

**CRAWFORD COUNTY BUILDING & ZONING DEPARTMENT**  
**ALL PERMITS EXPIRE ONE YEAR FROM DATE OF ISSUE**

PERMIT# \_\_\_\_\_

DATE: \_\_\_\_\_ PROPERTY CODE# \_\_\_\_\_

**ALL BUILDINGS SHALL BE CONSTRUCTED ACCORDING TO THE CRAWFORD COUNTY ZONING ORDINANCE AND THE STATE CONSTRUCTION CODE.**

COMMERCIAL \_\_\_\_\_ RESIDENCE \_\_\_\_\_ MOBILE HOMES \_\_\_\_\_ MODULAR \_\_\_\_\_ GARAGE \_\_\_\_\_ ADDITION \_\_\_\_\_  
 UTILITY \_\_\_\_\_ DEMOLISH \_\_\_\_\_ REMODEL \_\_\_\_\_ SIGNS/BILLBOARDS \_\_\_\_\_ ROOFS \_\_\_\_\_ FOOTINGS \_\_\_\_\_  
 POLE BARN \_\_\_\_\_ RENEWAL \_\_\_\_\_

Township of \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ Section \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot # \_\_\_\_\_ Block \_\_\_\_\_ Plat/Subdivision \_\_\_\_\_

Zoned \_\_\_\_\_ Size of lot \_\_\_\_\_ X \_\_\_\_\_ Acres \_\_\_\_\_

Set back from: Front \_\_\_\_\_ Sides \_\_\_\_\_ Rear \_\_\_\_\_

Use Group \_\_\_\_\_ Type of Construction \_\_\_\_\_ Cost \_\_\_\_\_

**BEFORE YOU OCCUPY THIS BUILDING, YOU MUST GET A CERTIFICATE OF OCCUPANCY**

**FOUNDATION:**

Basement: # Blocks \_\_\_\_\_ Crawl \_\_\_\_\_

Footings: \_\_\_\_\_ X \_\_\_\_\_

Below Grade: Min. 24" \_\_\_\_\_

Block size: \_\_\_\_\_

Concrete: \_\_\_\_\_

Back fill: \_\_\_\_\_

Vents: \_\_\_\_\_

**FRAMING**

Size of Building: \_\_\_\_\_ X \_\_\_\_\_

Upper Story: \_\_\_\_\_ X \_\_\_\_\_

Square Footage: \_\_\_\_\_

Sill Sealer: \_\_\_\_\_

Sill Plate: \_\_\_\_\_

Anchor bolts 2' from corner each 8': \_\_\_\_\_

Studs: \_\_\_\_\_ X \_\_\_\_\_ "oc

Ceiling Joists: \_\_\_\_\_ X \_\_\_\_\_ "oc

**CEILING HEIGHT**

1<sup>st</sup> floor \_\_\_\_\_ 2<sup>nd</sup> floor \_\_\_\_\_

**RAFTERS**

Truss \_\_\_\_\_ X \_\_\_\_\_ "oc

Needs Truss Certification

Stick \_\_\_\_\_ X \_\_\_\_\_ "oc

Ridge Board \_\_\_\_\_ X \_\_\_\_\_

**FLOOR**

Joists \_\_\_\_\_ X \_\_\_\_\_ "oc

Unsupported Length \_\_\_\_\_ "

Sheathing \_\_\_\_\_ "

**EXTERIOR**

Wood \_\_\_\_\_

Aluminum \_\_\_\_\_

Brick \_\_\_\_\_

Stucco \_\_\_\_\_

Other \_\_\_\_\_

**INTERIOR**

Drywall \_\_\_\_\_

Plaster \_\_\_\_\_

Paneling \_\_\_\_\_

Combination \_\_\_\_\_

**MISCELLANEOUS**

Corner Bracing

Solid \_\_\_\_\_ X \_\_\_\_\_

Headers \_\_\_\_\_ X \_\_\_\_\_

**EGRESS WINDOWS**

Bedroom Clear Openings

Ground Floor – 5 Cu Ft. Min.

2<sup>nd</sup> floor – 5.7 Cu Ft. Min.

