

AURELIUS TOWNSHIP
1939 S. Aurelius Road · Mason, Michigan 48854-9729
(517) 628-2093 · Fax (517) 628-3989
PROCEDURES TO BE FOLLOWED TO SECURE A SUNROOM PERMIT:

- Step 1. Apply for and secure a **SOIL EROSION PERMIT** from the Ingham County Drain Commission, 707 Buhl Avenue, Mason, MI 48854, phone (517) 676-8395 (may not be necessary)
- Step 2. Obtain site approval. **STAKE OUT THE BUILDING ON THE LOT** and **FURNISH A COPY OF THE SITE PLAN** to the Aurelius Township Office, 1939 S. Aurelius Road, Mason, MI, and **CALL FOR A SITE INSPECTION**, phone (517) 628-2093
- Step 3. Present the following to the township office:
1. A completed **building permit application**
 2. A **set of building plans** for approval
 3. A **site plan for building permit**, signed by the zoning administrator
 4. A **copy of the site approval** signed by the zoning administrator
 5. A **building information and assessing worksheet**
 6. A **signed building permit application addendum**
 7. A **signed property line verification** form
- Step 4. When all the above have been satisfactorily completed, a building permit may be secured at the Aurelius Township Hall, 1939 S. Aurelius Road, Mason, between 10:00 a.m. and 3:00 p.m., Tuesday through Friday. Charges will be made as follows:

\$.30 per square foot as determined by the building inspector
(\$150 minimum fee)

Plan and building inspection:	Randy Mastin/Milan Rakich, contact township office 628-2093
Mechanical inspection:	Dan Plyler, contact township office 628-2093
Electrical Inspection:	Jeff Fosburg, contact township office 628-2093
Plumbing Inspection:	Rex Simon, contact township office 628-2093

A \$50 FEE WILL BE CHARGED IF YOU ASK FOR AN INSPECTION AND YOU ARE NOT READY!

AURELIUS TOWNSHIP

517-628-2093

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

All permit applications must be accompanied by detailed construction and site plans. Multi-Family and all Commercial plans must be signed and sealed by a State of Michigan, Registered Architect, or Engineer.

APPLICANT TO COMPLETE PAGES 1 THROUGH 3

I. LOCATION OF BUILDING				
STREET ADDRESS OF CONSTRUCTION:				
CITY	ZIP	AURELIUS TOWNSHIP	INGHAM COUNTY	
II. IDENTIFICATION				
A. OWNER OR LESSEE				
NAME		ADDRESS		
CITY	STATE	ZIP	PHONE	
B. ARCHITECT OR ENGINEER				
NAME		ADDRESS		
CITY	STATE	ZIP	PHONE	
LICENSE NUMBER		EXPIRATION DATE		
C. CONTRACTOR				
NAME		ADDRESS		
CITY	STATE	ZIP	PHONE	
LICENSE NUMBER		EXPIRATION DATE		
FEDERAL EMPLOYER ID NO OR REASON FOR EXEMPTION				
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION				
MESC EMPLOYER NO OR REASON FOR EXEMPTION				
III. TYPE OF IMPROVEMENT				
A. DESCRIBE IMPROVEMENT				
<input type="checkbox"/> New building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Wrecking
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Foundation only	<input type="checkbox"/> Pre-manufacture	<input type="checkbox"/> Relocation	<input type="checkbox"/> Fence
<input type="checkbox"/> Pool	<input type="checkbox"/> Shed	<input type="checkbox"/> Deck	<input type="checkbox"/> Other	

IV. PROPOSED USE OF BUILDING				
A. RESIDENTIAL				
<input type="checkbox"/> One Family <input type="checkbox"/> Two or More Family No. Of units _____		<input type="checkbox"/> Hotel, Motel No. Of units _____ <input type="checkbox"/> Other Use _____		<input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage
B. NON-RESIDENTIAL				
<input type="checkbox"/> Amusement <input type="checkbox"/> Parking Garage <input type="checkbox"/> Office, Bank, Professional <input type="checkbox"/> Store, Mercantile		<input type="checkbox"/> Church, Religious <input type="checkbox"/> Service Station <input type="checkbox"/> Public Utility <input type="checkbox"/> Tanks, Towers		<input type="checkbox"/> Industrial <input type="checkbox"/> Hospital, Institutional <input type="checkbox"/> School, Library, Educational <input type="checkbox"/> Other _____
NONRESIDENTIAL - Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing is being changed, enter proposed use.				
V. SELECTED CHARACTERISTICS				
A. PRINCIPAL TYPE OF FRAME				
<input type="checkbox"/> Masonry, Wall Bearing <input type="checkbox"/> Reinforced Concrete		<input type="checkbox"/> Wood Frame <input type="checkbox"/> Structured Steel		<input type="checkbox"/> Other Type
B. PRINCIPAL TYPE OF HEATING FUEL				
<input type="checkbox"/> Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Electricity	<input type="checkbox"/> Coal	<input type="checkbox"/> Other Type _____
C. TYPE OF SEWAGE DISPOSAL				
SEWER CONTRACTOR		<input type="checkbox"/> Public or Private Company <input type="checkbox"/> Septic System		
TYPE OF WATER SUPPLY				
WATER CONTRACTOR		<input type="checkbox"/> Public or Private Company <input type="checkbox"/> Private Well		
E. MECHANICAL				
MECHANICAL CONTRACTOR				
<input type="checkbox"/> AIR CONDITIONING			<input type="checkbox"/> ELEVATOR	
F. ELECTRICAL CONTRACTOR				
G. PLUMBING CONTRACTOR				
H. DIMENSIONS				
Total Floor Area (square feet) _____ Floor Area: 1 st & 2 nd floor _____ 3 rd - 10 th floor _____ 11 th - above floor _____			Total Land Area (square feet) _____ Number of Stories _____ Total Height _____	
I. NUMBER OF OFF-STREET PARKING SPACES				
Total Spaces Enclosed _____ Total Spaces Per Residential Unit _____			Total Spaces Outdoors _____ Handicapped Parking _____	

**AURELIUS TOWNSHIP
SITE OR PLOT PLAN**

N		E
W		S

APPLICANT INFORMATION

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information.

NAME	TELEPHONE NUMBER
ADDRESS	
CITY	STATE ZIP
FEDERAL I.D. NO. / SOCIAL SECURITY NO.	

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 authorized agent, and 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.

Section 23a of the State Construction Code Act of 1972, Act 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 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.

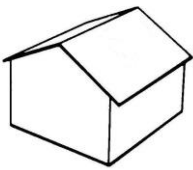
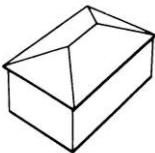
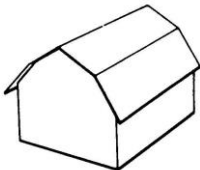
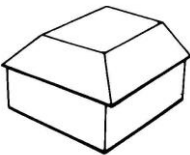
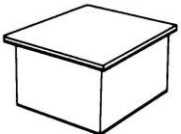
TOTAL COST OF IMPROVEMENT \$ _____

