



Community Planning & Development Department  
415 E. Stockbridge Avenue  
Kalamazoo, MI 49001  
Phone: 269-337-8026  
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[www.kalamazoocity.org](http://www.kalamazoocity.org)

## Requirements for Obtaining Building Permits

### Residential Structures

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

- Application for Building Permit
- Minimum of one (1) set 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 of calculated floor area)

- Application for Building Permit
- Copy of site plan review approval letter. Plan review must be approved prior to a building permit being issued.

### Mobile and Premanufactured Homes

- Application for Building Permit
- Minimum of one (1) set of plans for the foundation
  - Method or anchoring the unit to the foundation
- Site plan
- For Michigan approved premanufactured units:
  - One (1) copy of the Building System Approval and the approved plans

### Instructions for Completing Application

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

Page 2: Enter the information as required.

Page 3: Section VI must be completed by the permit applicant and **signed**. Section VII must be completed by City staff.

### Building Permit Fees

Building permit fees may be obtained from the City of Kalamazoo, by calling 269-337-8026. 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, etc.)

If you submit your building permit application and plans without payment, your submission will be put on hold and you will receive an invoice for the building permit fee.

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

Please call the scheduling line (269) 337-8026 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 holder's responsibility to call for inspections prior to the construction being covered.

### **Inspection Definitions:**

- 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 is to be made after the roof, all framing, firestopping, bracing, electrical, mechanical, and plumbing rough installations are in place, but before the insulation is installed.
- Final Inspection is to be made upon completion of the building or structure, and before occupancy occurs.

### **Certificate of Occupancy**

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, and plumbing permit numbers. A Certificate of Occupancy cannot be issued until all permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances.