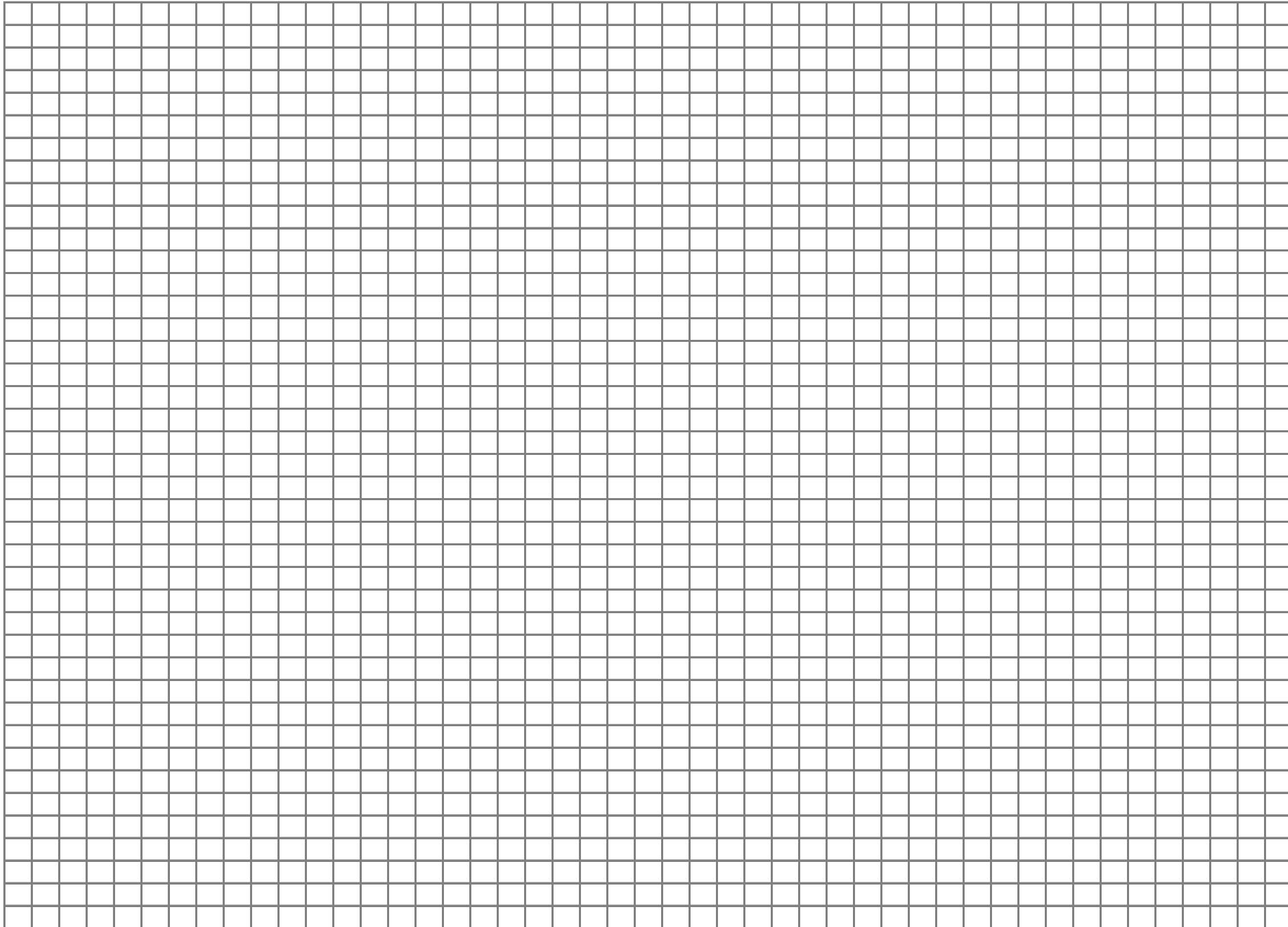
**Construction Plans must indicate location and type of venting**

Completed by (please print)

Date

**Signature:**

**BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP**  
**REQUIRED PLOT PLAN - SHOW ALL DIMENSIONS AND DISTANCES INCLUDING ANY RIGHT OF WAYS**  
**LOCATE ALL OVERHEAD POWER LINES WITHIN 36 FEET OF PROPOSED CONSTRUCTION**



**V. APPLICANT INFORMATION**

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

NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NO.

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.