SIGNATURE OF APPLICANT _____ DATE _____

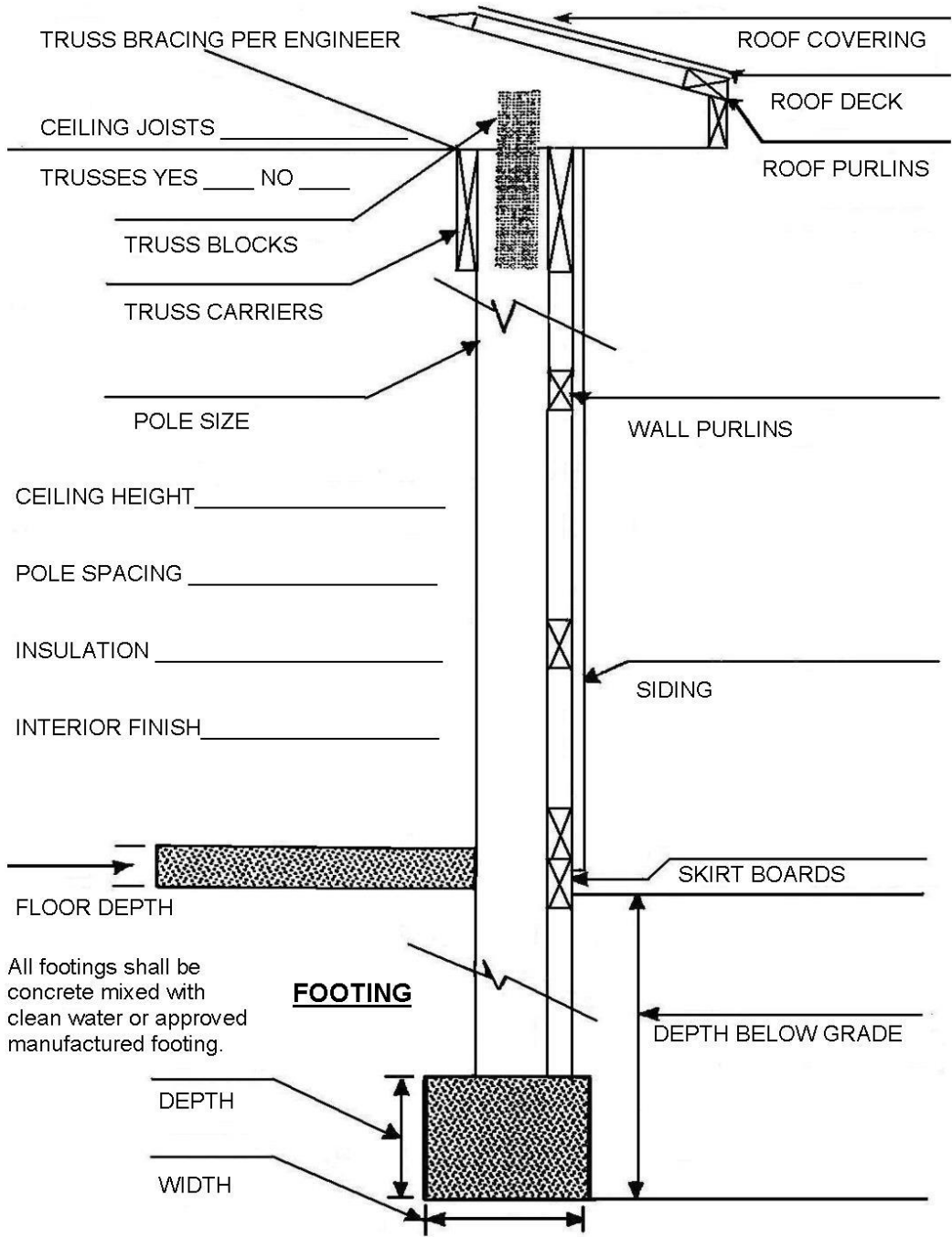
**AURELIUS TOWNSHIP
BUILDING INFORMATION AND ASSESSING WORKSHEET**

NAME				DATE				PERMIT NUMBER					
ADDRESS													
PARCEL NUMBER				PHONE NUMBER									
TYPE			3. ROOF					10. FLOOR SUPPORT					
Single Family			Gable		Gambrel		Hip		Joists " X " " O.c				
Other			Mansard		Flat		Unsupported Length Ft						
Wood Frame			Eavestrough					Sill Plate Yes No					
Year Built		Remodeled		Asphalt Shingles			Steel Roof		Center Support				
Number of Rooms			Insulation					11. HEATING AND AIR CONDITIONING					
Basement			Chimney type					Gas		Oil		Electric	
1st Floor			Overhang		Front/Other		Size		Wood		Steam	Other	
2nd Floor			4. INTERIOR					Forced Air		Forced Warm Water			
Baths			Drywall		Plaster		Paneled		Heat Pump		Air		Water
Total Bedrooms			Trim and Decoration					Central Air Conditioning					
1. EXTERIOR			Ex-ordinary		Ordinary		Minimum			12. Electric			
Wood, Shingle			Doors		Solid		Hardcore		Amps Service				
Aluminum, Vinyl			5. FLOORS (Indicate Type of Floor)					13. Plumbing					
Brick			Kitchen Floor		Other Floors			Number baths					
Block			6. CEILINGS					Ceramic Tile		Floor		Wainscot	
Stone			Drywall		Plaster		Tile		tub alcove		exhaust fan		extra lav
Insulation			Suspended		Other				extra stool		separate shower		
2. WINDOWS			7. EXCAVATION					fiberglass bath unit		jacuzzi			
Many		Large	Basement sf		Crawl Space sf				water softener		owned	leased	
Average		Average	Slab sf		Height to joists ft		water heater						
Few		Small	8. BASEMENT					gallons		electric		gas	
Wood Sash			Block		Poured		Wood		14. WATER AND SEWER				
Metal Sash			9. BASEMENT FINISH					well		septic			
Vinyl Sash			Wall Finish					mound system		gallons			
Double Hung			Floor Finish					15. BUILT-IN ITEMS					
Horizontal Sliding			Ceiling Finish					oven		range		microwave	
Casement			Walkout					intercom		disposal		dishwasher	
Double Glass			Insulation					cen vacuum		wood stove		compactor	
Storms and Screens								hood/fan vented		yes		no	
Patio Doors								Chimney		1 sty.		inside	
										2 sty.		outside	
								Fireplace		Foundation		Pre-Fab	
ESTIMATED COST:										Free Stand		Hearth	

**AURELIUS TOWNSHIP
BUILDING INFORMATION AND ASSESSING WORKSHEET**

				PERMIT #	
NAME:				DATE	
ADDRESS				PHONE	
CITY			STATE		ZIP
PARCEL NUMBER					
POLE BARNs		SHEDs		EXTERIOR	
Size: _____ by _____		Size: _____ by _____		Wood	
Concrete Approach		Wood Frame		Aluminum	
Finished		Metal Prefab		Vinyl	
Insulated		Other		Other	
ROOF					
					
					
GABLE		HIP		GAMBREL	
MANSARD		FLAT			
		WINDOWS		SIZE	
Eavestrough		Many		Large	
Asphalt Shingles		Average		Average	
Other		Few		Small	
Insulation		Wood Sash		Doors	
Overhang		Metal Sash		Automatic Doors	
PORCHES/DECKs		Vinyl Sash		Common Wall	
Width		Double Hung		Wall Finish	
Depth		Casement		Ceiling	
Type		Storms and Screens		Concrete Approach	
Covered?		Patio Doors		Size _____ by _____	
PORCHES/DECKs		PORCHES/DECKs			
Width		Width		SIZE EST COST	
Depth		Depth			
Type		Type			
Covered?		Covered?			

RESIDENTIAL STORAGE POLE BUILDING



All footings shall be concrete mixed with clean water or approved manufactured footing.

FOOTING

BUILDING PERMIT APPLICATION ADDENDUM

Building Permit No. _____ Parcel No. _____

Contractor's Name _____

Contractor's Address _____ Phone _____

Owner's Name _____

Owner's Address _____ Phone _____

I _____ (owner)

understand that I will not be able to occupy my dwelling until an occupancy permit has been issued. If I do occupy the dwelling without an occupancy permit, I will be subject to:

Upon conviction thereof, be fined not more than Five Hundred (\$500) dollars or imprisoned for not more than ninety (90) days, or both, and in addition shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense. (Aurelius Township General & Zoning Ordinances , 15.480, Sec. 605)

Owner Signature _____ Date _____

Contractor Signature _____ Date _____