

City of Laingsburg
114 N Woodhull P.O. Box 178
Laingsburg, MI 48848
Ph: (517) 517-5374 Email: clerk@laingsburg.us
<https://www.laingsburg.us/building-zoning/building-zoning-forms/>

CONSTRUCTION PERMIT CHECKLIST

(For all projects other than new homes)

- _____ 1. Completed **Zoning Permit Application***.
- _____ 2. **Proof of Ownership** if purchased within the last year.
- _____ 3. **Completed Site Plan Grid**
 - a. Minimum site plan requirements are listed on Page 4 of this packet.
 - b. A sample site plan grid is listed on Page 5 of this packet.
- _____ 4. **Soil Erosion and Sedimentation Review:** A [soil erosion review](#) is **required** by the State of Michigan through the office of Environmental Health.
- _____ 5. **Septic/Sewage Permit:** If the project includes a net increase in bedrooms, the [Environmental Health Department](#) must issue a permit or waiver.

BUILDING PERMIT

(Contractors must be registered with the Building Department)

- _____ 1. Completed **Building Permit Application** listed on Page 6 of this packet.
- _____ 2. **Blueprints/Plans:** Two (2) complete sets of building and foundation plans and specifications, including a cross-section of the proposed project.
- _____ 3. **Truss Drawings** submitted with this application packet.
- _____ 4. **Proof of Ownership:** Proof of ownership must be provided with the Building Permit when the project does not require a Zoning Permit.

PERMITS WILL NOT BE ISSUED WITHOUT REQUIRED DOCUMENTATION

*Commercial and Industrial construction requires Site Plan Review Approval

APPLICATION for a ZONING PERMIT

City of Laingsburg

114 N Woodhull

P.O. Box 178

Laingsburg, Mi 48848

Phone: (517) 651-5374 • Fax: (517) 651-5512

Email: clerk@laingsburg.us

App. Date: _____ Receipt # _____ Fee: \$ _____ Permit # _____

Review Date: _____ ☐ Approved ☐ Denied By: _____

Property Address/Location		Applicant (if not Owner)		
Address/Street: _____		Name: _____		
Nearest Cross Rd.: _____		Address: _____		
Township: _____		City/State/Zip: _____		
Parcel Number: _____		Phone: _____		
Zoning District: _____		Fax/Email: _____		
Owner Information		If New Construction or Addition		
Name: _____		Please Attach All That Apply: <input type="checkbox"/> Land Division Certificate <input type="checkbox"/> Survey <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Septic Permit # _____ Well Permit # _____ <input type="checkbox"/> Driveway Permit <input type="checkbox"/> Soil Erosion Permit <input type="checkbox"/> New Address <input type="checkbox"/> New Sewer Connection		
Address: _____				
City/State/Zip: _____				
Phone: _____				
Fax/Email: _____				
Type of Request		Yes	No	For All Applications
<input type="checkbox"/> Principal Structure				Did you attach a "Site Plan Drawing"?
<input type="checkbox"/> Accessory Structure				Are you making grade (earth) changes?
<input type="checkbox"/> Agricultural Structure				Is your project within 500 ft. of surface water?
<input type="checkbox"/> Temporary Structure/Use				Is this site currently violating the Ordinance?
<input type="checkbox"/> Demolition Permit				
<input type="checkbox"/> Sign				
<input type="checkbox"/> Home Occupation				
<input type="checkbox"/> Fence				For Sign Permits Only
<input type="checkbox"/> Deck or Porch				Type of Business: _____
<input type="checkbox"/> Pool				Total display area in square feet: _____
<input type="checkbox"/> Solar				Proposed setback from Right-of-Way: _____
<input type="checkbox"/> Outdoor Solid Fuel Furnace				Sign height: _____ Sign purpose: _____
<input type="checkbox"/> Shared Driveway				Type: <input type="checkbox"/> Pole <input type="checkbox"/> Ground <input type="checkbox"/> Wall <input type="checkbox"/> Other
<input type="checkbox"/> Buildable Lot Study				Height and width of wall: _____
<input type="checkbox"/> Hazardous Material Storage				Attach Sign drawing showing copy <input type="checkbox"/>
<input type="checkbox"/> Other: _____				
Describe Proposed Building or Land Use: _____ _____ _____				

AFFIDAVIT OF COMPLIANCE

I am the owner of, or the authorized agent of the owner, of the lot (parcel of land) described and shown on the attached site plan. I am familiar with the Shiawassee County Zoning Ordinance, including the related laws listed in Section 16.5.3. I hereby attest based upon my knowledge and belief that this request is complete, in compliance with, and warrants approval under the Shiawassee County Zoning Ordinance of 1999, as amended.

Signature of Applicant _____

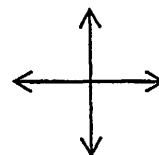
Date _____

CITY OF LAINGSBURG ZONING SITE PLAN GRID

NAME: _____ PROJECT ADDRESS: _____

LOT SIZE: _____ or NUMBER OF ACRES _____.

(SEE REVERSE SIDE FOR INSTRUCTIONS)



(E, N, S, W,)

CENTER LINE OF ROAD

SITE PLAN REQUIREMENTS

1. List Setbacks from all lot lines accurately.
2. Indicate all buildings on site and the distance between them.
3. Show location of all utility lines and distance from current building site.
4. Show location of the Well, Septic Tank and Drain Field.
5. Show location of the Reserve Drain Field.
6. Accurately locate Driveway and give distance from closest lot line.
7. Indicate any unique features of the property, such as drain, ditches or streams, etc. and the distance for the building site.

SAMPLE

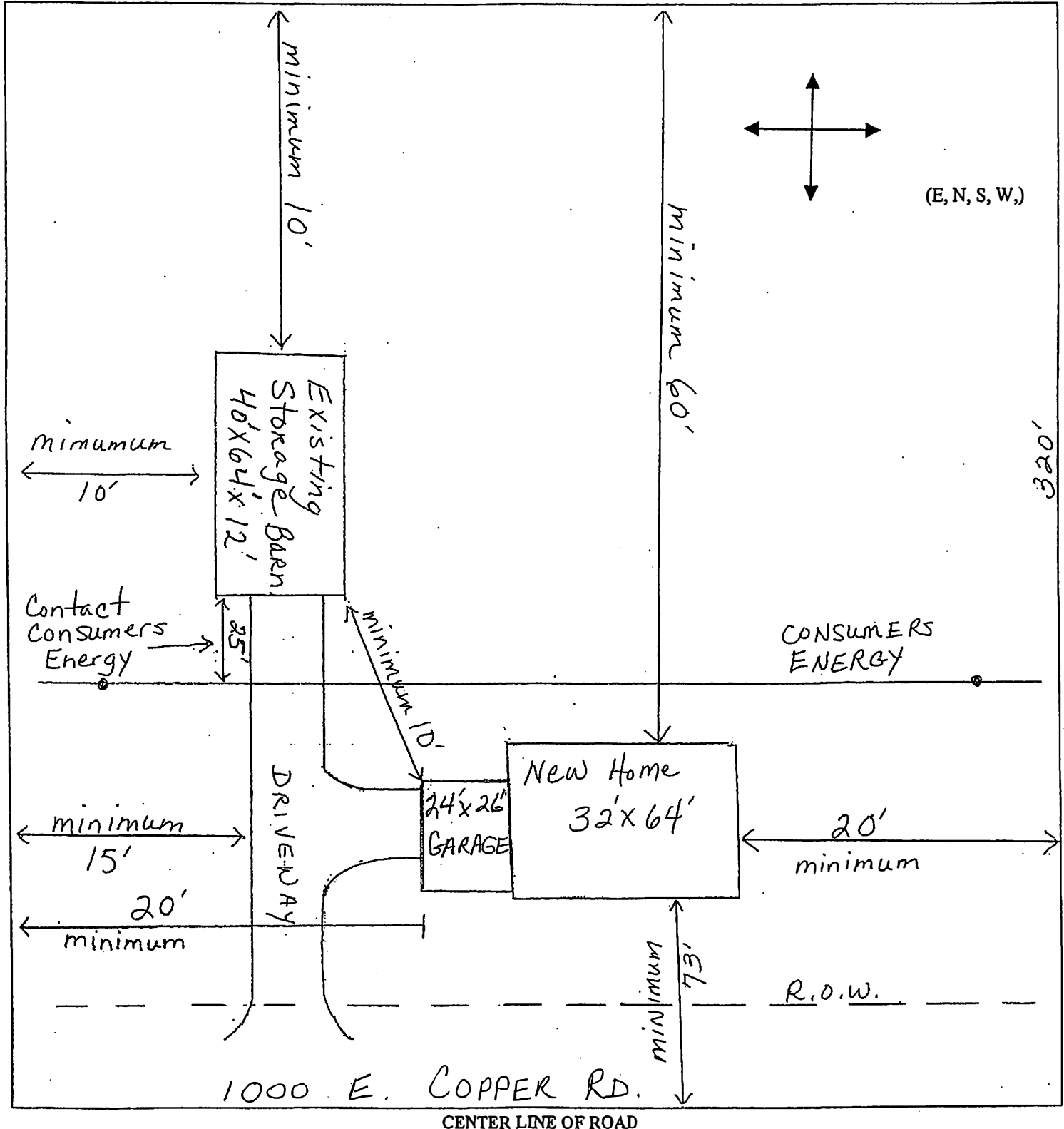
SHIAWASSEE COUNTY ZONING SITE PLAN GRID

NAME John Doe PROJECT ADDRESS 1000 E. COPPER RD.

LOT SIZE 200 X 320 or NUMBER OF ACRES _____

(SEE REVERSE SIDE FOR INSTRUCTOINS)

200'



This application shall become incorporated as a part of the permit and only authorizes the items of work as herein applied for, as described on the issued permit.

BUILDING PERMIT APPLICATION

City of Laingsburg
114 Woodhull
Laingsburg, MI 48848
(517) 651-5374
Email: Clerk@laingsburg.us

OFFICE USE ONLY

PERMIT # _____

DATE _____

RECEIPT # _____

Job Site Address: _____		Township: _____	Property Tax ID #: _____
Property Owner: _____		Email: _____	Phone: _____
Owners Mailing Address, City, State, Zip: _____			
Contractor: _____		Email: _____	Phone: _____
Contractor Address, City, State, Zip: _____			
Alternate Phone/ Contact Information: _____		License #: _____	Expiration Date: _____
Use of Building: _____		Foundation Type: Poured Wall <input type="checkbox"/> Post <input type="checkbox"/> Block <input type="checkbox"/> Wood <input type="checkbox"/> Other <input type="checkbox"/>	