I hereby certify that work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the building code and shall not be covered up, enclosed, or put into operation until it has been inspected and approved by the Township Inspector. I shall cooperate with the Township Inspector and I assume the responsibility to arrange for all necessary inspections.

CONSTRUCTION COST - PROPOSED WORK: \$ \_\_\_\_\_

**PLEASE NOTE: PERMIT OR DENIAL WILL BE ISSUED WITHIN 20 DAYS OF SUBMISSION OF COMPLETE APPLICATION UNLESS OTHERWISE NOTIFIED.**

*SIGNATURE OF licensee or homeowner (homeowner signature indicates compliance with homeowner's affidavit)*

X

DATE:

**VI. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION****ENVIRONMENTAL CONTROL APPROVALS**

		REQUIRED?	APPROVED	DATE	NUMBER	BY
A	Zoning	Yes _____ No _____				
B	Fire Department	Yes _____ No _____				
C	Pollution Control	Yes _____ No _____				
D	Noise Control	Yes _____ No _____				
E	Soil Erosion	Yes _____ No _____				
F	County "B" Permit Present in Packet	Yes _____ No _____				
G	Health and Sanitation	Yes _____ No _____				
H	Water Supply	Yes _____ No _____				
I	Septic System	Yes _____ No _____				
J	Variance Granted	Yes _____ No _____				
K	Other	Yes _____ No _____				

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

Use Group _____	Construction Type _____	Square Feet _____	Permit Fee \$
			Insulation Fee \$
			Plan Review Fee \$
			<b>TOTAL FEES DUE \$</b>

APPROVAL SIGNATURE/TITLE \_\_\_\_\_ DATE \_\_\_\_\_

## **PLEASE BE SURE TO INCLUDE THE FOLLOWING BEFORE SUBMITTING YOUR NEW HOUSE APPLICATION:**

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*Incomplete applications will not be accepted*

- \_\_\_\_\_ Completed application, in original booklet form
- \_\_\_\_\_ Two sets of plans. If home is more than 3,500 sq. ft., plans must be signed and sealed (2 sets).
- \_\_\_\_\_ Houses over 3,500 sq. ft. require structural calculations that have been signed and sealed by an architect or engineer (one set required).
- \_\_\_\_\_ Provide information to comply with the 2015 Michigan Energy Code.
- \_\_\_\_\_ Manufacturer's energy information must be submitted for the windows, doors, skylights.
- \_\_\_\_\_ Roof loading data sheet
- \_\_\_\_\_ Soil Erosion permit from Genesee County Drain Commission.  
<https://www.gcdcwss.com/permit-process>
- \_\_\_\_\_ "B" Permit from Genesee County Drain Commission.  
<https://www.gcdcwss.com/permit-process>
- \_\_\_\_\_ Right-of-Way permit or waiver from Genesee County Road Commission.
- \_\_\_\_\_ DPW New Construction Meter Order Form indicating water meter size and/or lawn meter size.
- \_\_\_\_\_ Setback and grade permit with 11" x 17" complete plot plan provided by a licensed professional surveyor. Need square footage of lot or parcel.



## Water and Sewer Tap-In Worksheet

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

Company & Customer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Connection Address: \_\_\_\_\_ Email: \_\_\_\_\_

**\* The property owner must pull a Sewer/Water Service – PP permit from the Township Building Division before beginning the project. Phone (810) 424-2600 Ext. 2904 for information and fees.**

### WATER

County fee to be paid to Genesee County Water and Waste (810-732-7870) = \$1000 (per unit)

*This CCIF fee needs to be paid before you pay for the Permit with GB Township*

*We must see your paid CCIF permit*

Water Tap fee is then paid to Grand Blanc Township = \$2600 (per unit)

Add cost for Meter: *Note: anything 2500 sq ft. or over, requires a minimum 1" meter*

<i>Choose One:</i>	3/4" Meter	= \$*****
	1" Meter	= \$*****
	1 1/2" Meter	= \$*****
	2" Meter	= \$*****

Cost for MXU (digital meter reader) = \$\*\*\*\*\*

An additional fee will be charged for anything larger than a 1" tap.

\*\*\*\*\* Please contact DPW at 810-424-2600 Ext. 2903 for current pricing

### SEWER

County fee to be paid to Genesee County Water and Waste (810-732-7870) = \$1000 (per unit)

*This CCIF fee needs to be paid before you pay for the Permit with GB Township*

*We must see your paid CCIF permit*

Sewer Tap fee is then paid to Grand Blanc Township = \$2750 (per unit)

X Total number of Units: \_\_\_\_\_

*Residential properties are 1 unit*

It is possible to finance part of the tap-in fees. A 20% down payment of water tap and sewer tap plus meter and outside meter reader (MXU) is required. The water tap can be financed over 10 years at 6% interest; the sewer tap balance can be financed over 10 years at 6% interest.

