



City of Imlay City Development Guide



May 2018

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About the City of Imlay City

Imlay City has a variety of attributes that all work together to create a wonderful place to live and work.

Ideally located at the crossroads of two major roadways, M-53 and I-69, Imlay City sees over 70,000 travelers each day. This ease of travel places Imlay City within a 30 minute drive from 284,000 people (2010 Census). Along with its optimal location, our community is 12 miles from an airport and 30 miles from the Canadian border with its international waterways. There is also rail travel running directly through the City.

Our region's population is diverse both ethnically and demographically. For example, Imlay City's Hispanic population is 32%. There is also a favorable mix of families with children and senior citizens residing in the area. It is the support of the community and the strong base of volunteers and service organizations that create the 'small town' atmosphere enjoyed by all.

The region is blessed with land that is perfect for agriculture and transportation resources that are ideal for economic development. The community supports small, family-owned businesses and the mix of agriculture, industry, and retail give Imlay City a stable tax base with plenty of resources for entrepreneurs and residents.

About the Development Guide

This guide provides a general overview of the City of Imlay City's development approval process. It is meant to help residents, developers, investors, and others understand the review and approval process for any size project from concept through occupancy. Consultation with staff and/or outside professionals is recommended for most projects. You can also learn more online by clicking [here](http://www.imlayseed.com/1/379/index.asp).
<http://www.imlayseed.com/1/379/index.asp>

Hard copies of the plans and policies listed in this Guide are available at the City's office, 150 North Main Street.

Key Staff

City Manager's Office

Tom Youatt, City Manager	810-724-2135	tyouatt@imlaycity.org
Lisa Kapron, Administrative Assistant	810-724-2135	lkapron@imlaycity.org

Planning and Zoning Department

Gyrome Edwards, Zoning Administrator	810-724-2135	gedwards@imlaycity.org
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Construction Code

Lonnie Hayes, Construction Code	810-724-2135	lhayes@constructioncodeauthority.com
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Public Works

Ed Priehs, Superintendent DPW	810-724-2135	epriehs@imlaycity.org
Pat Rankin, Superintendent Waste Water	810-724-2135	prankin@imlaycity.org

Public Safety

Scott Pike, Chief of Police	810-724-2345	spike@imlaycity.org
Rick Horton, Fire Chief	810-724-6262	rhorton@imlaycity.org

Downtown Development

Dana Walker, Director	810-724-2135	dwalker@imlaycity.org
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Outside Agencies

Additional agencies may hold jurisdiction on particular development issues within the City of Imlay City depending on the project. The following list includes the most commonly involved outside agencies.

Consumers Energy

800-477-5050 www.consumersenergy.com

DTE

800-477-4747 www.dteenergy.com

Lapeer County Drain Commissioner

Joe Suma 810- 667-0371 www.lapeercountyweb.org

Lapeer County Health Department

810-667-0448 <http://lapeercountyweb.org>

Lapeer County Road Commission

810-664-6272 www.lapeercountyweb.org

Michigan Department of Transportation

Davison Location 810-653-7470 <http://www.michigan.gov/mdot>

MISS DIG

811 www.missdig.org

Michigan Department of Licensing and Regulatory Affairs

Liquor Control <http://www.michigan.gov/lara>

Boards and Commissions

Click [here](https://www.imlaycity.org/1/65/city_services.asp) to learn more about the City's boards and commissions.
https://www.imlaycity.org/1/65/city_services.asp

Most development applications are considered by the Planning Commission. Other boards or commissions may become involved in your application if appeals, variances, rezoning or text amendments, or incentives are involved. Staff can direct you to the appropriate boards for your particular case. All boards and commissions meet at the City of Imlay City offices, 150 North Main Street.

City Commission

Meets 1st and 3rd Tuesdays, 7:00 p.m.

Staff Liaison: Lisa Kapron

Planning Commission

Meets 4th Tuesday, 7:00 p.m.

Staff Liaison: Lisa Kapron

Zoning Board of Appeals

Meets 4th Thursday, 7:30 p.m.

Staff Liaison: Lisa Kapron

Downtown Development Authority

Meets 2nd Monday, 5:35 p.m.

Staff Liaison: Dana Walker

Master Plan

Click [here](#) to view the City's Master Plan.

<https://www.imlaycity.org/1/65/files/master.pdf>

The Master Plan is the primary tool for making decisions that affect the future land use of the community. It is a broad based policy document for the physical, economic, and social development as it relates to land use and has a long-range vision providing a coordinated approach to making important decisions. The current Master Plan was adopted in 2014.

Zoning Ordinance/ Map

Click [here](#) to view the City's Zoning Ordinance.

[http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:imlaycity_mi](http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates$fn=default.htm$3.0$vid=amlegal:imlaycity_mi)

Click [here](#) to view the City's Zoning Map.

[https://www.imlaycity.org/1/65/files/B4522-11x17_20140627\[1\].pdf](https://www.imlaycity.org/1/65/files/B4522-11x17_20140627[1].pdf)

The zoning ordinance regulates the use and development of land within the City of Imlay City. Standards are in place that apply both citywide and in each specific zoning district. You are encouraged to review the zoning ordinance and consult with staff before initiating any change of use or construction project within the City.

Incentives

Click [here](#) to learn more about development incentives.

https://www.imlayseed.com/1/379/why_imlay_city.asp

A variety of development incentives may be available for your project.

Notification Procedures

The City of Imlay City meets or exceeds the notification requirements of the Michigan Zoning Enabling Act (P.A. 110 of 2008, as amended).

The City of Imlay City publishes notices in [The Tri-City Times](#) and mails notices to all persons owning property and occupants of property within 300 feet of the boundary of the property for which approval is requested at least fifteen (15) days before the hearing.

Land Use Applications

This section is designed to provide a comprehensive overview of each type of land use application. This overview does not preempt or supersede any regulations contained within the City of Imlay City Zoning Ordinance.

Most land use applications are circulated to other reviewers outside of the Planning/Zoning Department for comment.

The table below demonstrates the role of the various review entities regarding the approval of the various Planning/ Zoning Applications outlined in this document.

	<i>Makes Recommendation</i>	<i>Approves</i>	<i>Approves</i>	<i>Approves</i>	<i>Approves</i>
	Planning Commission	Planning Commission	City Commission	Zoning Board of Appeals	Administrative Staff
Site Plan		X			X (limited*)
Special Use Permit		X			
Rezoning/Conditional Rezoning	X		X		
Text Change/Ordinance	X		X		
Zoning Compliance					X
Variance				X	
Appeal				X	

*Projects with less than 1,000 square feet of net building area change and/or that do not impact an already approved site plan may be eligible for administrative review provided no waivers or use determinations are required and a special use permit is not required. **The City reserves the right to take projects eligible for administrative review to the Planning Commission for review.**

Zoning Compliance

Prior to considering any alterations to an existing structure or use, you are strongly encouraged to consult with the Zoning Administrator to confirm that the structure and/or use proposed conforms to the requirements of the zoning ordinance. Upon request, the City will provide a Zoning Compliance letter.

Pre-Application Meeting

A pre-application meeting with City staff is suggested prior to submitting any application to the Planning Commission. At this meeting, staff from Planning, Public Works, Fire, and Construction Code may provide a preliminary review of a site plan, explain zoning requirements, and discuss project timelines. Pre-application meetings often address circumstances that would otherwise result in an application being postponed. Depending on the project scope and timing, multiple pre-application meetings may be necessary. Please call (810) 724-2135 or email lkapron@imlaycity.org to schedule an appointment.

Site Plan Review

Click [here](#) to review the Site Plan Review application.

[https://www.imlaycity.org/1/65/files/SitePlanReviewApplication\(1\).pdf](https://www.imlaycity.org/1/65/files/SitePlanReviewApplication(1).pdf)

Click [here](#) to review Article 16 (Site Plan Review) of the zoning ordinance.

[http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:imlaycity_mi](http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates$fn=default.htm$3.0$vid=amlegal:imlaycity_mi)

Site Plan Review and approval of all development proposals is required to ensure that the City of Imlay City develops in an orderly fashion in accordance with the Zoning Ordinance and Master Plan. It is recommended that all potential applicants consult with the Zoning Administrator regarding compliance with the zoning ordinance. Most applications for site plan review are reviewed and approved by the Planning Commission.

Administrative Site Plan Review: Less complex site plans and minor modifications may be eligible for consideration for administrative approval. In accordance with Article 16.12 of the zoning ordinance, the Zoning Administrator may review and approve applications for site plan review for specific instances where a complete site plan is not considered essential to ensure compliance with the intent and standards of Article 16 of the Zoning Ordinance. The intent is to also provide for an administrative review by City staff of Planning Commission approved site plans for compliance with conditions as imposed by the Planning Commission.

The City reserves the right to take all site plan applications before the Planning Commission for consideration.

Revised Site Plans: A request to revise, modify or change an approved site plan shall be treated as a new application. Any changes to an approved site plan shall be discussed with the Zoning Administrator prior to implementation.

Time Limit of Approval and Work Completion: Site Plan approval is valid for one year from the date of approval. Extension requests shall be made in writing to the Zoning Administrator prior to approval expiration and may require the review of the Planning Commission.

Appeals: If a site plan review application is denied, the decision may be appealed to the Zoning Board of Appeals. Applications should be submitted to City Staff. Click [here](#) to read more about filing an appeal.
<https://www.imlaycity.org/1/65/files/ZoningBoardofAppealsVarianceApplication.pdf>

Site Plan Review Timeline

Step	Description	Timing
Pre-Application Meeting	See "Pre-Application Meeting" earlier in this document.	Prior to application submittal.
Application Submittal	Applicants shall submit an application for Site Plan Review to City Staff. The information required for Site Plan Review is listed on the application form.	Generally the required timing is 30 days prior to a Planning Commission meeting.
Review	Upon receipt of a complete application, staff and outside agencies, as applicable, will provide a review and recommendation on the Site Plan based upon the requirements of the zoning ordinance and other applicable standards. Staff will also determine if the application is eligible for administrative approval.	Administrative Review: Generally 1-2 weeks after submittal.
Approval	Upon determination of staff and/or the Planning Commission that the Site Plan is or is not in conformance with the standards for the zoning ordinance, the Site Plan shall be granted approval, approval with conditions, or denial. All conditions imposed on approval must be resolved in order to receive final site plan approval and prior to making application for building permits.	Planning Commission Review: Generally the 4 th Tuesday of the month (3-4 weeks after submittal).
Permit	Application may be made for all necessary building permits with the Zoning Department.	Permit expires one year after the plan has been approved.

Special Use Permits

Click [here](#) to review the Special Use Permit application.

<https://www.imlaycity.org/1/65/files/SpecialLandUseApplication.pdf>

Click [here](#) to review Article 20 (Special Use Permits) of the zoning ordinance.

[http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:imlaycity_mi](http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates$fn=default.htm$3.0$vid=amlegal:imlaycity_mi)

A land use designated as a 'special use' in a particular zoning district is one that, because of its inherent nature, extent, or external effects, generally is not permitted in the district but could be if subject to standards and restrictions to ensure the use is located, designed, and operated in a manner harmonious with neighboring development and does not adversely affect the public health, safety, and general welfare. No special land use is permitted without a Special Use Permit issued in accordance with the zoning ordinance.

All applications for special use permits (and associated site plan reviews) are reviewed and approved by the Planning Commission.

Appeals: If a special use permit is denied, the decision may be appealed to the Zoning Board of Appeals. Applications should be submitted to City Staff.

Click [here](#) to read more about filing an appeal.