24" high 20" wide 44" sill height

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MOBILE HOMES**

Age \_\_\_\_\_ Size \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

**PORCHES/DECKS**

Size \_\_\_\_\_

**SMOKE ALARMS:** \_\_\_\_\_  
 one in each bedroom, hall, floor.

**HEATING**

Wood \_\_\_\_\_ Stove \_\_\_\_\_ Boiler \_\_\_\_\_

Gas \_\_\_\_\_ Hot water \_\_\_\_\_ Forced Air \_\_\_\_\_

Oil \_\_\_\_\_ Hot water \_\_\_\_\_ Forced Air \_\_\_\_\_

Electric \_\_\_\_\_ Other \_\_\_\_\_

**GARAGE**

Attached \_\_\_\_\_ Unattached \_\_\_\_\_

Size \_\_\_\_\_ X \_\_\_\_\_

Storage above – Size \_\_\_\_\_

Studs \_\_\_\_\_ " X \_\_\_\_\_ " \_\_\_\_\_ " oc

**RAFTERS**

Trusses \_\_\_\_\_ X \_\_\_\_\_

Need Truss Certification \_\_\_\_\_

Stick \_\_\_\_\_ X \_\_\_\_\_ "oc

Ridge Board \_\_\_\_\_ X \_\_\_\_\_

Headers \_\_\_\_\_ X \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNS/BILLBOARDS**

Height \_\_\_\_\_ Cost \_\_\_\_\_

Grayling City Zoning 989-348-2131 \_\_\_\_\_

Lovell's Township Zoning 989-348-5705 \_\_\_\_\_

Airport Zoning applies – Height: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**YOU MUST CALL FOR INSPECTIONS: 989-344-3233**

\_\_\_\_\_  
 Signature of Building Official

**TO BUILDING PERMIT APPLICANTS FROM BUILDING & ZONING DEPARTMENT**

**JOSEPH DURAN – DIRECTOR**  
200 W. MICHIGAN AVENUE – ANNEX BUILDING  
GRAYLING, MI 49738  
PH. 989-344-3233 / FAX 989-348-1016

Amended 5-19-03

Building Permit information required for permit to build in all Townships and the City of Grayling located in Crawford County, but not Grayling Township nor Frederic Township.

1. **APPLICATION:** ACCURATELY COMPLETED EXACTLY HOW THE PROJECT IS TO BE BUILT.
2. **PROOF OF OWNERSHIP,** WARRANTY DEED OR LAND CONTRACT SHOULD REGISTERED.
3. **DRIVE WAY PERMIT:** FROM THE CRAWFORD COUNTY ROAD COMMISSION. 348-2281
4. **WELL & SEPTIC PERMIT:** FROM THE CRAWFORD COUNTY HEALTH DEPARTMENT. 348-7800
5. **ADDRESS APPLICATION FOR 911:** COMPLETED FOR A NEW ADDRESS ON NEW CONSTRUCTION
6. **BLUE PRINT – REQUIRE TWO (2) SETS** FOR THE PROJECT TO BE CONSTRUCTED. ONE SET FOR PERMANENT COUNTY FILE AND ONE SET TO BE STAMPED AS APPRIVED WITH (NOTE) IF NEEDED FOR APPLICANT  
Section 108.0 Permits per B.O.C.A.
  - A. FOUNDATION PLAN
  - B. TYPICAL WALL SECTION
  - C. FLOOR PLANS
  - D. ELEVATIONS OF FRONT & SIDES WITH WINDOWS
  - E. ALL COMMERCIAL WORK REQUIRED A SEALED BLUE PRINT AS DOES A RESIDENCE OVER 3500 SQ FT.
  - F. SIZES OF EGRESS WINDOWS. MUST BE TO CODE WITH SAFETY FLASS.
7. **SITE PLAN TO SCALE & DIMENSIONS** THAT COMPLY WITH THE ZONING FOR THAT DISTRICT. SHOW ALL BUILDINGS ON PROPERTY & OTHER PERTINENT INFORMATION FOR ZONING PERMIT.
8. **SOIL EROSION AND SEDIMENTATION CONTROL PERMIT** IF THE BUILDING SITE IS WITHIN 500 FEET FROM A RIVER, WETLANDS, POND, OR LAKE.
9. YOU NEED A **LOVELLS ZONING CERTIFICATE** IF BUILDING IN THE TOWNSHIP OF LOVELLS.
10. YOU NEED A **CITY ZONING CERTIFICATE** IF BUILDING IN THE CITY OF GRAYLING.
11. A MAP IS NEEDED SHOWING HOW TO GET TO YOUR PROPERTY.
12. **THIS PERMIT EXPIRED ONE YEAR FROM DATE OF ISSUANCE. YOU MUST RENEW PERMIT PRIOR TO EXPIRATION AND BOND WILL BE CARRIED OVER. IF NOT RENEWED, BOND WILL EXPIRE.**
  - **CERTIFICATE OF OCCUPANCY IS REQUIRED PRIOR TO MOVING IN ANY PERSONAL ITEMS OR TAKING POSSESSION.** Section 118.0 B.O.C.A.