**\*The above fees cover the tap(s) itself. The property owner is required to secure a contractor to install the service line from house to connection. It is a separate cost to the property owner.**

Scott Bennett, *Supervisor*

Dave Robertson, *Clerk* ~ Mark Kilmel, *Treasurer*

Joel Feick, *Trustee* ~ Sarah Hugo, *Trustee* ~ Jude Rariden, *Trustee* ~ Paul White, *Trustee*

Dennis Liimatta, *Superintendent*

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## Procedure for new Sewer/Water Lead Installation

### **PAY COUNTY CAPITAL IMPROVEMENT FEES (CCIF) AT GENESEE COUNTY WATER AND WASTE**

- CCIF must be paid to GCWWS prior to applying for permits through Grand Blanc Township. We must see proof of the paid CCIF permit prior to issuance of permits through Grand Blanc Township.

### **APPLY FOR PERMITS AT GRAND BLANC TOWNSHIP**

- A Sewer/Water permit must be pulled from the Public Works Division. This permit will include your tap-in fees, water meter fee(s), and MXU (digital meter reader) fee.
- A Sewer/Water Service – PP permit must be pulled from the Building Division. This permit is a Plumbing permit and will include an application fee, sewer lead fee, water lead fee, and final inspection. (See next page on how to apply for online)

### **SCHEDULE INSPECTIONS WITH GRAND BLANC TOWNSHIP**

- A Sewer/Water lead inspection must be scheduled with the Public Works Division by calling 810-424-2600 Ext. 2903. The request for an inspection with Public Works must be called in no later than 4:30pm the day prior to the desired inspection. Inspections are only available Monday through Thursday. A Public Works Technician will inspect the entire length of the lead from the tap to where the lead will meet the building foundation. Once the Public Works Technician has completed their inspection, all but the last 5 feet of the trench may be filled in. Please leave the last 5 feet from the building foundation to the cleanout outside of the wall exposed so that the Plumbing Inspector can inspect their portion that falls under the Plumbing Code.
- Once you have a confirmed Sewer/Water Lead inspection with Public Works, a Final Inspection for the Sewer/Water Service – PP permit must be scheduled with the Building Division online (see instructions on next page) or by calling the Building Division inspection line at 810-424-2690. Please have your permit number available when scheduling this inspection. Please note: the inspection line is only for scheduling 1 day in advance. Any requests called in before 7:00am will be scheduled for the same day. Inspections are only available Monday through Thursday. The Plumbing Inspector conducts inspections typically between 2:30pm and 6:30pm. The Plumbing Inspector will inspect the last 5 feet of the lead from the cleanout outside the foundation to the foundation itself.

Scott Bennett, *Supervisor*

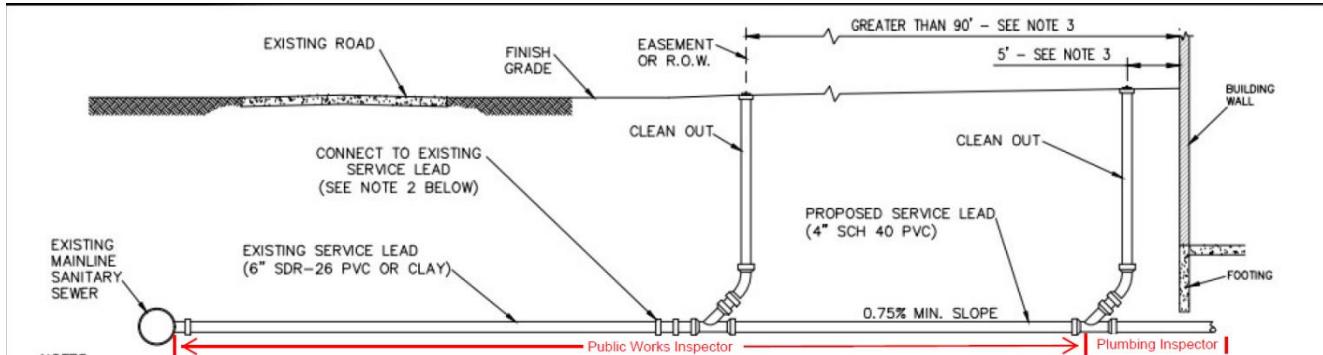
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### Example Lead Inspection Diagram