[http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:imlaycity_mi](http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates$fn=default.htm$3.0$vid=amlegal:imlaycity_mi)

Special Use Permit Timeline

Step	Description	Timing
Pre-Application Meeting	See 'Pre-Application Meeting' earlier in this document.	Prior to application submittal.
Application Submittal	Applicants shall submit Special Use Permit application to the Zoning Administrator. The information required for a Special Land Use review is listed on the application form. Many Special Use Permit applications also require submittal of a Site Plan Review application; please check with the Zoning Administrator regarding your proposed use.	Minimum of 30 days for initial review.
Notice of Public Hearing	Upon receipt of a complete application, staff will make proper notification of the meeting.	At least 15 days before the hearing.
Review	The Zoning Administrator and other staff as appropriate will provide a review and recommendation based upon the required standards and findings outlined in the zoning ordinance. This review and recommendation will be presented during the public hearing being conducted at the Planning Commission meeting.	Planning Commission Review: Generally the 4 th Tuesday of the month (3-4 weeks after initial review).
Public Hearing & Approval	Upon receiving the staff report and conducting a public hearing, the Planning Commission will approve, approve with conditions, or deny the Special Use Permit. The Planning Commission may postpone action on the application if it is determined that additional information is needed from the applicant that would help address the standards of the zoning ordinance. All conditions imposed on approval must be resolved in order to receive final Special Use Permit approval and make application for building permits.	
Permit	Application may be made for all necessary building permits with Construction Code.	Within one year of site plan approval.

Zoning Amendments

Click [here](#) to review the Rezoning/Conditional Rezoning application.

<https://www.imlaycity.org/1/65/files/RezoningApplication.pdf>

Click [here](#) to review Article 17 (Amendments and Map Changes) of the zoning ordinance.

[http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:imlaycity_mi](http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates$fn=default.htm$3.0$vid=amlegal:imlaycity_mi)

Zoning divides land into categories according to their use and sets regulations for these categories. When a property owner wants to use land in a way that is not permitted by the zoning of the property, the owner must request to rezone the property to a classification which permits the desired use. A rezoning is a legislative process that will amend the zoning map and/or text of the zoning ordinance. The City Commission, with the recommendation from the Planning Commission, has the authority to approve or deny rezoning requests.

The City Commission may of its own motion, or upon petition by the owner(s) of a property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or the district regulations.

Zoning Amendment Timeline

Step	Description	Timing
Pre-Application Meeting	See Pre-Application Meeting earlier in this document.	Prior to application submittal.
Application Submittal	The applicant shall submit the required information to the Zoning Administrator.	Generally the required timing is 30 days prior to a Planning Commission meeting.
Notice of Public Hearing	Upon receipt of a complete application, staff will make proper notification of the meeting.	At least 15 days before the hearing.
Review	Staff will provide a review and recommendation regarding the rezoning request based upon the City's Master Plan, Future Land Use map, and other relevant planning documents.	
Planning Commission Public Hearing & Recommendation to the City Commission	The Planning Commission will receive the staff report and conduct a public hearing. The Planning Commission will make a recommendation to the City Commission to approve, approve with conditions, deny, or postpone the rezoning request.	Planning Commission Public Hearing: Generally held during a regular meeting held the 4 th Tuesday of the month (3-4 weeks after initial submittal).
City Commission Public Hearing and Action	Upon receiving a recommendation from the Planning Commission, the City Commission will either set a public hearing on the proposed rezoning to be held at a subsequent meeting or remand the proposed amendment back to the Planning Commission for further consideration. Following the public hearing, the City Commission will take action to approve, deny or postpone the rezoning request.	City Commission meetings held the first and third Tuesdays of every month (2-4 weeks after receiving Planning Commission recommendation). Notice of public hearing must occur at least 15 days prior.
City Commission Approval	Once the City Commission approves the amendment to the zoning ordinance, a Notice of Amendment will be published within fifteen (15) days in the <u>Tri-City Times</u> and/or <u>County Press</u> .	Notice of Amendment will be published within fifteen (15) days of City Commission approval.

Zoning Variances and Appeals

Click [here](#) to review the Variance application.

<https://www.imlaycity.org/1/65/files/ZoningBoardofAppealsVarianceApplication.pdf>

Click [here](#) to review the Appeal application.

<https://www.imlaycity.org/1/65/files/AdministrativeAppealApplication.pdf>

Click [here](#) to review Article 28 of the zoning ordinance.

[http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:imlaycity_mi](http://library.amlegal.com/nxt/gateway.dll/Michigan/imlaycityzon_mi/cityofimlaycityzoningordinance?f=templates$fn=default.htm$3.0$vid=amlegal:imlaycity_mi)

The Zoning Board of Appeals (ZBA) is the legislatively appointed body that can permit variances from the zoning ordinance. The most common variances are dimensional such as lot area and width, building height, bulk regulations, setbacks, and off-street parking and loading requirements. The ZBA can also consider special uses of land and hear and decide questions that arise in the administration of the zoning ordinance, including the interpretation of zoning maps and zoning language. An applicant or any other aggrieved party may file an application to the ZBA.

In granting a variance, the board may grant a lesser variance or specify, in writing, conditions regarding the location, character, landscaping or other treatment that will, in the board's judgment, be reasonably necessary to the furtherance of the intent of the zoning ordinance and the protection of the public interest. The breach of any condition shall automatically invalidate the permit granted.

Each variance granted under the provisions of the zoning ordinance becomes null and void after one year from the date of granting unless the construction or occupancy authorized by such variance or permit has commenced and is being pursued diligently to completion.

The ZBA may grant an extension for a period not to exceed one year for an approved variance. The applicant must request an extension in writing to the Zoning Board of Appeals prior to the expiration date of the original approval. The ZBA will determine if the relevant facts of the appeal have or have not significantly changed. If the Board determines that relevant facts have changed significantly, the request shall be treated as a new appeal and processed according to the provisions of the zoning ordinance.

After a variance has been denied in whole or in part by the Board, then no application shall be resubmitted for a period of one year from the date of the last denial; provided, however, that a denied variance may be reconsidered by the Board when, in the opinion of the zoning Administrator or ZBA, newly discovered evidence or changed conditions warrant such reconsideration.

Zoning Board of Appeals Timeline

Step	Description	Timing
Application Submittal	The applicant shall submit the required information to the Zoning Administrator. A filing fee is required at time of submittal.	The Planning Commission meets the fourth Tuesday of every month.
Notice of Public Hearing	Upon receipt of a complete application, staff will make required notification of the meeting.	At least 15 days prior to meeting date.
Review	Staff will provide a review and recommendation based upon the required standards and findings outlined in the zoning ordinance.	
Public Hearing & Zoning Board of Appeals Decision	Upon hearing staff's review and conducting the public hearing, the ZBA shall approve or deny the variance and/or appeal. The decision will be accompanied by a finding of fact explaining the basis for the decision.	During a ZBA meeting (fourth Thursday of the month) and 3-4 weeks after submittal.

Building Permits

Construction Code

Lapeer Office Phone: 810-667-0420
1075 Suncrest Drive, Ste A Fax: 810-667-2952
Lapeer, MI 48446

Hours: Mon, Wed & Thur 7:00am-4:00pm
Tues & Fri 7:00am-11:30am

Imlay City Office Phone: 810-724-8081
150 N. Main Street
Imlay City, MI 48444 Hours: Wed 8:00am- 12:00pm

Click [here](http://www.constructioncodeauthority.com/Permits.html) to obtain information regarding Building Permits.
<http://www.constructioncodeauthority.com/Permits.html>

To Obtain a Building Permit You May Need the Following:

Culvert Permit/Right of Way Permit: Lapeer County Road Commission 810-664-6272

Septic Permit/Sewer Tap Release, Well Permit/Water Tap Release: Lapeer County Health Department 810-667-0392

Soil Erosion Permit (when applicable): Lapeer County 810-245-4753

Proof of Ownership: Land Contract, Warranty Deed, or Tax Receipt

Address Permit: (Obtained from CCA or governing municipality) Address must be posted before inspection will be conducted.

Driveway Inspection Permit: Where applicable (Obtained from CCA)

All Permits must be paid in full before they will be issued.

Residential Construction Projects

Click [here](#) to learn more about Residential Construction Projects.

<http://www.constructioncodeauthority.com/Residential.html>

Please note that new construction of a two-family dwelling or conversion of a single-family dwelling to a two-family dwelling may require approval of a special use permit by the Planning Commission.

Commercial Construction Projects

Click [here](#) to learn more about Commercial Construction Projects.

<http://www.constructioncodeauthority.com/Commercial.html>

Commercial projects, including multiple-family and non-family residential housing, require site plan approval and may require a special land use permit. Please contact the Zoning Administrator for more information.

Gyrome Edwards
810-724-2135
gedwards@imlaycity.org
150 North Main Street, Imlay City
Tuesday & Thursday, 3-4:30 p.m.

Residential Rental Inspection

Residential rental properties require registration and a certificate of compliance by the City of Imlay City. Inspections are conducted every three (3) years prior to recertification of a property's rental license to ensure compliance with all applicable licensing codes.

Gyrome Edwards
810-724-2135
gedwards@imlaycity.org
150 North Main Street, Imlay City
Tuesday & Thursday, 3-4:30 p.m.

Liquor Licenses

Click [here](#) to learn more about liquor licenses.

<http://www.michigan.gov/lara/0,4601,7-154-10570---,00.html>

Click [here](#) to learn more about Redevelopment Liquor Licenses.

https://www.icdda.com/1/57/redevelopment_liquor_license.asp

Businesses must be approved for a Liquor License with the Michigan Liquor Control Commission in order to sell or serve alcoholic beverages. The City of Imlay City also has available Redevelopment Liquor Licenses (for properties located within the Downtown Development Authority district) which require the support of the City Commission prior to issuance by the MLCC. More information about the application process and licensing can be found through the following sources:

Michigan Liquor Control Commission 517-284-6250

Dana Walker 810-724-2135 dwalker@imlaycity.org
(Redevelopment Liquor Licenses Only)

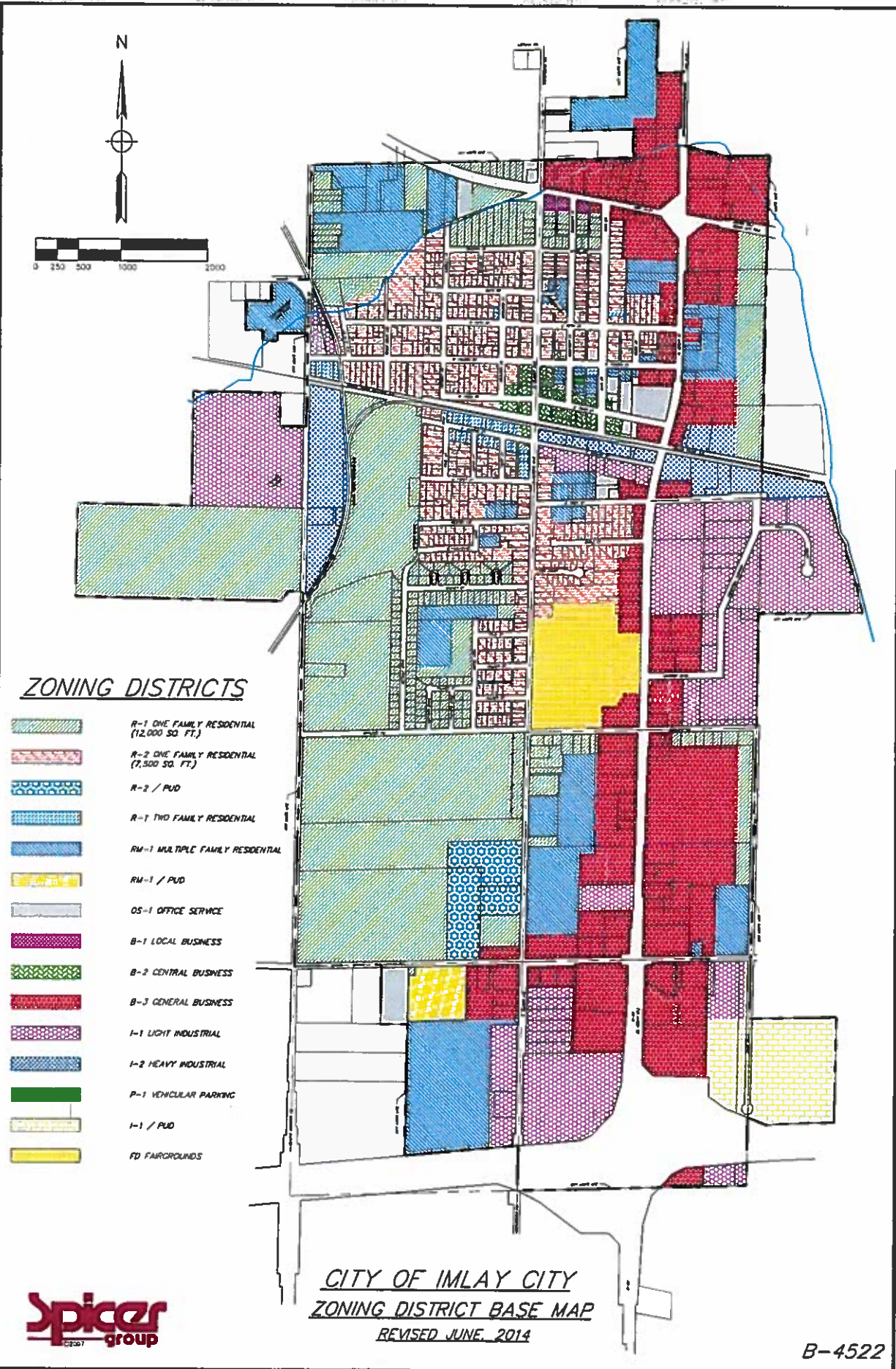
For a map of the Imlay City Downtown Development Authority District, please click [here](#).

<https://www.icdda.com/1/57/files/DDADistrictMap1.pdf>

For the Michigan Economic Development Corporation's fact sheet regarding Redevelopment Liquor Licenses, please click [here](#).

<https://www.miplace.org/globalassets/media-documents/placemaking/community-development-guide/redevelopment-liquor-licenses-pa-501.pdf>

Addendums



Imlay City

150 N. Main Street
Imlay City, MI 48444
Phone: (810) 724-2135
Fax: (810) 724-1861

Zoning Permit Application

Date
Parcel I.D. Number

Owner(s) Name	Applicant(s) Name
Mailing Address	Mailing Address
City, State, ZIP	City, State, ZIP
Phone	Phone
Plot Plan Required <i>A plot plan clearly indicating the following items must accompany this application:</i> -All property lines, including their dimensions -All existing and proposed buildings and/or structures -All setbacks for new construction and existing buildings, including accessory structures -Location of existing and/or proposed driveways -North arrow and name of road from which the subject property has frontage or access	
Job/Site Location: Address _____ N S E W Side of _____ Rd. Between _____ & _____ Rd.	
Permit To: <input type="checkbox"/> Construct New <input type="checkbox"/> Alter <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> SFD w/Attached Garage <input type="checkbox"/> Detached Garage <input type="checkbox"/> Accessory Bldg <input type="checkbox"/> Two-Family Dwelling <input type="checkbox"/> Multiple Family Dwelling <input type="checkbox"/> Office Building <input type="checkbox"/> Commercial Bldg <input type="checkbox"/> Industrial Building <input type="checkbox"/> Use/Occupancy Change <input type="checkbox"/> Other: _____	
Brief Description of use:	
Is any aspect of this property non-conforming? <input type="checkbox"/> Yes <input type="checkbox"/> No	Building Length (ft)
Is this property located in or near a flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No	Building Width (ft)
NOTICE : The Use or Occupancy of the structure regulated by the issuance of this permit shall not take place until an address is posted visible from the street with a minimum of 3" numbers.	Building Height (ft)
	First Floor (Sq ft)
	Second floor (Sq ft)
	Garage (Sq ft)
	% Lot Coverage
Parcel Size (in area)	
Current Zoning	
Flood Plain Advisory <input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed Setbacks: Front Yard _____ ft. R side Yard _____ ft. L side Yard _____ ft. Rear yard _____ ft	
I certify the foregoing statements are true, and I acknowledge that it is my responsibility to be aware and comply with all zoning requirements of Imlay City relating to this application. I understand that it is my responsibility to be aware of any deed restrictions, subdivision regulations, flood plain regulations, and wetland regulations.	
Applicant's Signature: _____ Date: _____	

DO NOT WRITE BELOW THIS LINE – CITY USE ONLY

AMOUNT PAID \$ _____ RECEIPT # _____ <input type="checkbox"/> PERMIT APPROVED <input type="checkbox"/> PERMIT DENIED <input type="checkbox"/> APPLICATION REJECTED <input type="checkbox"/> PERMIT APPROVED WITH THE FOLLOWING CONDITIONS:
ZONING PERMIT NO. _____
Reason for rejection/denial: _____
Referred To: <input type="checkbox"/> Planning Commission <input type="checkbox"/> Zoning Board of Appeals <input type="checkbox"/> Other: _____
Zoning Administrator _____ Date _____

Fee Schedule

1. Site Plan Review (All Acreage Figures Are Rounded Up)

Multi-Family	\$405 plus \$4.00 per unit
Cluster Housing Development	\$440 plus \$7.00 per unit
Commercial, Office Service Dev.	\$520 plus \$45.00 per acre or fraction there of
Mobile Home Park	\$520 plus \$4.00 per mobile home
Industrial Development	\$470 plus \$45.00 per acre or fraction there of
Institutional & Public/Semi Dev.	\$430 plus \$45.00 per acre or fraction there of
Sign Review (if separate from site plan)	\$250.00

The above fees are for all applications requiring site plan approval, an additional application is required if any of the above uses require Special or Conditional Land Use reviews and/or approval at a cost of \$415.00. The application fee shall be the higher of the two application fees.

Engineering, Planning or Legal Fees will be charged on an hourly basis beyond applicant fees.

2. Rezoning \$450 plus \$5.00 per acre or fraction there of

3. Variances \$275 per variance

4. Subdivision Review (Plat Review)

a.) Preliminary Plat Review	\$390.00 plus \$4.00 per lot
for Tentative Approval for Final Approval	\$285.00 plus \$2.00 per lot

5. Condominium Review

a.) Preliminary Review	\$390.00 plus \$4.00 per lot
b.) Final Approval Review	\$285.00 plus \$2.00 per lot

Note: An additional fee of \$165.00 shall be charged for each review, which includes land development under the Michigan Condominium Act as amended for master deed review.

6. Special Meetings Fee \$100.00 (The Board must agree to meet at that time or the fee will be refunded.)

7. Lot Splits Review \$200.00 plus \$25.0 per resulting lot

IMLAY CITY
SITE PLAN APPLICATION
(RETURN TO CITY OFFICE)

THIS APPLICATION SHALL BE

FILED BY THE LEGAL

OWNER OF THE PROPERTY

SITE PLAN FEE: _____

1. PROJECT NAME _____

2. LOCATION OF PROPERTY

ADDRESS _____

PARCEL PROPERTY ID# _____

CROSS STREETS _____

3. IDENTIFICATION

APPLICANT _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

INTEREST IN PROPERTY

☐ PROPERTY OWNER ☐ OTHER (SPECIFY) _____

PROPERTY OWNER _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

PREPARER OF
SITE PLAN _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

4. PROPERTY INFORMATION

ZONING DISTRICT _____ AREA _____ WIDTH _____

CURRENT USE _____

PROPOSED USE

- | | |
|--|------------------------|
| <input type="checkbox"/> Residential | Number of Units _____ |
| <input type="checkbox"/> Office | Gross Floor Area _____ |
| <input type="checkbox"/> Business | Gross Floor Area _____ |
| <input type="checkbox"/> Industrial | Gross Floor Area _____ |
| <input type="checkbox"/> Community Service | Gross Floor Area _____ |
| <input type="checkbox"/> Other _____ | Gross Floor Area _____ |

I, _____ (applicant), do hereby swear that the above statements are true.

Signature of Applicant Date

Signature of Property Owner Date

I, _____ (property owner), hereby give permission for Imlay City officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

IMLAY CITY SITE PLAN CHECKLIST

(RETURN WITH APPLICATION
TO CITY OFFICE)

This checklist is intended to provide the applicant with a simplified outline of pertinent items that should be addressed as part of a site plan submission. This checklist is not a substitute for the provisions outlined in the Zoning Ordinance.

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
Proof of ownership				
Name, address of developer or applicant				
Legal Description				
Location Map				
Project Name				
Note on drawing indicating "not to be used as a construction drawing"				
Drawing signed and sealed by design professional				
Scale no smaller than 1" = 20' (20 acres or less) or 1" = 50' (greater than 20 acres)				
Legend, including north arrow, scale, date, name and address of preparer				
15 copies of the Plan				
Revision dates shown				
Area of the subject parcel in acres or if less than 1 acre, square feet				
Zoning Classification and current land use of subject parcel and surrounding properties				

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
Existing features, lot lines, and all structures within 100 feet of the site				
Footprints and dimensions of proposed structure				
Required and provided building setbacks				
Density calculations for residential including unit type				
Building elevations including material and color samples				
Location of driveways within 100' of the site on both sides of the street				
Existing and proposed topography at 2 foot contour intervals on site and within 50 feet of site				
Grading Plan including limits of grading and location of proposed finished grade elevations				
Natural features including wood lots, streams, rivers, wetlands, unstable soils and similar features				
Location of all trees 6 inch diameter or greater				
Landscape Plan including proposed plant locations with common plant name, number, and size in caliper inches at installation				
Fences, walls, and berms				
Location, use and size of open spaces				
Location, size and number of parking spaces				
Loading/unloading areas				

REQUIREMENT	PROVIDED	NOT PROVIDED	N/A	COMMENTS
Lighting Plan including fixture type (specification sheet), location and height				
Location and method of screening for all refuse storage stations/dumpsters				
Location and details of existing and proposed signs				
Description and location of storm water management system				
Utility easements and locations				

City of Imlay City
After Site Plan Approval
Checklist

(Company-Project Name-Address-Parcel #)

- ☐ Planning Commission site plan review:
 - ☐ Approved _____
 - ☐ Approved with Administrative Review _____
 - ☐ Tabled – reason _____
- ☐ Lot Splits and/or Lot Combination application paid (if needed)
 - ☐ Approved _____
- ☐ Addressing application paid (if needed)
 - ☐ Address assigned _____
- ☐ Tap-in fees (water and sewer) application paid _____
- ☐ Written cost estimate of site improvements to City Hall _____
(i.e., landscaping, pavement/asphalt, outside lighting, grade/fill, water/sanitary sewer/storm sewer work)
- ☐ Performance Guarantee turned in to City Hall _____
(The performance guarantee may be in the form of a cash deposit, irrevocable letter of credit, certified check, certificate of deposit, or performance/completion bond.)
- ☐ Easements for sewer, storm and water are on file _____
- ☐ Site Plan approval – final copy has Planning Commission Chairperson and applicants signatures _____
- ☐ Site Plan Review fees are paid.
Outstanding invoices _____
- ☐ Engineering review fees are paid.
Outstanding invoices _____
- ☐ Zoning Permit application obtained and paid _____
- ☐ City Manager release _____

CITY OF IMLAY CITY

ADMINISTRATIVE APPEAL APPLICATION

ZONING BOARD OF APPEALS

To be completed by petitioner and returned to the City Office

1. **Petitioner Name** _____

2. **Location of Property**

Address _____

Property Tax ID Number _____

Cross Streets _____

3. **Identification**

Petitioner _____

Address _____

City/State/Zip _____

Phone _____ **Fax** _____

Interest in the Property

☐ **Property Owner** ☐ **Other (specify)** _____

Property Owner _____

Address _____

City/State/Zip _____

Phone _____ **Fax** _____

Length of Ownership _____

4. **Property Information**

Zoning District _____ **Current use** _____

Depth _____ **Width** _____

5. **Appeals Request: Please describe the administrative determination(s) you are appealing:**

6. **Please list your reason(s) for the Appeal:**

I, _____ (applicant), do hereby swear that the above statement(s) are true.

Signature of Applicant

Date

Signature of Property Owner

Date

I, _____ (property owner), hereby give permission for Imlay City, city officials, staff, and consultants to go on the property for which the above referenced petition is proposed for purposes of verifying information provided on the submitted application.

*THIS APPLICATION SHALL BE
FILED BY THE LEGAL
OWNER OF THE PROPERTY*

SPECIAL LAND USE APPLICATION

NOTICE TO APPLICANT: Regular meetings of the Planning Commission are held the 4th Tuesday of each month at 7:00 P.M. at City Hall.

**SPECIAL LAND USE APPLICATION MUST BE FILED AT LEAST 30 DAYS BEFORE
THE SCHEDULED MEETING DATE**

TO THE PLANNING COMMISSION:

I, (We), the undersigned, do hereby respectfully submit this application on _____, 20() and request of the Planning Commission consideration for special land use conditions. In support of this application the following facts are submitted:

1. **Property Address:** _____
Property Legal Description & Location: _____

Parcel Property ID#: _____
Zoning District: _____
Lot Size: _____ **Acres:** _____
2. **The property considered for Special Land Use is owned by:**
Name: _____
Address: _____

3. **Detailed description of proposed business:** _____

Number of Employees: _____
Business Hours: _____
Number of Stations: _____ (if applicable)
Number of Entryways to Business: _____

Parking accommodations and locations: _____

4. **It is proposed that the following building(s) will be constructed:**

5. **We have attached a statement indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such change will not have a negative impact or be detrimental to the public welfare, nor the property of other persons located in the vicinity.**
6. **Attached is (1) print of the plot plan showing the lot or parcel in question, and the intended layout that are to be part of this petition and are drawn to scale.**

Also, included is a rough floor plan of the proposed operation.

PRINTED NAME: _____

**SIGNATURE OF
APPLICANT(S):** _____

ADDRESS: _____

CITY, STATE & ZIP: _____

TELEPHONE: () _____

FAX #: () _____

CITY OF IMLAY CITY

REZONING APPLICATION

To be completed by petitioner and returned to the City Office

TO THE PLANNING COMMISSION:

I (WE), THE UNDERSIGNED RESPECTFULLY MAKE APPLICATION AND PETITION THE PLANNING COMMISSION TO AMEND THE ZONING ORDINANCE AND CHANGE THE ZONING MAP AS HEREINAFTER REQUESTED, AND IN SUPPORT OF THIS APPLICATION, THE FOLLOWING FACTS ARE SHOWN:

1. Property description and location:

PROPERTY PARCEL ID #: _____

2. The property sought to be rezoned is owned by:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

3. It is desired and requested that the foregoing described property be rezoned from _____ to _____.

4. It is proposed that the property will be put to the following use:

5. It is proposed that the following building(s) will be constructed:

6. The attached statement states why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such changes will not be detrimental to the public welfare, nor the property of other persons located in the vicinity thereof.

7. Attached are two (2) prints of a plot plan showing the lot or parcel in question and the intended layout. These prints are made a part of this petition and are drawn to scale.

Signature of Applicant

Date

Address

Telephone Number

Fax Number

CITY OF IMLAY CITY *THIS APPLICATION SHALL BE*

**ZONING BOARD OF APPEALS
VARIANCE APPLICATION**

***FILED BY THE LEGAL
OWNER OF THE PROPERTY***

To be completed by petitioner and returned to the City Office

1. Petitioner Name _____

2. Location of Property

Address _____

Property Tax ID Number _____

Cross Streets _____

3. Identification

Petitioner _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Interest in the Property

☐ Property Owner ☐ Other (specify) _____

Property Owner _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Length of Ownership _____

4. Property Information

Zoning District _____ Current use _____

Area (acreage) _____ Frontage _____ Width _____

5. Appeals Request (must separately complete each section of the zoning ordinance that the variance applies to)

Reason for the variance Request:

- 1) Section of Zoning Ordinance _____
Ordinance requires _____
Request made _____
- 2) Section of Zoning Ordinance _____
Ordinance requires _____
Request made _____
- 3) Section of Zoning Ordinance _____
Ordinance requires _____
Request made _____
Ordinance requires _____
- 4) Section of Zoning Ordinance _____
Ordinance requires _____
Request made _____
Ordinance requires _____
- 5) Section of Zoning Ordinance _____
Ordinance requires _____
Request made _____
Ordinance requires _____

Determination of Variance

- ☐ Zoning Administrator
- ☐ Planning Commission
- ☐ Other _____

6. Conditions for an Area Variance

- ☐ Describe the special conditions and circumstances that exist which are peculiar to land, structure, or building involved.

- ☐ Describe the special conditions and circumstances that exist which are not generally applicable to the lands, structures, or buildings in the same district.

- ☐ Have the special conditions and circumstances relating to the variance request resulted from the actions of the applicant?

- ☐ How would the literal interpretation of the provisions of the Ordinance deprive the applicant of the rights commonly enjoyed by the other properties in the same district, under the terms of this ordinance?

- ☐ Will the variance be injurious to the neighborhood or otherwise detrimental to the general welfare?

- ☐ Is the variance the minimum variance that will make possible the reasonable use of the land, building, or structure?

- ☐ Are the spirit, purpose, and intent of the Ordinance being observed, and the public safety secured?

7. Conditions for a Use Variance

- ☐ Describe how the property cannot be reasonably used for any purpose permitted in the zoning district without the variance. There must be financial proof of inability to realize any return.

- ☐ Describe the unique circumstance peculiar to the property that exists which are not generally applicable in the area or to the other properties in the same zoning district.

- ☐ Have the special conditions and circumstances relating to the variance request resulted from the actions of the applicant or of the applicants' predecessors?

- ☐ Will the variance alter the essential character of the area?

The attached print is to be part of this petition and is drawn to scale. The plot plan shows the size of the lot or parcel in question, intended layout, drawing dimensions, elevations, and set backs.

I, _____ (applicant), do hereby swear that the above statements are true.

Signature of Applicant

Date

Signature of Property Owner

Date

I, _____ (property owner), hereby give permission for Imlay City, city officials, staff, and consultants to go on the property for which the above referenced petition is proposed for purposes of verifying information provided on the submitted application.

BUILDING PERMIT INFORMATION

Permits available at:	1075 Suncrest Dr Lapeer MI 48446 M,W,Th 7:00 am – 4:00 pm Tue, Fri 7:00 am – 11:30 am	150 N Main Street Imlay City MI 48444 Located in Imlay City Hall Wed ONLY 8:00 am to 12:00 pm
-----------------------	--	---

TO OBTAIN A BUILDING PERMIT YOU MAY NEED THE FOLLOWING:

- A. **Culvert Permit/Right-of-Way Permit** Lapeer Co Road Commission (810) 664-6272/St Clair Co Road Commission (810) 364-5720 or Local Municipality
- B. **Septic Permit/Sewer Tap Release** Lapeer Co Health Department (810) 667-0392/St Clair Co Health Department (810) 987-5300 or Local Municipality
- C. **Well Permit/Water Tap Release** Lapeer Co Health Department (810) 667-0392/St Clair Co Health Department (810) 987-5300 or Local Municipality
- D. **Soil Erosion Permit** (when applicable) Lapeer Co Health Department or St Clair Co Health Department
- E. **Zoning Permit** obtained from CCA or if in City of Imlay City (810) 724-2135, if in Capac Village (810) 395-4355
- F. **Site Survey or Mortgage Survey**
- G. **Proof of Ownership:** Land Contract, Warranty Deed, or Tax Receipt
- H. **Address Permit** (obtained from CCA or governing municipality) **Address must be posted before inspection will be conducted.**
- I. **Stake-out Permit – Deerfield, Elba & Lapeer Townships ONLY**, (obtained from CCA)
- J. **Driveway Inspection Permit**, where applicable (obtained from CCA)

Construction Drawings: 2 complete sets. Drawings must include, but not limited to the following:

- A. Single Family Dwelling, Addition
 - 1. Floor plan all levels, including basement and use of basement
 - 2. Elevation all sides
 - 3. Wall cross section must include style, size, and thickness of all walls
 - 4. Foundation detail
 - 5. Footing detail; must include width, height and length of footings, plus amount of backfill
 - 6. Truss print for roof (all elevations) and floor, when applicable
 - 7. Engineering detail, if wood basement
 - 8. Energy calculations sufficient to ensure compliance with the State Energy Code.
- B. Accessory Building, Decks, Sheds, Garages
 - 1. Footing detail, must show hole diameter and depth
 - 2. Post layout
 - 3. Joist sizing and spacing
 - 4. Carrier size
 - 5. Truss Print
 - 6. Decking material and deck post to beam attachment
 - 7. Handrail spacing
 - 8. Step detail

Plot Plan drawn to scale or Approved Septic Site Plan from Health Department to include items below.

- A. Location & dimensions of all property lines regardless of acreage.
- B. Location of public streets, highways, private drives, driveways, easements, and/or sidewalks.
- C. Location, dimensions, and square footage of all existing and proposed buildings or other permanent structures; ponds, pools, decks, etc.
- D. Location & dimensions of all underground utilities; well, septic, storm or sanitary sewer, etc.
- E. Distances from lot lines to all existing and proposed building or structure.

GENERAL INFORMATION:

1. Single family dwellings shall comply with the following:
 - A. Minimum Size: As required by zoning district.
 - B. Foundation: At least 42 inches below grade and provide continuous perimeter support. Additional columns or beams necessary, if required by building inspector. Dwelling to be anchored to a permanent foundation.
 - C. Exterior: Finish shall be of materials similar to dwelling units on adjacent or surrounding residential neighborhood.
 - D. Roof: Design and material shall be similar to dwelling units on adjacent or surrounding residential neighborhood. Earth sheltered dwelling may require zoning variance. Contact building official for specific information.
 - E. Storage: Square feet as required by zoning ordinance. Storage may be a basement, garage, or separate structure to be constructed at the same time as dwelling.
 - F. Construction: Must comply with Michigan Residential Building Code or mobile home provisions of the Michigan Construction Code.
 - G. Site Identification: The street number is to be posted within easy and unobstructed view from nearest public roadway. Contact Detroit Edison, 1100 Clark Rd, Lapeer, as early as possible for electrical service.
 - H. Smoke/CO2 Detection: Wired smoke detectors required in each sleeping area and adjacent to sleeping area and/or each level.
 - I. Floor Drains: Two floor drains are required in the basement, one of which may be a sump crock. Sump drain must be attached to city **storm** sewer system, if available.
2. Accessory Building:
 - A. Fire Rating: Unattached garage or pole structure within 3' or less of the dwelling or other structure requires fire rated wall closest to other structure. R302.6.
3. Soil Erosion: Required if construction is within 500 feet of a lake, stream, natural waterway, county drain, county ditch, or if disturbing one acre or more of surface area.
4. DEQ : If construction is within a wetland, contact (517) 625-4668

NOTES:

It is the responsibility of the applicant to be aware of any deed restrictions or subdivision regulations.

New dwelling and additions may take 1-2 weeks for review. All other projects shall require a minimum of 48 hours for review of plans and zoning verification prior to permit being issued.

This information is given as a guide to minimum standards to answer the most asked questions. It in no way replaces construction or zoning requirements. It is your responsibility to ensure that all applicable state codes and local ordinances are met.

Building Permit Application

Construction Code Authority • 1075 Suncrest Dr, Ste A • Lapeer, MI 48446

Ph: 810-667-0420 • Fax: 810-667-2952 • Scheduling: 810-664-0981

Imley City Office: 810-724-8081 • www.constructioncodeauthority.com

Job Site _____	MUNICIPALITY _____
Cross Roads _____	N S E W Side of Road _____
Lot/Parcel # _____	Lot Size/Acreage _____

Permit To: ☐ New ☐ Addition ☐ Alter/Remodel ☐ Code Compliance
☐ Demo/Raze ☐ Other (describe): _____

Permit To: ☐ Conventional Built Home ☐ Pre-Manufactured Home ☐ Log Home (sealed print req'd)
☐ Attached Garage ☐ Detached Garage ☐ Garage w/Breezeway
☐ Sign - Wall ☐ Sign - Ground ☐ Pole Building/Accessory Bldg
☐ Pool - In Ground ☐ Pool - Above Ground ☐ Carport
☐ Deck/Porch/Awning ☐ Commercial/Industrial ☐ Other _____

Foundation Type

- ☐ Basement Block/Foam
- ☐ Basement Poured
- ☐ Basement Wood/Steel
- ☐ Reinforced Mat
- ☐ 42" Footings (Trench/Spread)
- ☐ 42" Footings (Pole)
- ☐ Crawl Block
- ☐ Crawl Wood
- ☐ Piers
- ☐ Existing
- ☐ Other: _____

Construction Information

Commercial Sq Ft _____
Deck Square Footage _____
Accessory Building Sq Ft _____
Building Height _____
Living Area Sq Ft _____
Garage Sq Ft _____
Number of Stories _____
Number of Bedrooms _____
Number of Bathrooms _____
Total Square Footage _____
Brick and/or Veneers ☐ YES ☐ NO

Required Permits

- ☐ Septic _____
- ☐ Sewer _____
- ☐ Culvert/R-O-W _____
- ☐ Soil Erosion _____
- ☐ Flood Plain _____
- ☐ Well _____
- ☐ Wetlands _____

Estimated Value of Construction:

\$ _____

CONTINUE APPLICATION ON NEXT PAGE ➡➡➡
BOX BELOW FOR OFFICE USE ONLY

Plan Review: ☐ Yes ☐ No Stake Out: ☐ Yes ☐ No Driveway Insp: ☐ Yes ☐ No
Use Group _____ Construction Type _____ Occupancy Load _____ No. of Inspections _____
PERMIT APPROVED BY: _____ DATE: _____
Remarks _____

ZONING COMPLIANCE PERMIT

Specified Intended Use _____ % Lot Coverage _____ Length of Driveway _____

Length _____ Width _____ Height _____ Roof Pitch/Style _____

Sq Ft First Floor _____ Sq Ft Second Floor _____ Sq Ft of Garage _____

- | | | |
|---|---------|--------|
| 1. Does this property have frontage on two roads? | Yes [] | No [] |
| 2. Is the property bordering on a lake? | Yes [] | No [] |
| 3. Is there a dwelling presently on this property? | Yes [] | No [] |
| 4. Is there an accessory building presently on this property? | Yes [] | No [] |
| 5. Is there an easement on this property? (i.e. utility, etc) | Yes [] | No [] |
| 6. Is the construction located in a flood plain? | Yes [] | No [] |
| 7. Is the construction located within 500' of a lake, stream, county drain, natural or artificial body of water? | Yes [] | No [] |
| 8. Is the construction located in or within 500' of a wetland? | Yes [] | No [] |
| 9. Will the construction require the moving of one surface acre or more of land? | Yes [] | No [] |
| 10. If construction is for an accessory building will it contain animals? | Yes [] | No [] |
| 11. Will footings be trenched near poles, guy wires, anchors? | Yes [] | No [] |
| 12. Are there any overhead or underground wires on site? | Yes [] | No [] |
| 13. Will the structure be built under or near overhead lines? | Yes [] | No [] |
| 14. Will any wells be drilled under or near overhead wires? | Yes [] | No [] |
| 15. Will any antenna be erected on the property which would be in conflict with power lines, in a standing or free falling situation? | Yes [] | No [] |
| 16. Will any trees be cut which are in proximity of overhead wires? | Yes [] | No [] |

If you answered YES to question 11 thru 16, please contact your local utility company.

Owner or contractor could have personal liability in the event of injury or fatality on construction close to Edison lines.

Contact MISS DIG at 1-800-482-7171 *before* excavation.

Normal lead-time required to relocate Edison facilities, or provide a line extension is six (6) weeks after all right-of-way or other agreement and any payments have been finalized with the property owner.

LAND USE RESTRICTIONS:

Property I.D. # _____ ZONING DISTRICT _____

Setbacks: All construction must be a minimum of _____ feet from the **edge/center** of **any** road right of way and _____ feet from the edge of **any** road right of way for subdivision streets and private roads

L. Side: _____ feet minimum from the left side lot line.	Driveway Inspection Req'd	Y / N
R. Side: _____ feet minimum from the right side lot line.	Minimum Req'd Roof Pitch	_____
Rear: _____ feet minimum from the rear lot line.	Elevation Certificate Req'd	Y / N

Comments: _____	Stake Inspection Req'd	Y / N
_____	Non-Conforming Lot/Structure	Y / N

I certify the above questions were answered to the best of my ability. I also understand it is my responsibility to be aware of and comply with any and all deed restrictions, subdivision regulations, flood plain regulations, wetland regulations and zoning requirements relating to this permit. I further certify the accuracy of any staking of the property _____ **initial**

Applicant's Signature: _____ Date _____

Driver's License No. _____ or Date of Birth: _____

Deputy/Zoning Administrator _____ Date _____

Property Owner Name _____ Phone () _____

Current Address _____ City _____ State _____ Zip _____

Driver's License or DOB _____ Email Address _____

Property Owner Affidavit: I hereby certify the work described on this permit application shall be installed in accordance with the State Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for the necessary inspections.

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the 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.

Property Owner's Signature _____ Date _____



Contractor Name on License _____ Phone () _____

Email Address _____ Fax () _____

Contractor License Number _____ Expiration Date _____

Current Address _____ City _____ State _____ Zip _____

Federal I.D. Number (or reason for exemption) _____

Workman's Comp. Carrier (or reason for exemption) _____

MESC Number (or reason for exemption) _____

Contractor Affidavit: I hereby certify that the proposed work is authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on this application is accurate to the best of my knowledge.

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the 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.

Contractor's Signature _____ Date _____

Print Name _____ Date of Birth _____

PLOT PLAN TO BE COMPLETED BY *ALL* APPLICANTS.

Please submit Approved Septic Site Plan from Health Department. Include the following:

1. Location & dimensions of all property lines regardless of acreage, include **North Point**
2. Location of public streets, highways, private drives, driveways, easements
3. Location, dimensions, and square footage of all existing and proposed buildings or other permanent structures; ie. pools, decks, etc
4. Distances from all property lines to the proposed building or structure
5. Location of all underground utilities; well, septic, storm or sanitary sewer, etc
6. Location of any natural features ie. ponds, rivers, streams, drains

PLAN REVIEW APPLICATION

Construction Code Authority

1075 Suncrest Dr., Ste A ☐ Lapeer, MI 48446 ☐ General Information: 810-667-0420 ☐ Fax: 810-667-2952
Web Address: Constructioncodeauthority.com ☐ Inspection Scheduling: 810-664-0981 ☐ Inlay City Office: 810-724-8081

Project Location: _____ Municipality: _____

Total Construction Cost Including All Trades: _____

Project Name: _____

Plans Submitted By: _____ Telephone: _____
Contractor/Owner/Architect

Fax No: _____

Address: _____ / _____ / _____
City State Zip

Please check all that apply:

New Construction ☐ Alter/Repair ☐ Addition ☐ Building ☐ Electrical ☐

Plumbing ☐ Mechanical ☐ Barrier Free Design ☐ Fire Suppression ☐

Sq. Ft. _____ Maximum Occupancy _____ Type of Construction _____

Use _____ Mixed Use _____ Separated/Non-Separated

Three (3) complete sets of State of Michigan sealed drawings, including any and all electrical, plumbing, mechanical and barrier free, must be submitted along with an initial \$810.00 plan review bond check payable to the Construction Code Authority (C.C.A.). Submission of plans that are not complete or require revisions will prolong the time necessary to complete the review and may require additional plan review fees.

Permit issuance will not be granted until all trades have been approved.

(Signature of person submitting plans)

(Date of print submission)

===== Do Not Write Below This Line =====

Plan Review Number: _____

Plans Contain: Initial Revision #1 Revision #2 Revision #3

Approved Site Plan				
Building				
Barrier Free Design				
Electrical				
Plumbing				
Mechanical				
Underground (if applicable)				
Fire Suppression (if appl.)				

Deposit \$ _____ Date Paid: _____ Paid By: _____

Received By: _____ Ck No.: _____

10/01/13

Phone (810) 667-0420; Fax (810)667-2952

Name		Name	
Address		Address	
City,State,Zip		City,State,Zip	
Phone No	Fax No	Phone No	Fax No

Job Location/Lot No.	Municipality
Subdivision (if applicable)	Property I.D. No.

Provide with this application: Proof of Ownership, Driveway permit and Site survey w/legal description.

Location of nearest neighbor including their address.

CONSTRUCTION CODE AUTHORITY						BUILDING PERMIT FEE SCHEDULE							
TYPE	REQUIRED INSPECTIONS	FOOTING	GARAGE FOOTING	FLOOR JOIST	VISQUEEN	FOUNDATION	ROUGH	INSULATION	BRICK, CULTURED STONE	FINAL	FEE	ZONING	PLAN REVIEW
NEW CONVENTIONAL BUILT HOME PERMIT FEES:													
Built on Basement		✓			✓	✓	✓	✓	* When applicable \$81 extra fee per required inspection	✓	\$486	\$42	\$81
Built on Crawl		✓		✓			✓	✓		✓	\$405	\$42	\$81
NEW PRE-MANUFACTURED HOME PERMIT FEES:													
Built on Basement		✓			✓	✓			* When applicable \$81 extra fee per required inspection	✓	\$324	\$42	
Built on Crawl		✓								✓	\$162	\$42	
ADDITION TO EXISTING HOME PERMIT FEES:													
Built on Basement		✓			✓	✓	✓		* When applicable \$81 extra fee per required inspection	✓	\$405	\$42	\$81
Built on Crawl		✓		✓			✓			✓	\$324	\$42	\$81
NEW POLE, GARAGE, SHED STRUCTURE PERMIT FEES:													
201 and over square feet		✓								✓	\$162	\$42	
Sheds 200 square feet and under									Zoning permit only - no inspections			\$42	
Sheds on pre-approved existing slab										✓	\$81	\$42	
NEW DECK, PORCH, AWNING, CARPORT:													
Over 201 square feet		✓								✓	\$162	\$42	
Under 200 square feet										✓	\$81	\$42	
REMODELING HOME PERMIT FEE:							✓		*	✓	\$162	\$42	
NEW GARAGE W/BREEZEWAY PERMIT FEE:		✓					✓		*	✓	\$243	\$42	
SWIMMING POOLS													
Above Ground										✓	\$81	\$42	
In Ground		✓								✓	\$162	\$42	
Above or In Ground with Deck		✓								✓	\$162	\$42	
DEMO – Progress inspection during the demolition process & final inspection when back to buildable site											\$162		

