



Application for Building Permit

Community Planning and Economic Development
150 E Crosstown Parkway, Kalamazoo, MI 49001
Phone: 311 or (269) 337-8000
Fax: (269) 337-8513

constructionpermits@kalamazoo.city.org

www.kalamazoo.city.org

Authority: 1972 PA 230
Completion: Mandatory to obtain permit
Penalty: Permit can not be issued

Date _____ Issued _____ Fee _____ Permit # _____

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	ZIP CODE
BETWEEN	AND

II. IDENTIFICATION

A. OWNER OR LESSEE

NAME			ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include area code)	CELL NUMBER (include area code)

B. ARCHITECT OR ENGINEER

NAME			ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include area code)	CELL NUMBER (include area code)
LICENSE NUMBER			EXPIRATION DATE	

C. CONTRACTOR

NAME			ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include area code)	CELL NUMBER (include area code)
BUILDERS LICENSE NUMBER		EXPIRATION DATE	EMAIL ADDRESS	
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. ☐ PRE-MANUFACTURE	10. ☐ SPECIAL INSPECTION

B. PLAN REVIEW REQUIRED

Plans must be submitted before a permit can be issued, except as listed below.

Plans are not required for alterations and repair work determined by the building official to be of a minor nature.

Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

IV. PROPOSED USE OF BUILDING

A. RESIDENTIALValue of Work \$

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-RESIDENTIALValue of Work \$

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

RESIDENTIAL - DESCRIBE IN DETAIL WORK BEING DONE, NEW HOME, ADDITION, INTERIOR REMODEL, ALTERATIONS.

NONRESIDENTIAL - DESCRIBE IN DETAIL PROPOSED USE OF BUILDING (ex. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY FACILITY, HOSPITAL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING AT INDUSTRIAL PLANT, ETC.). IF USE OF EXISTING BUILDING IS BEING CHANGED, PLEASE PROVIDE PROPOSED USE.

V. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME

1. ☐ MASONRY, WALL BEARING2. ☐ WOOD FRAME3. ☐ STRUCTURAL, STEEL4. ☐ REINFORCED CONCRETE5. ☐ OTHER

B. PRINCIPAL TYPE OF HEATING SYSTEM

6. ☐ GAS7. ☐ OIL8. ☐ ELECTRICITY9. ☐ COAL10. ☐ OTHER

C. NEW SEWER CONNECTION☐ YES☐ NO

D. NEW WATER CONNECTION☐ YES☐ NO

E. TYPE OF MECHANICAL

11. WILL THERE BE AIR CONDITIONING?☐ YES☐ NO12. WILL THERE BE FIRE SUPPRESSION?☐ YES☐ NO

F. DIMENSIONS / DATA

		EXISTING	ALTERATIONS	NEW
13. NUMBER OF STORIES				
14. USE GROUP				
15. CONSTRUCTION TYPE				
16. NO. OF OCCUPANTS				
	17. FLOOR AREA			
	BASEMENT			
	1ST & 2ND FLOOR			
	3RD - 10TH FLOOR			
	11TH - ABOVE			
	TOTAL AREA			

G. NUMBER OF OFF STREET PARKING SPACES

18. ENCLOSED19. OUTDOORS

VI. APPLICANT INFORMATION			
APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include area code)
FEDERAL EMPLOYER I.D. NUMBER (or reason for exemption)			CELL NUMBER (include area code)
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 subject to civil fines.			
SIGNATURE OF APPLICANT/CONTRACTOR		EMAIL ADDRESS	
PAYMENT: The first \$90.00 of an application is non-refundable. Staff will contact the applicant for payment once the application has been processed and approved for issuance. Do not submit payment with application.			

Setbacks: Front _____ Rear _____ Side _____ Side _____

VII. FOR DEPARTMENT USE ONLY					
ENVIRONMENTAL CONTROL APPROVALS					
	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING APPROVAL	YES NO				
B - SITE PLAN REVIEW	YES NO				
C - DOWNTOWN DESIGN REVIEW COMMITTEE	YES NO				
D - PAVING PERMIT	YES NO				
E - SOIL EROSION PERMIT	YES NO				
F - FLOOD ZONE PERMIT	YES NO				
G - HISTORIC DISTRICT COMMISION	YES NO				
H - CURB CUT	YES NO				
I - VARIANCE GRANTED	YES NO				
J - OTHER	YES NO				
VIII. VALIDATION - FOR DEPARTMENT USE ONLY					
USE GROUP _____			BASE FEE _____		
TYPE OF CONSTRUCTION _____			NUMBER OF INSPECTIONS _____		
SQUARE FEET _____			ZONE _____		
APPROVAL SIGNATURE _____					
TITLE				DATE	