### Online Permit Application and Inspection Scheduling

- The Sewer/Water Service – PP Permit can be applied and paid for online by visiting <https://www.twp.grand-blanc.mi.us/173/Building-Permits-Forms> and clicking on “Apply for a Permit Online.”
- The Final Inspection for the Sewer/Water – PP Permit can be scheduled online by visiting <https://www.twp.grand-blanc.mi.us/175/Inspection-Requests> and clicking on “Online Inspection Scheduling.”
- As of June 2022, online permit applications and inspection scheduling is not currently available for the Public Works permit and inspections, but it will be implemented in the near future.

Scott Bennett, *Supervisor*

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Dennis Liimatta, *Superintendent*

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## New Construction Meter Order Form – DPW Department

ADDRESS:	
DOMESTIC METER SIZE:	
LAWN METER? SIZE:	

- Structures that are 2500 sq. ft. or larger are required to have a minimum 1" meter.
- Grand Blanc Township shall provide a locked meter valve and fittings at time of meter purchase.
- Required: The first fitting through the wall or floor shall be flared.
- Water Meter is to be installed by Grand Blanc Township Personnel Only. Meter will not be installed, unless provided valve with lock is in place.
- Once plumbing is installed and ready to receive a meter, per the Meter Spec sheet, please contact the DPW to schedule meter installation. The meter reader (MXU) will also be installed the same day if the exterior of the structure is finished.
- Per Ordinance #1-1-80, Section II, 7.02, when additional trips are required to be made by township personnel to install a meter to a site where the request is made by, or on behalf of, a licensed contractor, an additional charge of Forty Dollars (\$40.00) per trip shall be made.

ADDITIONAL INFORMATION IS PRINTED ON THE METER SPEC SHEET YOU WILL RECEIVE WHEN PICKING UP YOUR PERMIT AND INVOICE FROM THE DPW

FOR DPW OFFICE USE ONLY

PROCESSED BY DPW – PERMIT# \_\_\_\_\_

DPW OFFICE PROCEDURE: When contractor picks up S/W Permit & Invoice, provide them the coordinating water valve and the proper Meter Spec sheet. Keep this form and record date picked up, by whom & a contact phone number. Update the delayed Meter (& MXU) Install Work Order in CityWorks with information below.

Date Permit & Valve(s) Picked up: \_\_\_\_\_

By Whom: \_\_\_\_\_

Contact Phone: \_\_\_\_\_



## APPLICATION FOR SETBACK & GRADE PERMIT

GRAND BLANC TOWNSHIP  
5371 S. SAGINAW STREET  
GRAND BLANC, MI 48507  
(810) 424-2782

**Date:** \_\_\_\_\_

**Fee Paid:** \_\_\_\_\_

**PID#:** \_\_\_\_\_

**Name of development/site plan:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Lot#:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_

**Single Family Residential**    **Commercial**    **Industrial**    **Multiple Residential**

**Property located within 500 ft. of a flood plain?**    **Yes**    **No**

**Square footage of lot or parcel:** \_\_\_\_\_ **Acres:** \_\_\_\_\_

### CONTRACTOR INFORMATION:

Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

### OWNER/LEASEE INFORMATION:

Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

### APPLICANT INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

### **FOR TOWNSHIP USE ONLY**

Fee:   \$100.00 for first acre   \$25.00 for each additional acre   Acres: \_\_\_\_\_ Fee: \_\_\_\_\_

Bond Required:  Yes    No

Bond Amount: \_\_\_\_\_

Signature of Building Official

Date



## NEW HOME CONSTRUCTION REQUIREMENTS AND HISTORICAL NOTICES

- **Effective January 1, 2003** – All new residential single family dwelling permit applications shall include a right-of-way permit secured from the Genesee County Road Commission prior to the submittal of the building permit application
- **Effective January 1, 2004 – Setback & Grade Permits (No Exceptions):**
  - 1) Foundation certification must be submitted 72 hours prior to request for rough building inspection. Note: 72 hours is the equivalent of three business days.
  - 2) As-Built must be submitted 72 hours prior to request for Final/C of O inspection. Note: 72 hours is the equivalent of three business days
    - a. All As-Built documents are subject to field verification. Please be advised that if the site does not correspond to the submittal, the document will be rejected and a Final/C of O inspection will not be performed until the matter is resolved.
  - 3) If problems exists with the As-Built and the structure is ready for Final/C of O inspection, the township may, with evaluation on a case-by-case basis, accept a \$2,500 bond against the setback/grade permit, refundable upon final approval of the setback/grade permit. If accepted, this would allow for a Final/C of O inspection for sale or occupancy of the home.
- **Effective February 29, 2004** – All permit applications for construction of new residential single family dwellings and additions to single family dwellings shall contain a completed “Roof Loading Data Sheet” in the application packet.
- **Setback & Grade Permit** – No on-site changes may be made to an approved plot plan. Any proposed changes or modifications must be submitted to the Building Department for approval prior to commencement of work.

Scott Bennett, *Supervisor*

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Joel Feick, *Trustee* ~ Sarah Hugo, *Trustee* ~ Jude Rariden, *Trustee* ~ Paul White, *Trustee*

Dennis Liimatta, *Superintendent*

5371 South Saginaw Street, Grand Blanc, MI 48507 • 810-424-2600 • [WWW.GBTGOV.COM](http://WWW.GBTGOV.COM)



INSPECTION VOICE MAIL SYSTEM: (810) 424-2690  
PERMITS & INSPECTIONS HELP: (810) 424-2782

**\*\* INSPECTION REQUEST PROCEDURES \*\***

GRAND BLANC TOWNSHIP BUILDING DEPARTMENT  
5371 S. SAGINAW STREET  
GRAND BLANC, MI 48507

**PLEASE USE THE ELECTRONIC MAIL BOX SYSTEM TO SCHEDULE INSPECTIONS FOR BUILDING, ELECTRICAL, MECHANICAL AND PLUMBING PERMITS ISSUED BY GRAND BLANC TOWNSHIP.**

YOU **CANNOT** SCHEDULE AN INSPECTION AT THE TIME OF PERMIT APPLICATION. INSPECTIONS SHOULD ONLY BE REQUESTED AFTER THE PERMIT HAS BEEN **ISSUED**.

ANY PROBLEMS OR QUESTIONS REGARDING INSPECTIONS SHOULD BE DIRECTED TO THE BUILDING DEPARTMENT STAFF VIA THE OFFICE NUMBERS LISTED ABOVE.

**\*\* THIS SYSTEM IS NOT FOR USE TO REQUEST SEWER & WATER INSPECTIONS. THOSE INSPECTIONS MUST BE MADE BY PHONE THROUGH THE DEPARTMENT OF PUBLIC WORKS AT (810) 424-2600 Ext. 2903 \*\***

PLEASE NOTE THAT ANY RE-INSPECTION FEES DUE MUST BE PAID PRIOR TO RE-INSPECTION.

TO REQUEST AN INSPECTION, PLEASE DIAL (810) 424-2690. ENTER THE NUMBER FOR THE APPROPRIATE EXTENSION AS INSTRUCTED. PLEASE NOTE THAT THERE IS A SEPARATE MAIL BOX FOR BUILDING PERMITS, ELECTRICAL PERMITS, MECHANICAL PERMITS AND FOR PLUMBING PERMITS. FAILURE TO PROVIDE ADEQUATE INFORMATION WILL RESULT IN NO INSPECTION BEING PERFORMED. NO NOTICE WILL BE GIVEN.

**WHEN MAKING AN INSPECTION REQUEST, PLEASE PROVIDE THE FOLLOWING INFORMATION:**

- DATE AND TYPE OF INSPECTION
- PERMIT ADDRESS AND PERMIT NUMBER, INCLUDING PREFIX (PB, PE, PM, PP, ETC.)
- NAME OF CALLER, COMPANY NAME & TELEPHONE NUMBER
- IF THERE IS A LOCKBOX YOU MUST LEAVE THE CODE EACH TIME AN INSPECTION IS REQUESTED

**APPOINTMENTS ARE MADE FOR FOOTING INSPECTIONS ONLY**

IF A FOOTING INSPECTION IS REQUESTED AND A SCHEDULING CONFLICT EXISTS, YOU WILL BE NOTIFIED BY TELEPHONE AS SOON AS THE CONFLICT IS FOUND. IF NO NOTIFICATION IS MADE, THE TIME YOU HAVE REQUESTED IS AVAILABLE.

**ONLY REQUESTS MADE BEFORE 7:00 AM WILL BE PERFORMED ON THE SAME BUSINESS DAY. REQUESTS MADE AFTER 7:00 AM WILL BE SCHEDULED FOR THE NEXT BUSINESS DAY.**

THE ELECTRONIC MAIL BOXES ARE AVAILABLE 24 HOURS A DAY, 7 DAYS A WEEK. OFFICE HOURS ARE 8:00 AM TO 5:00 PM MONDAY THROUGH FRIDAY. ALL INSPECTORS ARE AVAILABLE IN THE BUILDING DEPARTMENT FROM 8:00 AM TO 9:00 AM DAILY.