Class of Work: New Home <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Basement <input type="checkbox"/> Conventional Frame <input type="checkbox"/> Post Frame <input type="checkbox"/> Modular <input type="checkbox"/>			
HUD Double Wide/ Single Wide <input type="checkbox"/> Structured Steel <input type="checkbox"/>			
Describe Work: _____			
Special Conditions: _____			

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING. 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 DAYS AT ANY TIME AFTER WORK IS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER 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 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 subjected to civil fines.

Signature of Contractor or Authorized Agent*	(Date)
Signature of Owner (if owner is doing building)	(Date)

***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.**

FOR OFFICE USE ONLY			
Administration Fee: \$40.00			
Total Valuation		Permit Fee	
Requirements	Required	Received	Not Required
Contractor Registration			
Zoning			
Plans			
Truss Drawings			
Energy Comp/Blower Door			
Comm. Plan Review Fee			
REQUIRED INSPECTIONS			
<input type="checkbox"/> FOOTING	<input type="checkbox"/> BACKFILL	<input type="checkbox"/> ROUGH	
<input type="checkbox"/> INSULATION	<input type="checkbox"/> FINAL	<input type="checkbox"/> OTHER	

Application Received by:	Plan Reviewed by:	Approved for Issuance by:
--------------------------	-------------------	---------------------------

Date Received

Roof Loading Data Sheet

Authority: 1972 PA 230

Completion: This form is to be completed and given to the building official with the application for plan review and building permit. The applicant shall give a copy of the completed form to the truss manufacturer.

