



# City of Clare

## Building Permit Application Requirements

BUILDING PERMIT APPLICATIONS **WILL NOT** BE ACCEPTED UNLESS THE FOLLOWING ARE PROVIDED AT THE TIME OF APPLICATION:

1. CORRECT PROPERTY TAX ID#
2. PLOT PLAN FORM
3. OWNER INFORMATION
4. CONTRACTOR INFORMATION – must include license #, insurance and employer ID #
5. ONE COPY OF PLANS INCLUDING FOUNDATION PLAN, FLOOR PLAN, AND ELEVATIONS
6. ENERGY CODE WORKSHEET (NEW HOMES AND ADDITIONS)
7. SIGNATURE ON APPLICATION
8. LIST OF MATERIALS
9. DISPLAY BOARD – A board must be placed at the entrance of the property for displaying your permit. Building permits are printed on weatherproof paper so please do not laminate or put in a plastic bag. Building permits must be properly displayed before calling for an inspection.
10. PROPERTY LINES – All property owners are responsible for ensuring that all structures, to include fences and accessory buildings, are constructed within the boundaries of their property.

**FOR INSPECTIONS CALL:**  
**989-386-7541** EXT 101

# Building Permit Application

## City of Clare

202 West Fifth Street  
Clare, MI 48617  
989-386-7541

|  |            |                        |               |
|--|------------|------------------------|---------------|
| Job Site Address:  |            | Property Tax ID #      |               |
| Property Owner:  |            | Phone #:               |               |
| Owner Mailing Address  |            | City                   | State         |
|  |            |                        | Zip Code      |
| Contractor:  | License #: | Exp. Date:             |               |
| Contractor Address   |            | City                   | State         |
|  |            |                        | Zip Code      |
| Contractor Phone #:  |            | Cell #:                |               |
| Workers Comp Insurance Co., Policy No., and Expiration Date:   |            |                        | Employer ID # |
| Building Use:  |            |                        |               |
| Class of Work: New Home <input type="checkbox"/> Addition <input type="checkbox"/> Deck <input type="checkbox"/> Garage/Accessory <input type="checkbox"/> Modular <input type="checkbox"/> Other <input type="checkbox"/> |            |                        |               |
| Describe Work:   |            |                        |               |
| Special Conditions:  |            | Estimated Cost of Job: |               |
|  |            |                        |               |

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING AND MECHANICAL. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYES AT ANY TIME AFTER WORK HAS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMNED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERING THIS TYPE OF WORK WILL BE COMPLIED WITH WEATHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

\*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 requirement 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.

| FOR OFFICE USE ONLY |
|---------------------|
| Base Fee:           |
| + Basement:         |
| + Second Floor:     |
| + Commercial:       |
| + Admin Fee: \$5    |
| <b>TOTAL FEE:</b>   |

\_\_\_\_\_  
Signature Contractor or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (if owner is performing work)

\_\_\_\_\_  
Date

|             |           |             |
|-------------|-----------|-------------|
| Accepted by | Review By | Approved By |
|             |           |             |

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.



## BUILDING PERMIT & INSPECTION FEE SCHEDULE

|   |  |
|---|--|
| Minimum Permit Fee (includes one inspection)-----                             | \$70.00  |
| Demolition Permit -----   | \$50.00  |
| Will be deducted from building permit when erecting new replacement structure |  |
| Flat Rate Fees: -----   | \$70.00  |
| Decks (not enclosed), Roofs, Windows/Doors, Siding                            |  |
| New Roof  |  |
| Windows/Doors   |  |
| Siding  |  |
| Additional inspections -----  | \$50.00  |
| Mobile & Modular Homes-----   | 50% of Normal                                  |
| on-site construction permit fee.  |  |
| Up to \$500-----  | No permit required                             |
| \$500 to \$1,000 ( includes one inspection only)-----                         | \$70.00  |
| \$1,001 to \$10,000-----  | \$70.00 plus \$10 per \$1,000 over \$1,000     |
| \$10,001 to \$100,000-----  | \$165.00 plus \$3 per \$1,000 over \$10,000    |
| \$100,000 to \$500,000-----   | \$435.00 plus \$2 per \$1,000 over \$100,000   |
| \$500,000 plus-----   | \$1,235.00 plus \$3 per \$1,000 over \$500,000 |
| Commercial Plan Review -----  | \$150.00                                       |
| Sign Permit-----  | \$75.00  |
| Shed up to 120 Sq Ft & Fence Permit-----                                      | \$15.00  |
| Board Of Appeals-----   | \$150.00                                       |

Effective Date July 1, 2010