INSPECTORS **DO NOT** SCHEDULE INSPECTIONS OR APPOINTMENTS

Scott Bennett, *Supervisor*

Dave Robertson, *Clerk* ~ Mark Kilmers, *Treasurer*

Joel Feick, *Trustee* ~ Sarah Hugo, *Trustee* ~ Jude Rariden, *Trustee* ~ Paul White, *Trustee*

Dennis Liimatta, *Superintendent*

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Act No. 495  
Public Acts of 2002  
Approved by the Governor  
July 2, 2002  
Filed with the Secretary of State  
July 3, 2002  
EFFECTIVE DATE: July 3, 2002

**STATE OF MICHIGAN  
91ST LEGISLATURE  
REGULAR SESSION OF 2002**

**Introduced by Reps. Kuipers, Raczkowski, Ehardt, Kowall, Bishop, Bisbee, Drolet, Vear, Palmer, DeRossett, Voorhees, Vander Veen and Patterson**

**ENROLLED HOUSE BILL No. 5819**

AN ACT to amend 1980 PA 299, entitled "An act to revise, consolidate, and classify the laws of this state regarding the regulation of certain occupations; to create a board for each of those occupations; to establish the powers and duties of certain departments and agencies and the boards of each occupation; to provide for the promulgation of rules; to provide for certain fees; to provide for penalties and civil fines; to establish rights, relationships, and remedies of certain persons under certain circumstances; to repeal certain parts of this act on a specific date; and to repeal certain acts and parts of acts," by amending sections 2012 and 2014 (MCL 339.2012 and 339.2014), as amended by 1992 PA 103.

*The People of the State of Michigan enact:*

Sec. 2012. (1) The following persons are exempt from the requirements of this article:

(a) A professional engineer employed by a railroad or other interstate corporation, whose employment and practice is confined to the property of the corporation.

(b) A designer of a manufactured product, if the manufacturer of the product assumes responsibility for the quality of the product.

(c) An owner doing architectural, engineering, or surveying work upon or in connection with the construction of a building on the owner's property for the owner's own use to which employees and the public are not generally to have access.

(d) A person not licensed under this article who is planning, designing, or directing the construction of a detached 1- and 2-family residence building not exceeding 3,500 square feet in calculated floor area. For purposes of this subdivision, detached 1- and 2-family residence building does not include an adult foster care home licensed under the adult foster care facility licensing act, 1979 PA 218, MCL 400.701 to 400.737.

(e) A person who is licensed to engage in the practice of architecture, professional engineering, or professional surveying in another state while temporarily in this state to present a proposal for services.

(2) As used in this section:

(a) "Calculated floor area" means that portion of the total gross area measured to the outside surfaces of exterior walls intended to be habitable space.

(b) "Habitable space" means space in a building used for living, sleeping, eating, or cooking. Habitable space does not include a heater or utility room, a crawl space, a basement, an attic, a garage, an open porch, a balcony, a terrace, a court, a deck, a bathroom, a toilet room, a closet, a hallway, a storage space, and other similar spaces not used for living, sleeping, eating, or cooking.

Sec. 2014. A person is subject to the penalties set forth in article 6 who commits 1 of the following:

- (a) Uses the term "architect", "professional engineer", "land surveyor", "professional surveyor", or a similar term in connection with the person's name unless the person is licensed in the appropriate practice under this article.
- (b) Presents or attempts to use as the person's own the license or seal of another.
- (c) Attempts to use an expired, suspended, or revoked license.
- (d) Uses the words "architecture", "professional engineering", "land surveying", "professional surveying", or a similar term in a firm name without authorization by the appropriate board.
- (e) Submits to a public official of this state or a political subdivision of this state for approval, a permit or a plan for filing as a public record, a specification, a report, or a land survey that does not bear 1 or more seals of a licensee as required by this article. This subdivision does not apply to a public work costing less than \$15,000.00 or a residential building containing not more than 3,500 square feet of calculated floor area. As used in this subdivision, "calculated floor area" means that term as defined in section 2012(2)(a).

This act is ordered to take immediate effect.



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Clerk of the House of Representatives.



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Secretary of the Senate.

Approved \_\_\_\_\_

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Governor.