ADDITIONAL FEES

Address - Only for municipalities in our jurisdiction	\$61
Zoning - Only for municipalities in our jurisdiction	\$42
Pond - Only for municipalities in our jurisdiction	\$61
Stake - Only for municipalities in our jurisdiction who require Stake Inspections	\$61
Driveways - Only for municipalities in our jurisdiction who require Driveway Inspections	\$61
Contractor Licensing Administrative Fee - We need to verify license yearly	\$15
Re-inspections – Each Additional or Re-inspection fee	\$81
Code Compliance Inspection - Report will follow inspection from inspector	\$81
Construction Started Without Permit - job red-tagged - ADMINISTRATIVE FEE CHARGED	\$100

Accepted Payment Methods: ♦ Cash ♦ Check ♦ Master Card ♦ Visa

Credit Card Surcharge Fee: 3.5% of total permit fee

Revised/Effective 2/1/2012

INSPECTION INFORMATION

This information is only a guide, contact inspector for specifics

INSPECTION INFORMATION:	Footings	When trenches are dug or formed, but before concrete is poured. Garage footing inspection is incorporated with home footing or backfill, if done separately, an extra inspection fee will be charged. WOOD BASEMENT – Stone and base plate in place
	Floor Joist	Before decking
	Visqueen	When floor is prepped—before floor is poured
	Backfill	When basement is waterproofed and perimeter drains are in place and properly covered with stone (2" under tile and 6" above are minimum amounts accepted)
	Rough	ELECTRICAL - When all rough wiring is completed before drywall or plaster is up
		PLUMBING - When all rough plumbing is completed, water test or air test must ready for inspector to verify
		MECHANICAL - when all ductwork is done, before covering up
		CONSTRUCTION - When building is completely enclosed and framed, but before drywall or plaster is applied and after Electrical, Plumbing and Mechanical are approved
	Insulation	To determine compliance with Chapter 13 and shall include, but not limited to, inspections for envelope insulation R and U values, fenestration U value, duct system R value, and HVAC and water heating equipment efficiency.
	Brick and Cultured Stone	Inspector looks for base course, flashing, moisture barrier, weep holes and paper.
	Final	ELECTRICAL - When all said work is complete
		PLUMBING - When all said work is complete
		MECHANICAL - When all systems are working
		CONSTRUCTION - When everything is complete and building is ready for occupancy
POLE CONSTRUCTION:		When pads are poured prior to backfilling the column footing and the second inspection when construction is complete
PRE-MANUFACTURED HOME:		Footing inspections as above, final inspection after plumbing, electrical and mechanical inspections have been made. Tie downs to be installed according to manufacturer specifications and local ordinance. New and used pre-manufactured homes shall have at least 1 smoke detector (electric in new homes). All pre-manufactured homes shall have a fire extinguisher in the kitchen area.
SUB-SOIL & UNDERGROUND PLUMBING:		Must be inspected before covered. Sub-soil will be inspected under the plumbing permit by the plumbing inspector.
SERVICE RELEASE:		Detroit Edison requires service release before power hook-up; if not incorporated in the rough electrical inspection it is considered an extra electrical inspection.

Page 2 of 2

ELECTRICAL

CONSTRUCTION CODE AUTHORITY RESIDENTIAL APPLICATION

JOB ADDRESS _____ CITY _____ ZIP _____ MUNICIPALITY _____
JOB BETWEEN WHAT ROADS _____ SIDE OF ROAD JOB ON _____

APPLICANT / HOMEOWNER INFORMATION

Company Name: _____	Licensee: _____	Phone _____
Address _____	City _____	Zip _____ Fax _____
State Lic# _____	FED ID# _____	MESC# _____ Workman's _____
Contractor Email: _____	DOB/DL # _____	
Homeowner Name: _____	Phone: _____	
Address _____	City _____	Zip _____ Fax _____
Homeowner Email: _____	DOB/DL#: _____	

JOB INFORMATION – Fill in all the appropriate information for your job below:

NEW HOME/ADDITION/REMODEL	Crawl <input type="checkbox"/>	Bsmt <input type="checkbox"/>	2 Insp. – Rough/Final or Service/ Final	\$162.00	\$ _____
(Plus enter items to be installed below at no extra charge*)			3 Insp. - Service, Rough & Final	\$243.00	\$ _____
FOR ANY OTHER WORK AND REMODELING JOBS – BASE FEE OF \$81.00 (Plus add. cost of items to be installed)					\$ _____

Enter NUMBER of items to be installed below

* PLUS \$23.00 EA.	# _____	SERVICE - NEW, TEMP OR UPGRADE			\$ _____	
* PLUS	# _____	Circuits 110v	# _____	Meter/Well Hookup	# _____	Air Cond. New/Re-Connect
\$9.00 EA.	# _____	Light Fixtures	# _____	Furnace/Heater	# _____	Security Motion Detectors
	# _____	220v Circuits	# _____	H2O Re-Connect	# _____	Security Alarms/Horns
	# _____	Control Panel for Home Security Systems	# _____	Generator Cir.	# _____	\$ _____
LOW VOLTAGE:	_____	Up to 10 Jacks \$9.00	_____	Over 10 Jacks \$19.00	\$ _____	
	# _____	Cable TV	# _____	Phone	# _____	Computer
CODE COMPLIANCE INSPECTION - ADDITIONAL - REINSPECTION \$81.00					\$ _____	
YEARLY LICENSE ADMINISTRATIVE FEE \$15.00					\$ _____	
INSTALLATION STARTED WITHOUT PERMIT BEING OBTAINED – \$100.00 ADMINISTRATIVE FEE					\$ _____	
Credit Card Payment Method:	<input type="checkbox"/> Master Card <input type="checkbox"/> Visa		CVV2 No: (3 digit number on back of card)			
Account No:	Expiration Date:					
Street # and Zip Code of Cardholder:						
Revised/Effective 2/1/2012					Surcharge Fee:	3.5% of total \$ _____

Make checks payable to C.C.A. or Construction Code Authority TOTAL DUE \$ _____

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, 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 residential structure. Violators of Section 123a are subject to civil fines.

HOMEOWNERS AFFIDAVIT: I hereby certify the work described on this permit application shall be installed by me, by myself in my own home, in which I am living or about to occupy. All work shall be installed in accordance with the State Code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for the necessary inspections.

Contractor/Homeowner Signature _____ Date _____

1075 Suncrest Dr., Ste A ☐ Lapeer, MI 48446 ☐ General Information: 810-667-0420 ☐ Fax: 810-667-2952
Web Address: constructioncodeauthority.com ☐ Inspection Scheduling: 810-664-0981 ☐ Inlay City Office: 810-724-8081

MECHANICAL

CONSTRUCTION CODE AUTHORITY RESIDENTIAL APPLICATION

JOB ADDRESS _____ CITY _____ ZIP _____ MUNICIPALITY _____
JOB BETWEEN WHAT ROADS? _____ SIDE OF ROAD JOB ON? _____

APPLICANT / HOMEOWNER INFORMATION

Company Name:	Licensee:	Phone:
Address _____	City _____	Zip _____
State License # _____	Fed ID# _____	MESC# _____
Contractor Email: _____	DOB/DL # _____	Workman's _____
Homeowner Name: _____	Phone: _____	
Address _____	City _____	Zip _____
Homeowner Email: _____	DOB/DL#: _____	Fax: _____

JOB INFORMATION - Fill in all the appropriate information for your job below:

HEATING/FUEL TYPE:	<input type="checkbox"/> Nat. Gas	<input type="checkbox"/> LP Gas	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Solid Fuel
NEW HOME/ADDITION OR REMODEL	<input type="checkbox"/> Crawl	<input type="checkbox"/> Basement				
(Plus enter items to be installed below at no extra charge*)						
2 Inspections - Rough & Final						\$162.00
FOR ANY OTHER WORK AND ALTERATION JOBS - BASE FEE OF \$81.00 (Plus add. cost of items to be installed)						\$

Enter NUMBER of items to be installed below

* PLUS \$23.00 EA.	# _____	Furnace/Space, Unit Heaters	# _____	In-Floor Radiant Heat	
	# _____	Duct Work New/Added On	# _____	Heat Pump Closed Loop	
	# _____	Hot Water Boiler	# _____	Heat Pump Open System	\$
Fireplace or Insert (2 insps required - \$162.00)	# _____	Gas	# _____	Solid Fuel	\$
* PLUS	# _____	Chimney	# _____	Water Heater	# _____
\$ 9.00 EA.	# _____	Air Conditioning	# _____	Gas Piping	# _____
	# _____	Flue Damper	# _____	Exhaust Fan(s)	# _____
	# _____	Air Cleaner	YES/NO	Suppression	\$
REPLACEMENT:	A/C	Furnace	Elec Water Heater	\$162.00	
CODE COMPLIANCE INSPECTION - ADDITIONAL - REINSPECTION \$81.00					\$
YEARLY LICENSE ADMINISTRATIVE FEE \$15.00					\$
INSTALLATION STARTED WITHOUT PERMIT BEING OBTAINED - \$100.00 ADMINISTRATIVE FEE					\$
Credit Card Payment Method:	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa	CVV2 No: (3 digit number on back of card)		
Account No:	Expiration Date:				
Zip Code for card:	Surcharge Fee: 3.5% of total				\$

Make check payable to C.C.A. or Construction Code Authority TOTAL DUE \$

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125, 1523a of the Michigan Compiled Laws, 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 residential structure. Violators of Section 123a are subject to civil fines.

HOMEOWNERS AFFIDAVIT: I hereby certify the work described on this permit application shall be installed by me, by myself in my own home, in which I am living or about to occupy. All work shall be installed in accordance with the State Code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for the necessary inspections.

Contractor/Homeowner Signature _____ Date: _____

PLUMBING

CONSTRUCTION CODE AUTHORITY RESIDENTIAL APPLICATION

JOB ADDRESS _____ CITY _____ ZIP _____ MUNICIPALITY _____
JOB BETWEEN WHAT ROADS _____ SIDE OF ROAD JOB ON? _____

APPLICANT / HOMEOWNER INFORMATION

Company Name: _____ Licensee: _____ Phone: _____
Address _____ City _____ Zip _____ Fax: _____
State Lic# _____ FED ID# _____ MESC#: _____ Workman's _____
Contractor Email: _____ DOB/DL #: _____
Homeowner Name: _____ Phone: _____
Address _____ City _____ Zip _____ Fax: _____
Homeowner Email: _____ DOB/DL#: _____

JOB INFORMATION - Fill in all the appropriate information for your job below:

NEW HOME/ADDITION/REMODEL	Crawl <input type="checkbox"/> Bsmt <input type="checkbox"/>	2 Insp. - Rough & Final or Subsoil & Final	\$162.00	\$
(Plus enter items to be installed below at no extra charge*)		3 Insp. - Subsoil, Rough & Final	\$243.00	\$
FOR ANY OTHER WORK AND ALTERATION JOBS - BASE FEE OF \$81.00 (Plus add. cost of items to be installed)				\$

Enter NUMBER of items to be installed below

* PLUS \$9.00 EA.	# _____	Water Connected Fixtures	# _____	Sump Pumps/Ejectors
	# _____	Water Line Connection	# _____	Subsoil Floor Drains
	# _____	Sewer/Septic Connection	# _____	Stacks or Vents
	# _____	Water Softener System	# _____	Outside Faucets
	# _____	Reverse Osmosis	# _____	Backflow Preventer
				\$

OUTDOOR LINES: _____ ft. Water _____ ft. Sanitary _____ ft. Storm Sewer
.25 cents per foot \$

CODE COMPLIANCE INSPECTION - ADDITIONAL - REINSPECTION \$81.00 \$

YEARLY LICENSE ADMINISTRATIVE FEE \$15.00 \$

INSTALLATION STARTED WITHOUT PERMIT BEING OBTAINED \$100.00 Administrative Fee \$

Credit Card Payment Method: ☐ Master Card ☐ Visa CVV2 No: (3 digit number on back of card)
Account No: _____ Expiration Date: _____
Street # and Zip Code of Cardholder: _____
Revised/Effective 2/1/2012 Surchage Fee: 3.5% of total \$

Make Checks payable to C.C.A. or Construction Code Authority TOTAL DUE \$

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125, 1523a of the Michigan Compiled Laws, 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 residential structure. Violators of Section 123a are subject to civil fines.

