

**CITY OF THREE RIVERS
APPLICATION FOR BUILDING PERMIT
333 W. MICHIGAN AVENUE
THREE RIVERS, MI 49093
269.273.1075, X112**

Residential Structures

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

- Application for Building Permit
- Minimum of THREE (3) SETS of plans that include the following:
 - Foundation and floor plans
 - Roof and wall section
 - Building elevations
 - Site plan

Commercial Structures

(Including One and Two Family Residential with more than 3,500 square feet of calculated floor area)

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

Mobile and Premanufactured Homes

- Application for Building Permit
- Minimum of two (2) sets of plans for the foundations and the method for anchoring the unit to the foundation
- Site plan
- For Michigan approved premanufactured units – one (1) copy of the Building System Approval and the approved plans

Instructions for Completing Application

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

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and signed.

Page 3, Section VII of the application: Must be completed by the City of Three Rivers for zoning (environmental) approval. Note (g) and (h). Indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

Schools: It is the responsibility of schools to submit for environmental control approvals as required by law, when applicable.

IMPORTANT INFORMATION

All building permit applications for projects within the City of Three Rivers must have three sets of prints / drawings. The print / drawings must be detailed and include dimensions of existing structures as well as dimensions for the additions. If it is an additional structure, the prints / drawings must include distance to other structures. In addition, a diagram must include placement on the lot.

- Sidewalks are required for all new construction. Sidewalk permits and driveway permits are available from the City Engineering Technician, Merritt Brown, 269.273.1845.
- Water and sewer information is available from the Department of Public Services, 269.273.1845.
- Site Plan Review information is available from Gary Herndon, Building Official, 269.273.1075, x112.
- Building Permit Applications will be accepted Monday through Friday from 8 a.m. to 10 a.m. in the Building Official's office. The permit will be mailed to the owner upon approval.
- Verizon contact for Demolition Permits is Mark Ware, 269.273.0220.

STATE INSPECTORS

Electrical – Mark Smith	269.657.7449
Mechanical – Norman Klug	269.408.1238
Plumbing – John Dobberteen	269.651.5986

Building Permit Fees

Fees will be assessed at time of application. Fee schedule is available from the Building Official.

When to Call for an Inspection

Please call the Building Official's office at 269.273.1075, x112 to schedule an inspection at least two (2) days prior to the time you need an inspection. A minimum of three (3) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

Foundation Inspection

Footing Inspection – Prior to placing concrete in piers, trenches, or formwork.

Backfill Inspection – Prior to backfill and after the footings, walls, and waterproofing, and drain tile are installed.

Rough Inspection

The rough inspection is to be made after the roof, all framing, firestopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent which includes the building, electrical, mechanical, and plumbing permit numbers, and when available, the Office of Fire Safety approval number. A Certificate of Occupancy cannot be issued until all permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, plumbing permit or fire safety approval is not required, write "not applicable" on the request form in the appropriate space.