



Southwest Michigan Building Authority

**BUILDING PERMIT APPLICATION**

7275 West Main Street, Kalamazoo MI 49009

Phone: (269) 585-4150

Email: [info@swmiba.org](mailto:info@swmiba.org)

Web: [www.SWMIBA.org](http://www.SWMIBA.org)

**PERMIT #** \_\_\_\_\_

**PARCEL ID #** \_\_\_\_\_

Authority: 1972 PA 230. Completion: Mandatory to obtain permit. Penalty: Application must be completed, signed, and proper fee paid, or permit will not be issued.

**I. Job Location** (Applicant must complete all sections of the application, including the checklist on the back. Separate applications must be pulled for electrical, mechanical, and plumbing work being done.)

Street Number and Street Name
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**II. Identification**

**A. Owner / Lessee**

Name	Phone Number	Email
Address (Street Number and Name)	City, State	Zip Code

**B. Architect / Engineer**

Name	Phone Number	Email
Address (Street Number and Name)	City, State	Zip Code
License #	Expiration Date	

**C. Contractor**

Name	Phone Number	Email
Address (Street Number and Name)	City, State	Zip Code
License #	Expiration Date	Federal Employer ID Number
UIA Number	Workers Compensation Insurance Carrier	

**III. Type of Improvement**

**Construction Valuation \$** \_\_\_\_\_

<input type="checkbox"/> Residential <input type="checkbox"/> Commercial (Construction Type ____ Use Group ____ Occ. Load ____ )						
_____ New Building	_____ Addition	_____ Fence	_____ Detached Garage / Accessory Bldg.	_____ Sign		
_____ Deck	_____ Demolition	_____ Re-Roofing	_____ Swimming Pool	_____ Pool Barrier		
_____ Manufactured Home Setup	_____ Alteration	_____ Re-Siding	_____ Foundation Only	_____ Other (Describe)		

## IV. Dimensions

Total Square Feet \_\_\_\_\_

### A. Floor Area

Basement:	(width) _____	x(depth) _____	= _____ square feet
	Is the Basement Finished?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1st Floor	(width) _____	x(depth) _____	= _____ square feet
2nd Floor	(width) _____	x(depth) _____	= _____ square feet
Garage	(width) _____	x(depth) _____	= _____ square feet

### B. Setbacks

Front: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_ Rear: \_\_\_\_\_

## V. Description of Work

Please provide a brief description of the work being done:

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## VI. Instructions

- No work shall be started until a permit has been obtained, and work shall not be concealed until it has been inspected.
- When ready for an inspection, call SMBA providing 48 hours notice. SMBA will need the job location and/or permit number.
- A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED.
- Before a Certificate of Occupancy is issued, "As Built" plans are required for all commercial projects and any Residential projects that have had changes made to the original drawings.
- Checks should be made payable to: SOUTHWEST MICHIGAN BUILDING AUTHORITY -OR- SMBA

## VII. Applicant Signature

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. We agree to comply with all applicable ordinances of the local jurisdiction where this property is located and laws of the State of Michigan and that SMBA shall not be held liable for any damages resulting therefrom.

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.

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Permit Fee \_\_\_\_\_ Approval Signature \_\_\_\_\_ Date \_\_\_\_\_



## Building Permit Checklist

### Required by SMBA:

- Complete Building Permit Application (with plot plan showing front, side, and rear setbacks, building location , etc).
- Building Plans - 3 Hard Copies and 1 Electronic Copy (must be sealed if commercial or residential over 3,500 square feet).
  - Hard copies can be made by SMBA in accordance with our published fee schedule. This fee will be added to the building permit fee.
- Earth Change Permit (If greater than 1 acre moved or if within 500' of a lake, stream, or wetland).
  - Contact: Kalamazoo County Drain Commission, 201 W. Kalamazoo, Kalamazoo MI 49007, (269) 384-8117
- Energy Certificate or Affidavit of Compliance
- Copy of Builder's License (For Residential)

### Required by Township Zoning:

- Driveway Permit
  - Contact: Kalamazoo County Road Commission, (269) 381-3170x273, permits@kcrc-roads.com
- Well Permit or Water Permit
  - For Well Permit: Contact Kalamazoo County Health Department
  - For Water Permit: Contact the local jurisdiction to make sure assessments are paid. A plumbing permit will need to be pulled through SMBA.
- DEQ Permit (If required).
- Recorded Deed

MAKE CHECKS PAYABLE TO:

SOUTHWEST MICHIGAN BUILDING AUTHORITY -OR- SMBA

ALL INSPECTIONS REQUIRE A 48 HOUR NOTICE!