



**CITY OF LANSING**  
**Department of Economic Development and Planning**  
**Building Safety**

316 N. Capitol Ave., Suite C-1 – Lansing, MI 48933-1238  
(517) 483-4355 – Fax (517) 377-0169  
[www.LansingMi.gov](http://www.LansingMi.gov)

## Permit Checklist

### RETURN THIS FORM SIGNED AND DATED WITH ALL REQUIRED DOCUMENTATION

Permit Location (Job Address): \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Permit Applicants Name: \_\_\_\_\_

**Before a building permit may be issued**, all of the documentation must be provided or justified as non-applicable.

- \_\_\_\_ 1. **PLOT PLAN/SITE PLAN** shall be provided for all construction projects.
- \_\_\_\_ 2. **PROOF OF OWNERSHIP:** Recorded Deed. Contact the Ingham County Register of Deeds at (517) 676-7216.
- \_\_\_\_ 3. **SOIL EROSION AND SEDIMENTATION permit** must accompany application if your project is within 500 feet of a lake, body of water, stream or county drain. Contact Public Service 483-4455.
- \_\_\_\_ 4. **ONE SET OF CONSTRUCTION DRAWINGS.** Include:
  - ☐ FOUNDATION PLANS    ☐ FLOOR PLANS    ☐ ELEVATIONS    ☐ CROSS-SECTIONS
  - ☐ BEAM AND COLUMN CALCULATIONS    ☐ TRUSS SPECIFICATIONS    ☐ CONSTRUCTION DETAILS
- \_\_\_\_ 5. **ENERGY CODE** documentation shall be provided for prescriptive compliance or an Energy Analysis Comparison report as set forth in Part 10 of the State Construction Code.
- \_\_\_\_ 6. **ZONING/ORDINANCE COMPLIANCE** shall be approved for all construction projects.
- \_\_\_\_ 7. **M-DEQ Approval** required where work is within a floodplain or wetland.

**Yes-No** Does this property currently have any City of Lansing **Housing Code Violations**?

**Yes-No** Is or will this property be, in part or full, a **residential rental**?

**Yes-No** Is the proposed building and/or structure within 500 feet of a body of water? Will the excavated area include an acre or more? If yes, a **Soil Erosion and Sedimentation Permit** shall be obtained from the Public Service Department. No site work shall begin until a valid permit has been issued.

**Yes-No** Is the subject parcel location in a **wetland** or **floodplain**? Where these conditions exist, a building permit shall not be issued without approval from the M-DEQ.

An addition or improvement to an existing residential structure that is in a floodplain where the construction is equal to 50% or more of the original value requires approval from the City of Lansing's Construction Board of Appeals prior to issuance of a building permit per section R105.3.1.1 of the Michigan Residential Code.

I understand it is the legal responsibility of the applicant to call for all required inspections as indicated on the plan review. No Electrical, Plumbing, Mechanical or structural components shall be concealed until approval has been granted. Separate permits shall be required for all Electrical, Mechanical and Plumbing installations throughout the project.

I understand Public Act 230, Section 10 requires that I obtain a building permit prior to starting construction and Section 13 of the Act requires that I obtain a Certificate of Occupancy from the Building Safety Office prior to occupying a structure in part or in full.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



# BUILDING PERMIT APPLICATION

Permit #: \_\_\_\_\_

City of Lansing Building Safety Office  
316 N Capitol Ave., Suite C-1  
Lansing, MI 48933-1238  
(517) 483-4355

Project #: \_\_\_\_\_

Approval: \_\_\_\_\_

<b>LOCATION OF WORK</b>		<b>Address</b>	
<b>Applicant</b>		<b>Address</b> <b>City, State, Zip</b> <b>Email</b>	<b>Phone</b>
<b>Property Owner</b>		<b>Address</b> <b>City, State, Zip</b> <b>Email</b>	<b>Phone</b>
<b>Contractor</b>	<b>Address</b> <b>City, State, Zip</b> <b>Email -</b>	<b>Phone</b>	<b>License Number</b> <b>Exp. Date</b>
<b>PLEASE DESCRIBE WORK:</b>			
<b>For Residential Property:</b> Number of dwelling units _____ Number of Bedrooms _____ <b>For Commercial Property:</b> Sq. Footage _____ Fire Suppression System? Yes ____ No ____  _____ <b>Applicant Signature</b> _____ <b>Date</b> _____			

## FOR OFFICE USE ONLY

- ☐ New Building (SFR)    ☐ New Building (Com)
- ☐ Siding    ☐ Tear Off & Re-roof    ☐ Addition
- ☐ Alteration    ☐ Repair    ☐ Tear-out    ☐ Pool
- ☐ Garage/Carport    ☐ Deck/Porch    ☐ Mobile Home Set-up
- ☐ Other \_\_\_\_\_    ☐ Investigation Fee

Valuation of Work \$ \_\_\_\_\_

Plan Review Fee \$ \_\_\_\_\_

Building Permit Fee \$ \_\_\_\_\_

Building Application \$ 35.00\*\***TOTAL FEE \$** \_\_\_\_\_

\*\*NOTE- These fees apply only to licensed contractors for permit types that can be obtained online. (Roofing & Siding)

CONSTRUCTION TYPE \_\_\_\_\_ USE GROUP \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_ LAND USE \_\_\_\_\_

PROJECT IS IN THE FLOOD PLAIN: ☐ Yes ☐ No**COMMENTS -** \_\_\_\_\_

## **PART I**

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

Name		Phone	
Address	City	State	Zip
Federal I.D. No.			
MESD Employer Number or Reason for Exemption			
Worker's Comp. Insurance Carrier or Reason for Exemption			
<p>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 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.</p> <div style="border: 1px solid black; padding: 5px;"><p><b>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.</b></p></div>			
Signature of Applicant		Application Date	

**Investigation fee:** Whenever any work for which a permit is required by Code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of the Code nor from any penalty prescribed by law.

**The City of Lansing has adopted a local income tax that requires residents to pay a 1% income tax and non-residents performing work in the City pay 0.5% income tax. Any employees or contractors paid for labor performed in connection with this permit is taxable income. Failure to withhold or pay income tax is a criminal misdemeanor.**