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Contractor/Homeowner Signature _____ DATE _____

1075 Suncrest Dr., Ste A ☐ Lapeer, MI 48446 ☐ General Information: 810-667-0420 ☐ Fax: 810-667-2952
Web Address: constructioncodeauthority.com ☐ Inspection Scheduling: 810-664-0981 ☐ Imlay City Office: 810-724-8081

COMMERCIAL BUILDING

CONSTRUCTION CODE AUTHORITY FEE SCHEDULE

APPLICATION FEE <i>(non refundable)</i>	\$50.00
BASE FEE	\$162.00
Use Group	Fee Per Sq Ft
A-1	\$0.59
A-2, A-3, A-4	0.42
A-5	0.37
B	0.38
E	0.41
F-1, F-2, H	0.22
I-1	0.37
I-2, I-4	0.58
I-3	0.53
M	0.32
R-1	0.39
R-2	0.34
S-1, S-2, U	0.20
REMODEL – all use groups	0.13
CELLULAR TOWERS NEW (includes shelter or cabinet base)	324.00
CO-LOCATION	162.00
DEMOLITION (Open Hole & Final Inspection)	250.00
SIGNS Temporary (Zoning Permit Only)	61.00
Ground (Footing & Final Inspection)	162.00
Wall (Final Inspection Only)	81.00
ZONING PERMIT	42.00
ADDRESS PERMIT	61.00
PLAN REVIEW <i>(due at time of application)</i>	81.00 per hour
CODE COMPLIANCE INSPECTION/ADDITIONAL/REINSPECTION	81.00
CONSTRUCTION STARTED WITHOUT A PERMIT	\$100.00 ADMINISTRATIVE FEE

Accepted Payment Method: Cash, Check, Master Card or Visa. *Surcharge fee shall apply if using credit card.*

Effective 07/01/08 Revised 03/02/10 F:\WORD\Application\CommBldgFees2010.doc

1075 Suncrest Dr. ☐ Lapeer, MI 48446 ☐ General Information: 810-667-0420 ☐ Fax: 810-667-2952
Web Address: constructioncodeauthority.com ☐ Inspection Scheduling: 810-664-0981 ☐ Inlay City Office: 810-724-8081

COMMERCIAL ELECTRICAL

Construction Code
Authority Application

JOB LOCATION

JOB ADDRESS _____ CITY _____ ZIP _____ MUNICIPALITY _____
JOB BETWEEN WHAT ROADS _____ SIDE OF ROAD JOB ON _____

APPLICANT INFORMATION

COMPANY NAME _____ LICENSEE NAME _____
FED. ID # _____ MESC # _____ WORKMAN'S CARRIER _____
LIC. # _____ DOB OR DRI. LIC.# _____ FAX # _____
EMAIL _____ PHONE # _____
GENERAL CONTRACTOR ON JOB SITE OR PROJECT NAME: _____

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125, 1523a of the Michigan Compiled Laws, 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.

APPLICATION DATE: _____ CONTRACTORS SIGNATURE: _____

JOB INFORMATION - Fill in all the appropriate information

JOB IS: ☐ NEW ☐ ADDITION ☐ ALTER/REPAIR ☐ CODE COMPLIANCE ☐ OTHER: _____
STRUCTURE IS: ☐ COMMERCIAL/INDUS. ☐ GROUND SIGN ☐ WALL SIGN ☐ OTHER: _____
☐ ON GROUND POOL ☐ IN GROUND POOL
COMM'L SIGN BASE FEE \$81.00
COMMERCIAL BASE PERMIT FEE \$162.00

ENTER # OF SERVICES TO BE INSTALLED MULTIPLY AND ENTER TOTAL AT RIGHT

Single Phase _____ amps	\$23.00	Three Phase 600 to 800 amps	\$49.00
Three Phase up to 600 amps	\$38.00	Three Phase over 800 amps	\$54.00
			\$

ENTER # OF ITEMS TO BE INSTALLED - MULTIPLY \$9.00 EACH ENTER TOTAL AT RIGHT

Circuit Breakers _____	Sign Circuit _____	Kitchen Fixtures _____	Generator Circuit _____
Lighting Fixtures per 25 _____	Meter Hook-up _____	Feeder/Bus Ducts (per 50") _____	
220v Outlets _____	Furnace/Heater _____	Transformer Neon _____	\$

KVA/HORSEPOWERED RATED EQUIP.

FIRE ALARM DEVICES

Up to 20 KVA/hp	\$9.00	Alarms _____	Stations _____	Horns _____	Strobes _____
21 to 50 KVA/hp	\$17.00	Up to 10 devices \$81.00			
Over 50 KVA/hp	\$22.00	Over 10 devices \$162.00			
			\$		

PLAN REVIEW FEE PER HOUR	\$81.00	\$
CODE COMPLIANCE INSPECTIONS - ADDITIONAL-REINSPECTIONS	\$81.00	\$
YEARLY LICENSE ADMINISTRATIVE FEE	\$15.00	\$
INSTALLATION STARTED WITHOUT PERMIT BEING OBTAINED - \$100.00 ADMINISTRATIVE FEE		\$

Credit Card Payment Method: ☐ Master Card ☐ Visa CVV2 No: (3 digit number on back of card)

Account No: _____ Expiration Date: _____

Street # and Zip Code of Cardholder: _____

Revised/Effective 2/1/2012

Surcharge Fee: 3.5% of total \$

Make check payable to C.C.A. or Construction Code Authority

TOTAL DUE \$

1075 Suncrest Dr., Ste A ☐ Lapeer, MI 48446 ☐ General Information: 810-667-0420 ☐ Fax: 810-667-2952
Web Address: constructioncodeauthority.com ☐ Inspection Scheduling: 810-664-0981 ☐ Imlay City Office: 810-724-8081
Over for page 2

COMMERCIAL MECHANICAL

CONSTRUCTION CODE AUTHORITY APPLICATION

JOB LOCATION

JOB ADDRESS _____	CITY _____	ZIP _____	MUNICIPALITY _____
JOB BETWEEN WHAT ROADS? _____		SIDE OF ROAD JOB ON? _____	

APPLICANT INFORMATION

COMPANY NAME _____	LICENSEE NAME _____	
FED. ID # _____	MESC # _____	WORKMAN'S CARRIER _____
LIC. # _____	DOB OR DRI. LIC.# _____	FAX # _____
EMAIL _____	PHONE # _____	
GENERAL CONTRACTOR ON JOB SITE OR PROJECT NAME: _____		
Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125, 1523a of the Michigan Compiled Laws, 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.		
APPLICATION DATE: _____	CONTRACTORS SIGNATURE: _____	

JOB INFORMATION - Fill in all the appropriate information

BUSINESS NAME: _____	PROPERTY OWNERS NAME: _____
JOB IS: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTER/REPAIR <input type="checkbox"/> CODE COMPLIANCE <input type="checkbox"/> OTHER: _____	
STRUCTURE IS: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> OTHER: _____	
COMMERCIAL BASE PERMIT FEE \$162.00	

ENTER NUMBER OF ITEMS TO BE INSTALLED AND MULTIPLY OUT AND ENTER TOTAL AT RIGHT

FURNACE/UNIT HEATER/BURNERS _____ New or conversion \$38.00 each	AIR HANDLERS/VENTILATION/EXHAUST FANS _____ \$38.00 each	\$ _____
DUCT SYSTEM (new or add on) _____ feet x .25 ft = \$ _____	INSULATION OF DUCT/PIPING/TANKS _____ feet x .25 ft = \$ _____	\$ _____
COMBINATION HEAT/AIR COND. UNITS _____ Under 10 tons \$32.00 _____ 10 to 20 tons \$54.00 _____ Over 20 tons \$64.00	AIR COND. &/OR REFRIG. HEAT PUMPS _____ < 15 ton \$32.00 _____ > 15 ton \$81.00	\$ _____
REFRIGERATION SYSTEM _____ Self contained \$22.00 _____ Split system \$54.00	AIR/GAS PROCESS PIPING/HYDRONIC HTG-CLG PIPING _____ feet x .25 ft = \$ _____	\$ _____
COOLING TOWERS W/RESERVOIR _____ \$81.00 each	EVAPORATOR COILS _____ \$81.00 each	\$ _____
AIR COMPRESSOR _____ \$54.00 each	AIR COMPRESSOR DRYER _____ \$22.00 each	\$ _____
FIRE SUPPRESSION _____ 1 to 2 heads \$ 9.00 _____ 3 to 10 heads \$27.00 _____ 11 - 50 heads \$59.00	_____ 51 to 100 heads \$90.00 _____ Over 101 head - per head \$ 1.00 _____ Range hood w/suppression \$38.00	\$ _____
PLUS Piping .25 cents per foot _____ feet = _____		\$ _____

MECHANICAL COMMERCIAL APPLICATION - Pg. 2

ENTER NUMBER OF MISCELLANEOUS ITEMS TO BE INSTALLED MULTIPLY OUT AND ENTER TOTAL AT RIGHT

	Breaching & combustion to appliance	\$32.00		Solar Panel each	\$27.00
	Range hoods Without Fire Suppression	\$27.00		Gas Lines – LP/ Generator	\$ 9.00
	Electronic Air Cleaner With Washer	\$38.00		Exhaust Fans	\$ 9.00
	Centrifugal/Absorption Units/Chillers	\$95.00		Fire Dampers	\$ 9.00
	Incinerators/Crematories	\$27.00		Humidifiers	\$ 9.00
	Chimney Factory Built	\$49.00		Backflow Protector	\$43.00
	Ovens	\$38.00			

\$

ENTER TOTAL FROM FRONT PAGE: \$

PLAN REVIEW FEE PER HOUR \$81.00 \$

CODE COMPLIANCE INSPECTIONS – ADDITIONAL–REINSPECTIONS \$81.00 \$

YEARLY LICENSE ADMINISTRATIVE FEE \$15.00 \$

INSTALLATION STARTED WITHOUT PERMIT BEING OBTAINED - \$100.00 ADMINISTRATIVE FEE \$

Credit Card Payment Method: ☐ Master Card ☐ Visa CVV2 No: (3 digit number on back of card)

Account No: Expiration Date:

Street # and Zip Code of Cardholder:

Revised/Effective 2/1/2012 Surcharge Fee: 3.5% of total \$

Make check payable to C.C.A. or Construction Code Authority TOTAL DUE \$

ADDITIONAL INFORMATION OR EQUIPMENT:

ALL COMMERCIAL JOBS REQUIRE 3 SETS OF DRAWINGS TO BE SUBMITTED FOR REVIEW. ONE SET OF THE APPROVED DRAWINGS ARE KEPT ON FILE IN THE CCA OFFICE, ONE SET MUST BE KEPT ON THE JOB SITE AT ALL TIMES AND AVAILABLE TO THE INSPECTOR AND ONE SET IS THE CONTRACTORS COPY.

Permits are good for 6 months from date of issue providing you have had an inspection once in a six month period.

Adopted 04/30/08 Effective 02/1/12 Revised 2/1/12

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COMMERCIAL PLUMBING

CONSTRUCTION CODE AUTHORITY APPLICATION

JOB LOCATION

JOB ADDRESS _____	CITY _____	ZIP _____	MUNICIPALITY _____
JOB BETWEEN WHAT ROADS _____		SIDE OF ROAD JOB ON _____	

APPLICANT INFORMATION

COMPANY NAME _____	LICENSEE NAME _____
FED. ID # _____	MESC # _____ WORKMAN'S CARRIER _____
LIC. # _____	DOB OR DRI. LIC.# _____ FAX # _____
EMAIL _____	PHONE # _____
GENERAL CONTRACTOR ON JOB SITE OR PROJECT NAME: _____	

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125, 1523a of the Michigan Compiled Laws, 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.

APPLICATION DATE: _____	CONTRACTORS SIGNATURE: _____
-------------------------	------------------------------

JOB INFORMATION - Fill in all the appropriate information

JOB IS: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTER/REPAIR <input type="checkbox"/> CODE COMPLIANCE <input type="checkbox"/> OTHER: _____
OR JUST INSTALLING: <input type="checkbox"/> WATER LINES <input type="checkbox"/> STORM LINES <input type="checkbox"/> SANITARY LINES <input type="checkbox"/> OTHER: _____
COMMERCIAL BASE PERMIT FEE \$162.00

ENTER # OF ITEMS TO BE INSTALLED MULTIPLY BY \$9.00 EACH ENTER TOTAL AT RIGHT

Fixtures, Water Connected Appliances		Sub-Soil, Floor Drains	
Connection to Building - Drains, Sewers		Thrust Blocks	
Stacks - Soil, Waste, Vent, or Combined	ft.	Medical Gas Piping x .25 per ft.	\$

ENTER # OF ITEMS TO BE INSTALLED MULTIPLY BY \$43.00 EACH ENTER TOTAL AT RIGHT

Back Flow Preventers / Testable		Back Flow Preventers / Non-Testable		Grease Trap	
Catch Basins		Water Hydrants			
Oil Interceptors		Sumps, Ejectors, Manholes			\$

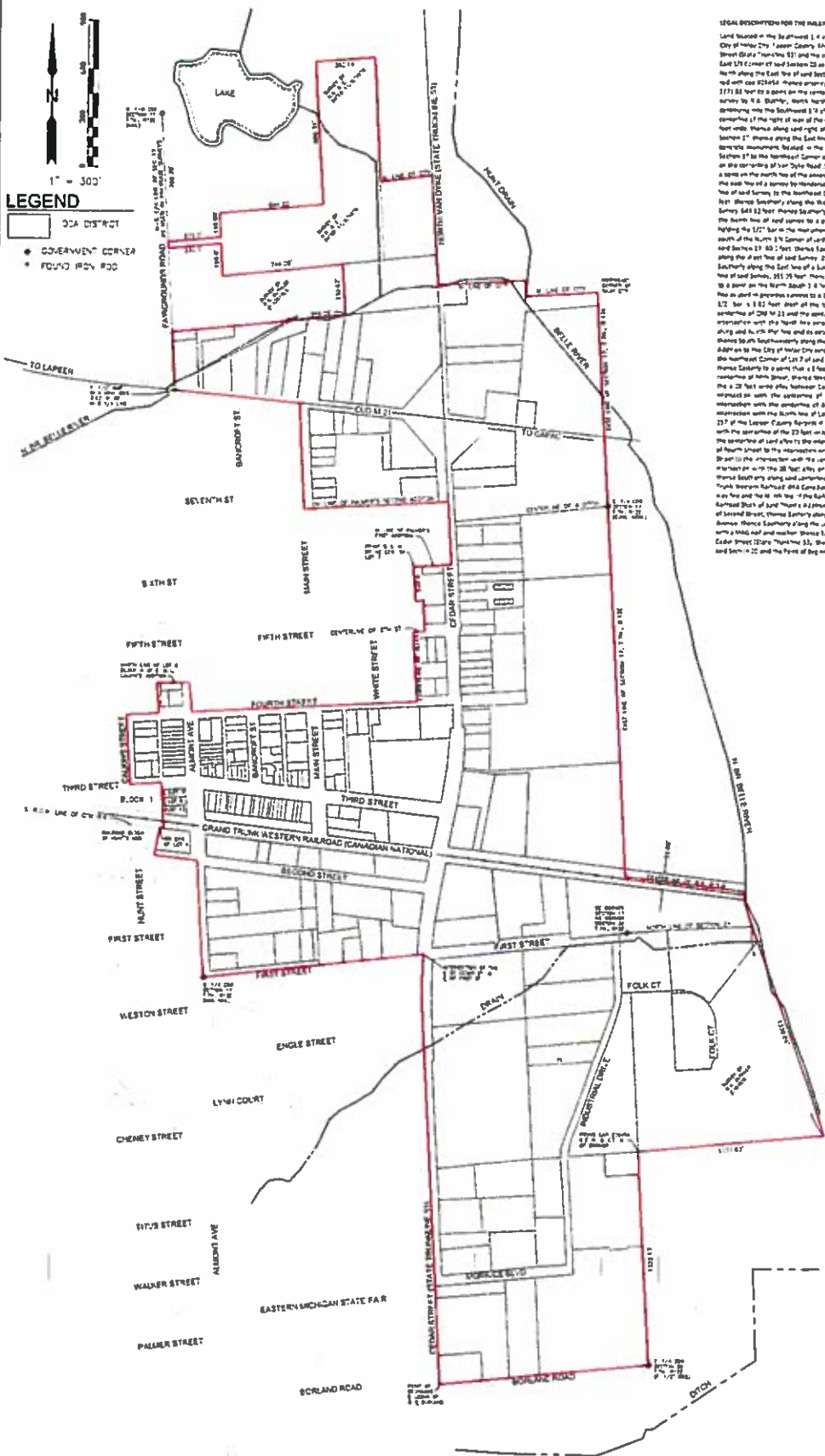
INDOOR/OUTDOOR LINES/DRAINS MULTIPLY OUT AND ENTER TOTAL AT RIGHT

Water Lines		feet x .50 =	\$	Sanitary Sewer		feet x .50 =	\$	
Storm Sewer		feet x .50 =	\$	Trench Drains		feet x .50 =	\$	\$

PLAN REVIEW FEE PER HOUR	\$81.00	\$
CODE COMPLIANCE INSPECTIONS - ADDITIONAL - REINSPECTIONS	\$81.00	\$
YEARLY LICENSE ADMINISTRATIVE FEE	\$15.00	\$
INSTALLATION STARTED WITHOUT PERMIT BEING OBTAINED - \$100.00 ADMINISTRATIVE FEE		\$
Credit Card Payment Method: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa CVV2 No: (3 digit number on back of card)		
Account No:	Expiration Date:	
Street # and Zip Code of Cardholder:		
Revised/Effective 2/1/2012	Surcharge Fee:	3.5% of total \$
Make check payable to C.C.A. or Construction Code Authority	TOTAL DUE	\$

1075 Suncrest Dr., Ste A ☐ Lapeer, MI 48446 ☐ General Information: 810-667-0420 ☐ Fax: 810-667-2952
 Web Address: Constructioncodeauthority.com ☐ Inspection Scheduling: 810-664-0981 ☐ Imlay City Office: 810-724-8081

☐ GOVERNMENT CORP
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15044 BVSCHPTECH FOR THE FIRST EYE SCIENTIFIC SERVICE ALTERNATE

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REDEVELOPMENT LIQUOR LICENSES

Through the provisions of Public Act 501 of 2006, the Liquor Control Commission (LCC) may issue new public on-premises liquor licenses to local units of government. In order to allow cities to enhance the quality of life for their residents and visitors to their communities, the LCC may issue public on-premises licenses in addition to those quota licenses allowed in cities under section 531 (1) of the Michigan Liquor Control Code, Public Act 58 of 1998 as amended.

WHO IS ELIGIBLE TO APPLY?

A business must be located in either a Business District listed below or in a City Redevelopment Area, as defined in Sec. 521a (2)(c).

- Tax Increment Finance Authority (TIFA) PA 450 of 1980
- Corridor Improvement Authority (CIA) PA 280 of 2006
- Downtown Development Authority (DDA) PA 197 of 1975
- Principal Shopping District (PSD) PA 120 of 1961

Applicants in these businesses districts must:

- Be a business engaged in dining, entertainment or recreation and open to the general public.
- Have a seating capacity of at least 25 people.
- Have spent at least \$75,000 for the rehabilitation or restoration of the building where the license will be housed over a period of the preceding five years or a commitment for a capital investment of at least \$75,000 that will be spent before the issuance of the license.
- Show that the total amount of private and public investment in real and personal property in a District listed above was at least \$200,000 in the period covering the preceding five years.

The LCC may issue one license for each of the above (\$200,000) monetary thresholds reached and for each major fraction thereof after the initial threshold is reached.

The LCC may also issue Redevelopment Liquor Licenses to businesses located in a City Redevelopment Area (there may be more than one in a city).

Applicants in City Redevelopment Areas must:

- Be a business engaged in dining, entertainment or recreation.
- Be open to the general public at least 10 hours per day, five days per week.
- Have a seating capacity of at least 25 people.
- Adopt a resolution from the governing body of the city establishing the redevelopment project area.
- Provide a map which clearly reflects and outlines where the redevelopment project area is located within the local unit of government.
- Provide an affidavit from the assessor, as certified by the city clerk, stating the total amount of investment in real and personal property within the redevelopment project area of the city during the preceding three year time period.
- Relative to a license issued in a City Redevelopment Project Area, the amount of commercial investment in the redevelopment project area within the city shall constitute not less than 25 percent of the total investment in real and personal property as evidenced by an affidavit of the city assessor.
- A resolution which approves a specific applicant (individual, corporation, limited liability company, limited partnership) at a specific location.
- Have total investment over the last three years in real and personal property in the redevelopment area of:
 - At least \$50 million in cities having a population of 50,000 or more, or at least \$1 million per 1,000 people in cities of less than 50,000.

The LCC may issue a license when one of the above-mentioned monetary thresholds is met.

HOW TO APPLY

To be considered for the license by the LCC: The local unit of government must pass a resolution approving the applicant for an on-premise liquor license pursuant to PA 501 of 2006. If the business is located in a City Redevelopment Project Area the resolution should indicate the license be issued under Section 521a (1)a of PA 501 of 2006. If the business is located in a DDA, TIFA, PSD, etc., the resolution should indicate the license be

REDEVELOPMENT LIQUOR LICENSES *continued*

issued under Section 521a (1)b of PA 501 of 2006.

- The resolution and application ideally should be submitted at the same time.

Applications can be obtained from the LCC by downloading via the internet at www.michigan.gov/documents/cis/CIS_LCC_lc687_181912_7.pdf or by calling 517.322.1400.

All applicants will:

1. Need to demonstrate that they have attempted to purchase a readily available escrowed or quota on-premise license within the municipality that they want to operate, and that a license was not available.
2. Pay a \$20,000 fee for the license.

Upon receipt of the documentation from the local unit of government, the necessary application forms, other required documents and inspection fees, the application will be authorized for investigation.

The LCC will not transfer a license issued under this act to another location. If the licensee goes out of business, the licensee shall surrender the license to the LCC. The governing body of the local governmental unit may approve another applicant within the redevelopment project area or development district to replace a licensee who has surrendered the license to the LCC.

IMPORTANT NOTE

Do not invest any money in improvements or bind yourself in any agreements until you have been officially notified by the LCC that your request has been approved.

SUPPORTING STATUTE

Public Act 501 of 2006

CONTACT INFORMATION

For more information contact the Michigan Economic Development CorporationSM (MEDC) Customer Assistance Center at 517.373.9808.