Jurisdictional information should be included in this space	
Township	County
	Shiawassee

Applicant's Name:		Date:
Applicant's Address:		Permit Number:
City:	State:	Zip:
Applicant's Signature:		
Job Location:		
Address:		
Township/Village/City:		County: Shiawassee

Where prescriptive design is used, the ground snow load, P_g , from Table R301.2(1) shall be used as the design roof snow except, where section R802.10.2.1 applies the design roof snow load shall be $7P_g$. Additional unbalanced loads for drifting across the ridge are not required. Where engineered design is used, this form is to be completed by the permit applicant or design professional. The flat roof snow load, P_f is defined as: $P_f = 7P_g(C_e)(C_t)(I)$. For factors C_e , C_t , and I , place an "X" in the appropriate box below that best describes the structure and the particular jobsite and substitute the corresponding values in the formula above. The result is the flat roof snow load and is applied as the truss top chord line load, $TCLL$. All live loads and snow loads, including unbalanced loads and minimum loads, are to be applied per ASCE 7, chapters 4 and 7 and this code.

Ground Snow Load $P_g = 30$ PSF	From Figure R301.2(5) or MRC Table R301.2(5)
---------------------------------	--

Exposure Factor C_e		Fully Exposed ¹		Partially Exposed ²		Sheltered ³	
Exposure	R301.2.1.4 (pg. 4B)						
B	Urban and suburban areas, wooded areas or other terrain with closely spaced objects having the size of single-family dwellings or larger.						
C	Open terrain with scattered obstructions having heights less than 30 ft. (flat open country)						
D	Flat unobstructed areas exposed to wind flowing over open water for a distance of at least 1 mile. (i.e. Great Lakes.)						

Mark only one of the 9 boxes under the exposure factor with an "X".

¹Fully Exposed: Roofs exposed on all sides with no shelter by terrain, higher structures, or trees.

²Partially Exposed: All roofs except those designated as "fully exposed" or "sheltered."

³Sheltered: Roofs located tight among conifers that qualify as obstructions.

Thermal Factor C_t

Thermal Condition ⁴		
All structures except as listed below		
Structures kept just above freezing and those with cold, ventilated roofs with an R factor of 25 or greater between the ventilated and heated spaces, such as attics		
Unheated structures and those intentionally kept below freezing, such as seasonal building or storage buildings		
Continuously heated greenhouse with a roof R Value less than 2 and having an interior temperature maintained at about 50 degrees 3 ft. above the floor during winter months and a temperature alarm system or an attendant to warn of a heating failure.		

Mark only 1 of the 4 boxes under the Thermal Factor with an "X".

Importance Factor (I)

Category		
I	Building and other structures representing low hazard to human life, i.e.: Agricultural, Temporary, and Minor Storage Facilities.	
II	All buildings except those listed in Categories III and IV.	
III	Building and other structures representing substantial hazard to human life in the event of failure.	
IV	Buildings and other structures designated as essential facilities.	

Mark only 1 of the 4 boxes under the Importance Factor with an "X".

Note: All roof trusses have additional live (storage) loads applied to the bottom chord where required per Table R301.5.

FIGURE 802.10.1
ROOF LOADING DATA SHEET

R408.30506

Residential Frame Built (Roof, Walls, Floor, and Foundation)

APPENDIX A

Roof:

Pitch - _____
 Shingles - _____
 Felt - _____
 Ice Barrier - _____
 Roof Sheathing - _____
 Truss - _____ Yes _____ No
 If No Answer The Following
 Rafter Size - _____
 Rafter Spacing - _____
 Rafter Clear Span - _____
 Rafter Species - _____
 Ridge - _____
 Ceiling Joist Size - _____
 Ceiling Joist Spacing - _____
 Ceiling Joist Species - _____
 Insulation - _____
 Roof Ventilation - _____

Walls:

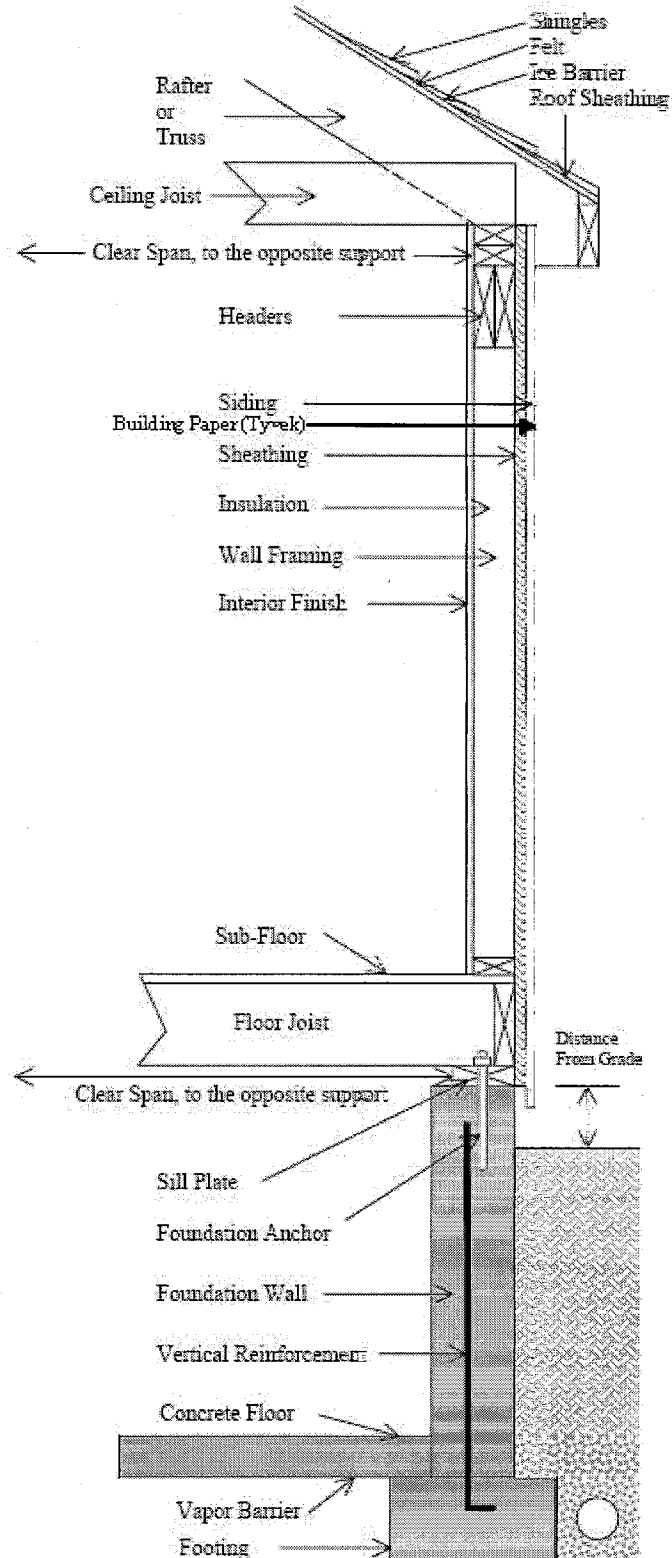
Siding - _____
 Sheathing - _____
 Bldg. Paper (Tyvek) - _____
 Insulation - _____
 Walls Framing - _____
 Headers - _____
 Interior Finish - _____
 Ceiling Height - _____

Floor:

Sub-Floor - _____
 Floor Joist Size - _____
 Floor Joist Spacing - _____
 Floor Joist Clear Span - _____
 Floor Joist Species - _____
 Beam Type & Size - _____
 Distance From Grade - _____

Foundation:

Anchor Type - _____
 Anchor Spacing - _____
 Sill Plate - _____
 Poured Wall Size - _____
 Block Wall Size - _____
 Vertical Reinforcement - # _____ o.c.
 Concrete Floor Thickness - _____
 Vapor Barrier - _____
 Column Pad Size - _____ x _____ x _____
 Column Spacing - _____
 Footing Width - _____
 Footing Height - _____
 Footing Depth Below Grade - _____



Residential Garages & Accessory Structures

Roof Pitch - _____
 Roof Covering - _____
 Underlayment - _____

JOB ADDRESS:

BUILDING SIZE:

Roof Deck - _____
 Trusses – Yes - No - _____

If No Fill In The Following;

Size Of Ridge - _____
 Size Of Rafters - _____
 Rafter Species Of Lumber - _____
 Rafter Spacing - _____
 Ceiling Joist - _____

Wall Materials

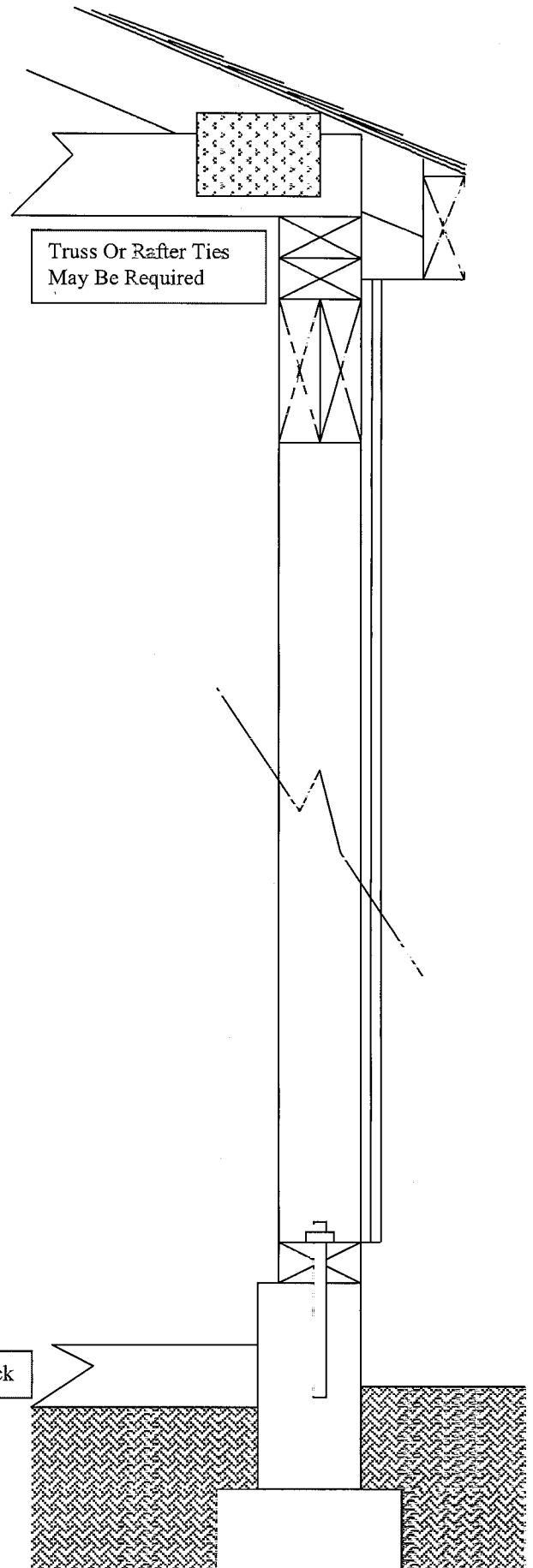
Size Of Studs - _____
 Top Plates - _____
 Bottom Plates - _____
 Stud Spacing - _____
 Garage Door Header - _____
 Garage Door Header Span - _____
 Service Door - _____
 Service Door Header Span - _____
 Window Header - _____
 Window Header Span - _____
 Insulation Type - _____
 Interior Finish - _____
 Sheathing - _____
 Siding - _____

Foundation

Foundation Anchor Type – Bolt _____ Strap _____
 Foundation Anchor Spacing - _____
 Foundation Size - _____
 Footing Width - _____
 Footing Depth - _____

Concrete Slab-On-Ground Floors Shall Be A Minimum 3 ½ Inches Thick

Attached Garages And Other Attached Accessory Structures Shall Have Exterior Footings And Foundation Systems That Extend 42 Inches Below Actual Grade. Detached Garages And Other Accessory Structures That Exceed 400 Square Feet Shall Have Exterior Footings And Foundation Systems That Extend 42 Inches Below Actual Grade.



INSPECTION REQUEST INFORMATION

INSPECTION REQUEST LINE: 989-743-2280

ELECTRICAL INSPECTIONS – PERFORMED MONDAY AND THURSDAY.
BUILDING INSPECTIONS - PERFORMED MONDAY THROUGH THURSDAY.
MECHANICAL & PLUMBING INSPECTIONS - ARE ADMINISTERED
THROUGH THE STATE OF MICHIGAN. GO TO michigan.gov/bcc FOR
ADDITIONAL INSPECTION INFORMATION.

FOR THE CONVENIENCE OF OUR CUSTOMERS, SHIAWASSEE COUNTY
INSPECTION REQUESTS CAN BE EMAILED TO comdev@shiawassee.net.

PLEASE HAVE THE FOLLOWING INFORMATION READY:

ADDRESS OF PROJECT

TYPE OF PERMIT

(Building, Electrical)

TYPE OF INSPECTION

(Underground, Rough, Final, etc.)

CONTACT INFORMATION OF THE PERSON REQUESTING THE
INSPECTION.

HOW TO GAIN ACCESS TO PROJECT

(Key Location, Lock Box Number, Open, etc.)

**ADDITIONAL INSPECTIONS AND REINSPECTIONS ARE
SUBJECT TO ADDITIONAL FEES.**

**TO CONTACT AN INSPECTOR CALL THE MAIN OFFICE
(989) 743-2396**

SHIAWASSEE COUNTY INSPECTION INFORMATION

PART OF THE BUILDING PROCESS IS TO IDENTIFY THE JOB LOCATION AND HAVE INSPECTIONS DONE AT SPECIFIC STAGES DURING CONSTRUCTION. BEFORE AN INSPECTOR CAN PERFORM THEIR JOB THE PERMIT HOLDER SHALL OBSERVE THE FOLLOWING RULES.

- 1: THE BUILDING PERMIT OR COPY SHALL BE KEPT ON SITE UNTIL THE COMPLETION OF THE PROJECT.
- 2: THE SITE ADDRESS SHALL BE PROVIDED IN SUCH A POSITION TO BE PLAINLY VISABLE AND LEGIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.

INSPECTIONS:

THERE ARE A NUMBER OF INSPECTIONS REQUIRED IN EACH OF THE FOUR CODES (BUILDING, ELECTRIC, PLUMBING AND MECHANICAL); THEREFORE YOU MUST CALL WHEN YOU ARE READY FOR EACH TYPE OF INSPECTION. **ALL WORK SHALL BE INSPECTED FOR EACH TRADE AND AN APPROVAL STICKER POSTED, BEFORE WORK CONTINUES. DO NOT REMOVE ANY STICKERS UNTIL ALL FINAL INSPECTIONS ARE COMPLETE AND APPROVED.**

THE REQUIRED VISUAL INSPECTIONS ARE AS FOLLOWS:

BUILDING

FOUNDATION / FOOTING: WHEN EXCAVATION IS COMPLETED, FORMS ARE SET, TRENCHES DUG, REQUIRED REINFORCING STEEL IS IN PLACE AND PRIOR TO PLACING ANY CONCRETE. WOOD FOUNDATIONS: STONE AND FOOTING PLATES ARE IN PLACE.

BACKFILL: WHEN FOUNDATION WALLS ARE DAMPPROOFED/ WATERPROOFED, AN APPROVED DRAINAGE SYSTEM INSTALLED, FOUNDATION ANCHORS INSTALLED PER MANUFACTURERS SPECIFICATIONS AND WALLS BRACED.

ROUGH MASONRY: WHEN THE BASE COURSE FLASHINGS AND WEATHER-RESISTANT SHEATHING PAPER HAVE BEEN INSTALLED AND BEFORE THE INSTALLATION OF ANY MASONRY VENEER (BRICK, STONE, ETC.).

ROUGH FRAME: (BEFORE INSULATING OR DRYWALL) WHEN THE ROOF, ALL FRAMING, FIRESTOPPING, DRAFTSTOPPING, AND BRACING ARE IN PLACE. EXTERIOR WINDOWS AND DOORS SHALL BE INSTALLED. **THE ELECTRICAL, PLUMBING AND MECHANICAL ROUGH INSPECTIONS HAVE ALL BEEN APPROVED.**

FIRE RATED ASSEMBLY: BEFORE WALLS ARE TAPED AND FINISHED (COMMERCIAL ONLY).

INSULATION INSPECTION: BEFORE DRYWALL OR OTHER INTERIOR WALL COVERING IS IN PLACE.

FINAL: WHEN THE PERMITTED WORK IS COMPLETE AND PRIOR TO OCCUPANCY. THE ELECTRICAL, MECHANICALS & PLUMBING FINAL INSPECTIONS HAVE ALL BEEN APPROVED. **SITE ADDRESS INSTALLED PER THE 911 ORDINANCES.** (4" MINIMUM ON THE STRUCTURE, 3" MINIMUM ON A POST 3' 6" - 5' TALL, OR ON A MAILBOX "POST" LOCATED ON THE LEFT HAND SIDE OF THE DRIVEWAY AS YOU ENTER THE PROPERTY AND VISIBLE FROM BOTH SIDES.)

ELECTRICAL

TEMPORARY SERVICE: WHEN TEMPORARY SERVICE IS COMPLETE AND READY FOR HOOKUP, IT SHALL HAVE ONE (1) GROUND ROD AND A GROUNDFAULT OUTLET. **A REQUEST NUMBER IS REQUIRED.**

PERMANENT SERVICE: WHEN PERMANENT SERVICE IS COMPLETE AND READY FOR HOOKUP, IT SHALL HAVE TWO (2) GROUND RODS SPACED A MINIMUM OF 6 FEET APART AND A GROUNDFAULT OUTLET. **A REQUEST NUMBER IS REQUIRED.**

UNDERGROUND: WHILE TRENCH IS OPEN.

ROUGH IN: WHEN WIRE IS PULLED, BOXES MADE UP (NO FIXTURES INSTALLED) AND SERVICE IS READY TO BE RELEASED. ALL PENETRATIONS THROUGH PLATES, AT 10-FOOT INTERVALS IN WALL CAVITIES, AND INTO RETURN AIR RUNS SHALL BE FIRE STOPPED.

FINAL: WHEN ALL FIXTURES ARE SET AND COVERS PLATES ARE ON.

MECHANICAL: *ADMINISTERED THROUGH THE STATE OF MICHIGAN.* www.michigan.gov/bcc

PLUMBING: *ADMINISTERED THROUGH THE STATE OF MICHIGAN.* www.michigan.gov/bcc

INSPECTORS MAY MAKE OR REQUIRE **OTHER INSPECTIONS** TO ASCERTAIN COMPLIANCE WITH THE CODES.

PLEASE REMEMBER EACH JOB IS DIFFERENT AND GOES AT DIFFERENT PACES. THEREFORE, WE HAVE NO IDEA WHEN YOU WILL BE READY FOR AN INSPECTION. PLEASE CALL AND LET US KNOW. MAKE SURE YOU ARE READY FOR THE INSPECTION. IF AN INSPECTION IS REQUESTED AND IS NOT READY OR THE BUILDING IS LOCKED, **A RE-INSPECTION IS REQUIRED AND A FEE WILL BE CHARGED.**

DO NOT TO COVER ANY WORK UNTIL ALL APPROVALS ARE GIVEN.

TO REQUEST INSPECTIONS, CALL OUR REQUEST LINE AT 989-743-2280 OR EMAIL
COMDEV@SHIAWASSEE.NET.

WHEN CALLING FOR AN INSPECTION BE SURE TO HAVE THE FOLLOWING INFORMATION READY:

- A. ADDRESS OF PROJECT
- B. CONTACT NAME AND TELEPHONE NUMBER
- C. TYPE OF PROJECT (NEW HOME, ADDITION, COMMERCIAL, ETC...)
- D. TYPE OF INSPECTION REQUESTED (UNDERGROUND, ROUGH, FINAL OR REINSPECTION, ETC.)
- E. IF HOME IS OPEN OR IF THERE IS A KEY OR LOCK BOX CODE FOR THE INSPECTOR

THANK YOU FOR YOUR COOPERATION AND "GOOD LUCK" WITH YOUR PROJECT

**SHIAWASSEE COUNTY COMMUNITY DEVELOPMENT - BUILDING DIVISION
201 NORTH SHIAWASSEE ST, THIRD FLOOR, SURBECK BUILDING
CORUNNA, MICHIGAN 48817**

**FOR ANY QUESTIONS PLEASE CONTACT THE MAIN OFFICE AT:
(989) 743-2396**

Revised: June 15, 2021