



APPLICATION FOR NON-STRUCTURAL MAINTENANCE/REPAIR PERMIT



DEVELOPMENT CENTER
415 E. STOCKBRIDGE AVENUE
KALAMAZOO, MICHIGAN 49001
(269) 337-8026

THE FOLLOWING INFORMATION WILL BE REQUIRED TO PROCESS AND APPROVE A PERMIT FOR NON-STRUCTURAL MAINTENANCE/REPAIRS WITHIN THE CITY OF KALAMAZOO.

- I. COMPLETE BUILDING PERMIT APPLICATION, CONTAINING ALL INFORMATION, REQUESTED IN SECTIONS I THRU VI ON THE APPLICATION FORM.**

- II. MATERIAL LISTING WITH A DESCRIPTION OF ALL PROJECT REPAIRS.**

- III. HISTORIC COMMISSION APPROVAL (COA-CERTIFICATE OF APPROPRIATENESS) FOR EXTERIOR MAINTENANCE AND REPAIRS ON STRUCTURES WITHIN A DESIGNATED HISTORIC DISTRICT, CONTACT THE HISTORIC PRESERVATION COORDINATOR AT (269) 337-8804.**

AUTHORITY: P.A. 230 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED	THIS DEPARTMENT 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 TO THE APPROPRIATE DIVISION FOR PLUMBING,
 MECHANICAL AND ELECTRICAL WORK PERMITS**

I. LOCATION OF BUILDING		
THIS PROPERTY IS LOCATED IN A DESIGNATED HISTORIC DISTRICT.	YES	NO
ADDRESS	ZIP CODE	
BETWEEN	AND	

II. IDENTIFICATION			
A. OWNER OR LESSEE			
NAME	TELEPHONE NUMBER	CELL NUMBER	FAX NUMBER
ADDRESS	CITY	STATE	ZIP CODE
B. CONTRACTOR			
NAME	TELEPHONE NUMBER	CELL NUMBER	FAX NUMBER
ADDRESS	CITY	STATE	ZIP CODE
RESIDENTIAL BUILDERS LICENSE NUMBER		EXPIRATION DATE	
FEDERAL EMPLOYER I.D. NUMBER OR REASON FOR EXEMPTION		EXPIRATION DATE	
WORKERS COMP. INSURANCE CARRIER OR REASON FOR EXEMPTION		EXPIRATION DATE	
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			
NUMBER OF EMPLOYEES	MESC#		

III. 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 NUMBER	CELL NUMBER	FAX NUMBER
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 IN THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Section 23a of the state construction code act of 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 subject to civil fines.

SIGNATURE OF APPLICANT	Date
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APPLICANT RESPONSIBILITIES

All construction or work for which a permit is required shall be subject to inspection by the Building Official and all such construction or work shall remain accessible and exposed for inspection purposes until approved by the Building Official.

- It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes.
- It shall be the duty of the person doing the work authorized by permit to notify the Building Official that such work is ready for inspection.
- Every request for inspection must be filed at least one (1) working day before such inspection is desired.
- It shall be the duty of the person requesting any inspection required by this code to provide access to and means for inspection of such work.

APPLICANT RESPONSIBILITIES

- **Frame Inspection:** To be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved. Reinforcing steel or structural framework: of any part of any building or structure shall not be covered or concealed without first obtaining the approval of the Building Official.
- **Final Inspection:** To be made after the finish grading and the building is completed and ready for occupancy.
- **Other Inspections:** In addition to the called inspections specified above, the Building Official may make or require other inspections of any construction work to ascertain compliance with the provisions of the Building Code and other laws, which are enforced by the City of Kalamazoo.
- **Re-inspections:** A re-inspection fee may be assessed for each re-inspection when such portion for which inspection is called is not complete or when corrections called for are not made.

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 sixty days after issuance of the permit or if the authorized work is suspended or abandoned for a period of sixty days after the time of commencing work.
- A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIXTY DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

CERTIFICATE OF OCCUPANCY

- Request for Certificate of Occupancy: It is the applicants responsibility to contact the enforcement agency to request a certificate of occupancy after all final inspections have been conducted and approved.
- Issuance: After the Building Official inspects the building or structure and finds no violations of the provision of the Building Code or other laws that are enforced by the code enforcement agency, the Building Official shall issue a certificate of Occupancy.