

When submitting a building permit application, the following are required:

1. Application.
2. Signed inspection schedule.
3. Construction drawing of the project detailed enough so I could build it from the plans.
4. Zoning permit (if applies).
  - A. Zoning permits are required for any New, Addition, or Increase in building footprint.
5. Soil erosion permit (if applies).
  - A. Soil erosion permits are needed if: Over 1 acre of disturbance in soil or if work is being done within 500' of a lake, river, or stream.
6. Payment based off of fee schedule in this packet. We accept cash & checks.
7. Checks are made out to Presque Isle County.

8. Contained in this packet:

- A. Buildings permit application.
- B. Inspection schedule.
- C. Zoning permit application.
- D. Pole barn worksheet.
- E. Residence worksheet.
- F. Fee schedule.

Use whichever forms apply to your project.

Any questions on filling out this packet can be directed to the building department.

**APPLICATION FOR BUILDING PERMIT**  
**Presque Isle County Department of Building and Zoning**  
**106 E. Huron Avenue, Suite B, Rogers City, MI 49779 989.734.2915 [presqueislecounty.org](http://presqueislecounty.org)**

<b>**Without this information, your application may be denied.</b>		
Owner's Name:	Phone #:	Email:
Mailing Address:		
Directions to building site:		
Township:	Property Code No:	
District #4 Health Department Tank Permit No:		
Contractor's Name:	Phone #:	
Address:		
License Number:	Expiration Date:	
Federal Employer ID Number or reason for exemption:		
Workers Comp Insurance Carrier and Liability Insurance carrier or reason for exemption:		
MESC Employer Number or reason for exemption:		

**Type of Improvement:**

- New Building       Mobile Home   
Addition       Foundation Only   
Alteration       Roof   
Modular       Demolition

**Proposed Use:**

- One Family Home       Deck   
Garage       Fire Repair   
Car Port       Other: Specify  \_\_\_\_\_  
Pole Barn

Estimated Cost: \_\_\_\_\_

**\*\*\*Building Permit Fees Are Based on Square Footage. All Dimensions are based on Exterior Dimensions.**

		Dimensions	Area Sq. Ft.		Dimensions	Area Sq. Ft.
Garage Att	Y <input type="checkbox"/> N <input type="checkbox"/>	_____	_____	First Floor	_____	_____
Pole Barn Att	Y <input type="checkbox"/> N <input type="checkbox"/>	_____	_____	Second Floor	_____	_____
Mobile Home		_____	_____	Crawlspace/ Basement	_____	_____
Deck/Porch		_____	_____			

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law as 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. This permit may be revoked if wrongfully issued due to misinformation or improper application of the code.

Section 23A of the State Construction Code Act of 1972, 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 license requirements to this state relating to persons who are to perform work on a residential structure. Violators of Section 23A are subject to civil fines.

Signature of Contractor or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned homeowner, certify that the work described on this permit shall be done by myself in my own home in which I am living or about to occupy. All work shall be done in accordance with the Presque Isle County Building Codes and Ordinances.

Signature of Owner: (if owner builder): \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE: Separate permits are required for Electrical, Plumbing, Mechanical, Zoning and Soil Erosion.**

Signature of Permit Clerk/Official: \_\_\_\_\_ Date: \_\_\_\_\_

**BY APPLYING FOR THIS PERMIT, YOU ARE ALLOWING INSPECTORS ACCES TO YOUR PROPERTY FOR INSPECTION PURPOSES**

**PRESQUE ISLE COUNTY INSPECTION SCHEDULE  
106 E. HURON AVE . SUITE B. ROGERS CITY, MI 49779 989 734 2915**

**PRESQUE ISLE CO. USES THE 2015 MRC & MBC**

**R 408.30509; R109 INSPECTIONS**

1. **R109.1 TYPES OF INSPECTIONS.** For on-site construction, from time to time the building official, upon notification from the permit holder or his agent, shall make or cause to be made any necessary inspections & shall either approve that portion of the construction as completed or shall notify the permit holder or his or her agent wherein the same fails to comply with this code.

**THE FOLLOWING INSPECTIONS ARE REQUIRED FOR A NEW BUILD:**

1. **FOOTING**
2. **R109.1.1 FOUNDATION. IF USING ICFS, THEN THEY MUST BE INSPECTED BEFORE POURING.**
3. **R109.1.2 PLUMBING, MECHANICAL, & ELECTRICAL INSPECTIONS.**
4. **R109.1.4 FRAME & MASONRY / ROUGH IN INSPECTION.**
5. **R109.1.5 INSULATION INSPECTION.**
6. **R109.1.5 FINAL INSPECTIONS.**

**DECKS & POLE BARNs**

1. **FOOTING**
2. **R109.1.4 FRAME INSPECTION.**
3. **R109.1.5 FINAL INSPECTION.**

All other projects requiring a building permit will get the inspections required that are pertinent to the job that is being done.

**R 408.30510; R110 CERTIFICATE OF USE & OCCUPANCY**

1. **R110.1 USE & OCCUPANCY.** A building or structure shall not be used or occupied, and a change in the existing occupancy classification of a building or structure or portion thereof shall not be made, until a certificate of occupancy has been issued in accordance with this act.

**R109.3 INSPECTION REQUESTS:** It shall be the duty of the permit holder or their agent to notify the building official that such work is ready for inspection.

**ALL BUILDING INSPECTIONS REQUIRE A 48 HR NOTICE, PRIOR TO INSPECTION. NOTE: THERE WILL BE A \$75 CHARGE FOR RE-INSPECTIONS AFTER CORRECTIONS.**

<b>BUILDING INSPECTOR:</b>	<b>ROB RANSOM</b>	<b>M-F 8 AM – 4:00 PM.</b>	<b>989 734 2915</b>
<b>ELECTRICAL INSPECTOR:</b>	<b>JOHN MORAN</b>	<b>M-F 8 AM – 5 PM.</b>	<b>989 306 0525</b>
<b>PLUMBING &amp; MECHANICAL INSPECTOR:</b>	<b>TOM MCLEOD</b>	<b>M-F 8 AM – 9 AM.</b>	<b>989 370 0333</b>

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

APPLICATION FOR ZONING PERMIT

Department of Building Inspection and Zoning Commission

COUNTY OF PRESQUE ISLE

County Annex Building—Rogers City, MI 49779

Application is hereby made to: ( ) Use: ( ) Erect: ( ) Repair, remodel or extend a structure

( ) or grade ditch or land, located at :

TOWNSHIP \_\_\_\_\_ SECTION \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY \_\_\_\_\_

( ) Residence ( ) Commercial Business ( ) Other Uses \_\_\_\_\_

\*NOTE: Provisions of Presque Isle County Sanitary Code shall be met before building permit is issued.

Site Plan Check List

- ◆ Show side yard, front and rear set backs of property lines
- ◆ Show and dimension property lines
- ◆ Show location and size of building (s), drives
- ◆ Show location of septic system and well
- ◆ Show all rivers, lakes or streams within 500 feet
- ◆ Show topography if slope exceeds 1' 10"
- ◆ Show road R.O.W. access or utility easements

Owners Name \_\_\_\_\_

Address \_\_\_\_\_

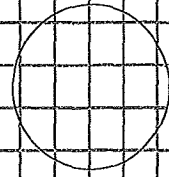
Signature of Owner or Authorized Agent + \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Permit No. \_\_\_\_\_

SITE PLAN DRAWING MUST BE COMPLETED ON BACK

Place North Arrow

In Circle





**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:**

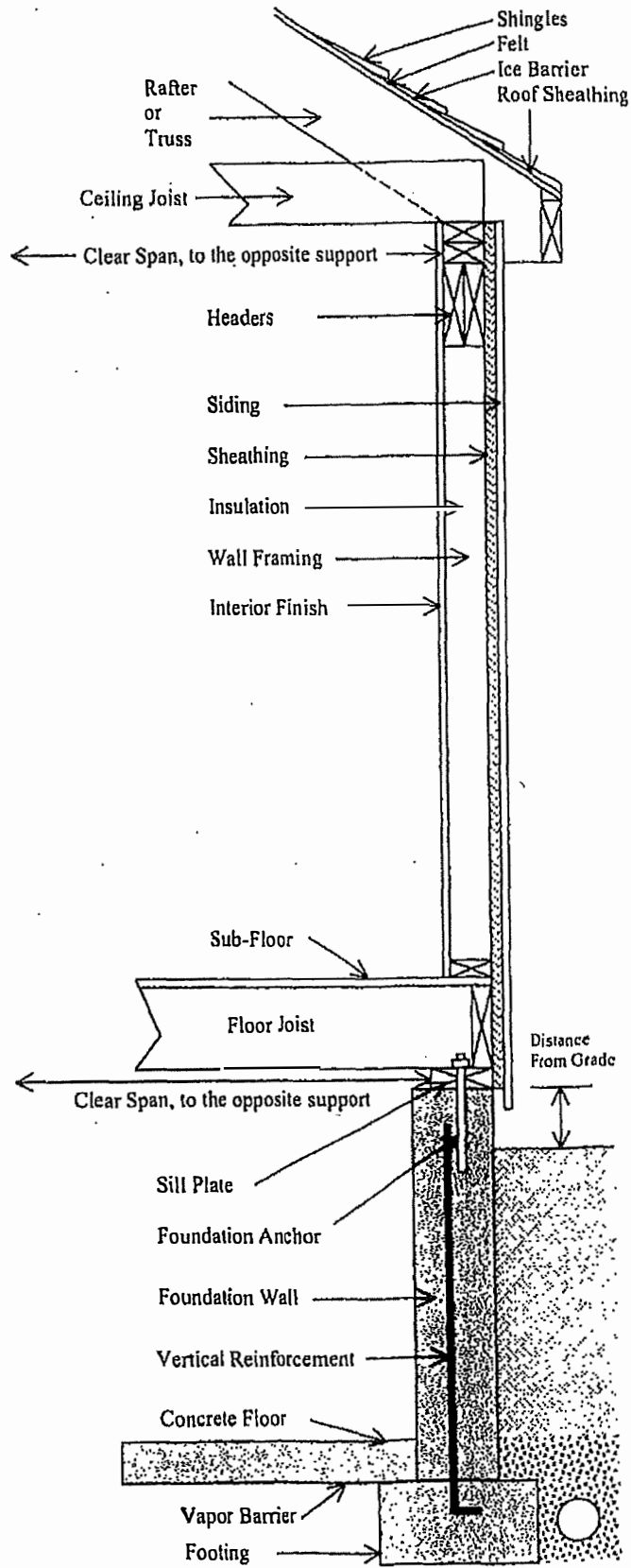
Siding - \_\_\_\_\_  
 Sheathing - \_\_\_\_\_  
 Insulation - \_\_\_\_\_  
 Walls Framing - \_\_\_\_\_  
 Headers - \_\_\_\_\_  
 Interior Finish - \_\_\_\_\_  
 Ceiling Height - \_\_\_\_\_

**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 - \_\_\_\_\_



ALL BASEMENTS MUST HAVE AN EGRESS WINDOW, A SUMP CROCK, AND BE DAMPPROOFED OR WATERPROOFED.

## PRESQUE ISLE COUNTY DEPARTMENT OF BUILDING & ZONING FEE SCHEDULE

<b>Effective Date: July 1, 2023</b>	
<b>Residential Building Permit Fees</b>	
Base Fee (All Building Permits)	\$50.00
Zoning (Residential)	\$25.00
Zoning (Agricultural)	\$25.00
Soil Erosion	\$100.00
Masonry Chimney	\$50.00
Demolition	
	Up to 2,000 sq. ft. \$100.00
	2,000 to 5,000 sq. ft. \$150.00
	Over 5,000 sq. ft. \$200.00
Residential Towers	\$20.00
Headers	\$20.00
Crawlspace/Foundation	.10 sq. ft.
Walk out basement	.18 sq. ft.
Basement	.15 sq. ft.
Alterations/Fire Repairs	.12 sq. ft.
New Roof (All Structures) <b>Carport, Gazebo, Covered Porch</b>	.18 sq. ft.
Decks/Porches	.12 sq. ft.
Manufactured Homes (HUD Approved)	.14 sq. ft.
Pre-Manufactured Homes (State Approved Modular)	.18 sq. ft.
Unattached Garage, Unattached Pole Building	.18 sq. ft.
<b>All Residential Construction (including Attached Garages)</b>	
	0-1999 sq. ft. .24 sq. ft.
	2000-3499 sq. ft. .30 sq. ft.
	3500 & above sq. ft. .38 sq. ft.
<b>Residential &amp; Commercial</b>	
Re-Inspection After Corrections	\$50.00
Special Or Investigative Corrections	\$50.00
Project Started Without Permit	\$150.00
Re-Open Inactive Permit	\$30.00 per inactive year to reopen
Permit Maintenance Fee Beyond First Year	\$30.00 per year
Temporary certificate of Occupancy	\$50.00

## PRESQUE ISLE COUNTY DEPARTMENT OF BUILDING & ZONING PLAN REVIEW

Residential	No Charge
Commercial	30% up to \$2,500.00 of the permit fee
<b>Commercial Building Permit Fees</b>	
Base Fee (All Building Permits)	\$75.00
Zoning	\$35.00
Crawl Space/Foundation	.10 sq. ft.
Basement	.15 sq. ft.
Alterations/Fire Repairs: Affected Area	.20 sq. ft.
S-1/S-2/Utility Use Group/Factory	.20 sq. ft.
New Roof (All Structures) <b>Carpport, Gazebo, Covered Porch</b>	.20 sq. ft.
Cell, Wind & Utility Towers	\$4.00 per vertical ft.
Business/Mercantile	.40 sq. ft.
Assembly/Educational/High Hazard/Institutional/Residential	.50 sq. ft.
Demo Commercial	
Up to 2,000 sq. ft.	\$100.00
2,000 to 5,000 sq. ft	\$150.00
Over 5,000 sq. ft.	\$200.00
Tower Alterations	\$75.00
<b>Zoning Issues</b>	
Variance & Appeals (regular meeting)	\$120.00
Variance & Appeals (special meeting)	\$500.00
<b>Amendment, Rezoning Actual Cost or Minimum of</b>	<b>\$300.00</b>
Special Use Permit	\$120.00
Planning Commission Special Meeting	\$750.00
Site Plan Review <b>Actual Cost</b>	\$120.00
Current Zoning Book	\$35.00
Master Plan	\$45.00