AFTER READING AND COMPLETING ALL STEPS, PLEASE SIGN: \_\_\_\_\_

**CRAWFORD COUNTY DEPARTMENT OF BUILDING SAFETY INSPECTION**  
**PROCEDURES REQUIRED - IMPORTANT NOTICE**

The County of Crawford Building Department Inspectors, in accordance with the Code of the State of Michigan and the Ordinance of the County of Crawford, must inspect all building projects in the logical and sequential order below:

1. **Footing Inspection:** Upon footings being completely formed, **do not** pour concrete until approved by inspection you must call for.
2. **Back Fill Inspection:** Basement/Crawl Space requires wall damp proof inspection which is done after the blocks are laid, damp proof sealed and approved by inspection before backfilling.
3. **Rough Inspection:** Before walls are enclosed or insulated, verify house wrap, window and door flashings, verify roof felt and ice-guard, verify truss engineering to inspector prior to inspection, rough inspections by mechanical, plumbing and electrical inspectors must be complete and documented-approved.
4. **Insulation Inspection:** Before walls are enclosed, Install attic cards for insulation value, no paper exposed on insulation to any open areas.
5. **Final Inspection:** When construction is complete and before building is occupied. Final inspections by mechanical, plumbing and electrical inspectors must be complete and documented-approved.
6. **Accessory Buildings:** Requires inspections #1 and #5 and/or more as required.

A **Temporary Certificate of Occupancy** requires re-inspection of all corrections plus a re-inspection fee.

A **Certificate of Occupancy** must be issued before building is occupied.

All re-inspections to verify code compliance for Building, Electrical, Mechanical and Plumbing require payment of the fee for additional inspection prior to re-scheduling.

The Crawford County Building inspector will make every effort to inspect your project in a timely manner. However, if it is not possible to inspect upon your immediate request and within your immediate time schedule, it does not mean that you may continue building.

To continue building beyond an inspection level, prior to that inspection, will cause a **STOP WORK ORDER** to be placed on your building project until that inspection can be properly performed.

[APPLICANT, BUILDER, OWNER IS RESPONSIBLE TO VERIFY ALL INSPECTIONS ARE CALLED FOR]

Date \_\_\_\_\_

\_\_\_\_\_  
Owner's/Contractor's Signature

I have been informed of the above stated **Inspection Policy**.

Please submit this information to assist staff in locating your project site. This will avoid delays in processing your inspections because staff cannot locate your project site. This page is in addition to the site location map.

**11. ADDRESS INFORMATION:**

Township	Town	Range	Section
Property Address			
Where is Address Visible? <input type="checkbox"/> House <input type="checkbox"/> Garage <input type="checkbox"/> Mailbox <input type="checkbox"/> Sign			
Name of Access Road to Project?			
Road Type: <input type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Seasonal			
Name of Nearest Crossroad:			
Distance to this Road (in Miles and Tenths):			

**Please add driving directions and/or legible map in the space provided on this sheet.**

Property Owner Signature:			
Mailing Address:			
City	State	Zip Code	Telephone:
Contractor's Signature:			
Mailing Address:			
City	State	Zip Code	Telephone: