

**PROCEDURE REQUIREMENTS FOR PRE-APPLICATION  
BUILDING AND/OR SPECIAL-USE PERMIT  
CITY OF MARLETTE**

1. Application must have a pre-application for a building and /or special use permit, approved by the City of Marlette, before any building permit or special use permit is issued by the Sanilac County Building Department.
2. Construction and site plan must conform to all City of Marlette Zoning Ordinances in effect at time of issuance of permit.
3. The pre-application must be filled out completely and must include a detailed site plan. Site will be subject to an on-site inspection by the proper officials of the City of Marlette.
4. If a question arises at the time of the site inspection, the City of Marlette's Zoning Ordinance may require the applicant to apply for a variance or special use permit at full cost to the responsible party.
5. The City of Marlette's policy requires a \$ 25.00 residential and/or \$ 75.00 non-residential non-refundable inspection fee per site or building payable to the City of Marlette before any inspection can take place.
6. After pre-application is approved, the completed form will be available for pickup and submission to Sanilac County Building Department. Applicant is responsible for all permit fees at time of submission to County officials.
7. Approved pre-applications are good for ONE (1) year from date issued. Construction must start within this time frame.
8. Effective September 4, 1996 the City of Marlette was inducted into the National Flood Insurance Program. The community # is 260959.

**- PROTOCOL -**

1. Pre-applications are available at Marlette City Hall.
2. All completed pre-applications must be returned only to the Marlette City Hall, 6436 Morris Street, Marlette, MI 48453, with fee.
3. City of Marlette Zoning Authority will then be notified to make proper inspection and will inform applicant of their findings.
4. If pre-application is approved by the City of Marlette officials, the applicant can then take the completed, written pre-application form to the Sanilac County Building Inspector's Office, also known as Department of Construction and Land Use located at 60 West Sanilac, Court House Annex, Sandusky, Michigan. (810) 648-4664.

Zoning Administrator  
(989) 635-7448 - Fax 3806

City of Marlette  
6436 Morris Street

Hours: 8:00 a.m. - 4:30 p.m.

CITY OF MARLETTE  
APPLICATION FOR ZONING PERMIT UNDER ORDINANCE NO. 93

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Legal Description of Land or Property Code # \_\_\_\_\_

Address of Proposed Building \_\_\_\_\_

Name of Owner of Land (if other than Applicant) \_\_\_\_\_

Dimension of Proposed Building or Improvement \_\_\_\_\_ square footage

Size of Property or Lot \_\_\_\_\_

Purpose of Proposed Building \_\_\_\_\_

Description of Material to be used \_\_\_\_\_

Estimated Cost:	Cost of Improvement	\$	_____
	Heating	\$	_____
	Plumbing	\$	_____
	Electric Wiring	\$	_____

Other information \_\_\_\_\_

Drawings...Please use reverse of this sheet

Inspection Made \_\_\_\_\_

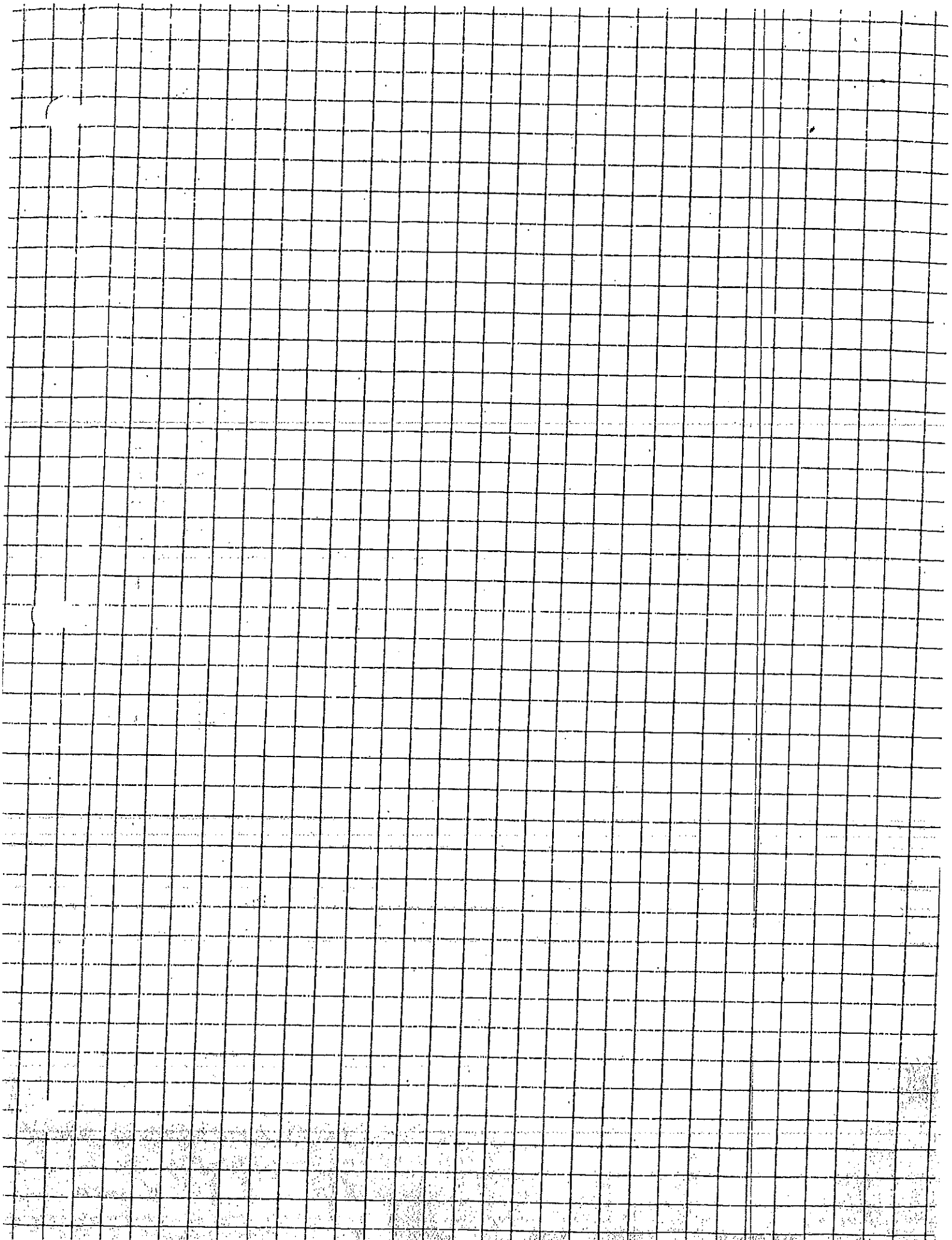
Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

Approval or Denial  
Of Zoning Administrator

\_\_\_\_\_  
(Address of Applicant)

\_\_\_\_\_  
(Signature of Zoning Administrator)



ZONING PLAN EXAMINERS NOTES:

USE \_\_\_\_\_

FRONT YARD \_\_\_\_\_ REAR YARD \_\_\_\_\_

SIDE YARD \_\_\_\_\_ SIDE YARD \_\_\_\_\_

NOTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*AS PART OF THE NEW CONSTRUCTION CITY ORDINANCE REQUIRES THAT ALL DRIVEWAY AND PARKING AREA BE PAVED. IF ANY OF THIS AREA IS NOT PAVED, IT WILL NEED TO BE PAVED PRIOR TO ISSUANCE OF THE OCCUPANCY PERMIT.**

IF MORTGAGE SURVEY IS AVAILABLE – ATTACH COPY

IF NO MORTGAGE SURVEY IS AVAILABLE, PLEASE SHOW ON BACK SIDE OF THIS PAGE:

- 1) LOT DIMENSIONS
- 2) EXISTING BUILDINGS AND SIZE OF EXISTING BUILDING ON SITE
- 3) SETBACK MEASUREMENTS – IN RELATION OF EXISTING BUILDINGS PROPOSED BUILDINGS
- 4) SKETCH OF PROPOSED BUILDING AND LOCATION ON LOT

# APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

## Sanilac County

Department of Construction  
 Soil Erosion & Sedimentation Control Agency  
 60 W. Sanilac Avenue, Room 210, Sandusky, MI 48471  
 Phone (810) 648-4664 Fax (810) 648-5110

AUTHORITY: P.A. 230 OF 1972, AS AMENDED  
 COMPLETION: MANDATORY TO OBTAIN PERMIT  
 PENALTY: PERMIT WILL NOT BE ISSUED

THE DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES WILL NOT  
 DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX,  
 RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR  
 POLITICAL BELIEFS.

**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V AND VI**  
**NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED**  
**FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS**

### I. PROJECT INFORMATION

PROJECT NAME		ADDRESS		
CITY	VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN		AND		

### II. IDENTIFICATION

#### OWNER OR LESSEE

NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	

#### ARCHITECT OR ENGINEER

NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
LICENSE NUMBER				EXPIRATION DATE

#### CONTRACTOR

		ADDRESS		
	STATE	ZIP CODE	TELEPHONE NUMBER	
LICENSE NUMBER				EXPIRATION DATE

AL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION

RS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION

MPLOYER NUMBER OR REASON FOR EXEMPTION

### TYPE OF IMPROVEMENT AND PLAN REVIEW

#### TYPE OF IMPROVEMENT

- |              |  |  |   |   |
|--------------|--|--|---|---|
| NEW BUILDING | 3. <input type="checkbox"/> ALTERATION | 5. <input type="checkbox"/> DEMOLITION         | 7. <input type="checkbox"/> FOUNDATION ONLY | 9. <input type="checkbox"/> RELOCATION          |
| ADDITION     | 4. <input type="checkbox"/> REPAIR     | 6. <input type="checkbox"/> MOBILE HOME SET-UP | 8. <input type="checkbox"/> PREMANUFACTURE  | 10. <input type="checkbox"/> SPECIAL INSPECTION |

WORK(S) TO BE PERFORMED

IV. PROPOSED USE OF BUILDING

A. RESIDENTIAL

<input type="checkbox"/> ONE FAMILY	<input type="checkbox"/> DETACHED GARAGE	PERMIT FEE: HOME/ADDITION GARAGE DECK/PORCH OTHER	<input type="checkbox"/> PLAN REVIEW
<input type="checkbox"/> TWO OR MORE FAMILY NO. OF UNITS _____	<input type="checkbox"/> DECK/PORCH		<input type="checkbox"/> ADMIN FEE
	<input type="checkbox"/> ADDITION		<input type="checkbox"/> BOND
<input type="checkbox"/> ATTACHED GARAGE	<input type="checkbox"/> OTHER		TOTAL _____

B. NON-RESIDENTIAL

<input type="checkbox"/> AMUSEMENT	<input type="checkbox"/> SERVICE STATION	<input type="checkbox"/> SCHOOL, LIBRARY, EDUCATIONAL
<input type="checkbox"/> CHURCH, RELIGION	<input type="checkbox"/> HOSPITAL, INSTITUTIONAL	<input type="checkbox"/> STORE, MERCANTILE
<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> OFFICE, BANK, PROFESSIONAL	<input type="checkbox"/> TANKS, TOWERS
<input type="checkbox"/> PARKING GARAGE	<input type="checkbox"/> PUBLIC UTILITY	<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 BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

V. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME

1.  MASONRY WALL HEARING    2.  WOOD FRAME    3.  STRUCTURAL STEEL    4.  REINFORCED CONCRETE    5.  OTHER

B. PRINCIPAL TYPE OF HEATING FUEL

6.  GAS    7.  OIL    8.  ELECTRICITY    9.  COAL    10.  OTHER

C. TYPE OF SEWAGE DISPOSAL

11.  PUBLIC OR PRIVATE COMPANY    12.  SEPTIC SYSTEM

D. TYPE OF WATER SUPPLY

13.  PUBLIC OR PRIVATE COMPANY    14.  PRIVATE WELL OR CISTERN

E. TYPE OF MECHANICAL

15. WILL THERE BE AIR CONDITIONING?  YES     NO    16. WILL THERE BE FIRE SUPPRESSION?  YES     NO

F. DIMENSIONS/DATA

17. NUMBER OF STORIES _____	21. FLOOR AREA:	EXISTING	ALTERATIONS	NEW
18. USE GROUP _____	BASEMENT	_____	_____	_____
19. CONSTRUCTION TYPE _____	1ST & 2ND FLOOR	_____	_____	_____
20. NUMBER OF OCCUPANTS _____	GARAGE	_____	_____	_____
	DECK/PORCH	_____	_____	_____
	ADDITION	_____	_____	_____
	OTHER	_____	_____	_____
	TOTAL AREA	_____	_____	_____

G. NUMBER OF OFF STREET PARKING SPACES

**VII. 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 \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

FEDERAL I.D. NUMBER/SOCIAL SECURITY NUMBER \_\_\_\_\_

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.

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 APPLICANT**

PERFORMANCE BOND FOR BUILDING:		Special Local Requirement, building permit must be obtained from the Department of Construction, 60 W. Sanilac, Courthouse Room 210, (810) 648-4664, BEFORE construction or placement of Mobile Unit begins. Plumbing, Electrical and Mechanical Permits are required and must Conform to the Michigan Energy Code. One copy of print/drawing to remain on file in this office during construction process.
1 and 2 Family homes	\$200.00	
Pre-manufacture/mobile homes	\$150.00	
Alterations to buildings	\$100.00	
All other commercial/industrial	\$300.00	

**VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION**

**ENVIRONMENTAL CONTROL APPROVALS - HOMEOWNER OR CONTRACTOR'S RESPONSIBILITY**

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - PART 91 SOIL EROSION Working within 500' of Lake river or stream - to verify if High Risk -Property I.D.No. First Contact (810) 648-4664 IF YES - CONTACT DEQ (517) 373-1952	YES NO				
B - PART 91 SOIL EROSION Disturbs one acre or more Contact - Sanilac County Land Use (810) 648-4664	YES NO				
C - PART 303 SOIL EROSION Work in Wetlands Contact: DEQ (989) 686-8025 Ext #8365	YES NO				
D - PART 31 SOIL EROSION Floodplain/Property flooding Contact: DEQ (989) 686-8025 Ext #8364	YES NO				
E - HEALTH DEPARTMENT Contact: (810) 648-2150 Ext #124					
Well	YES NO				
Septic	YES NO				
F- ZONING REQUIRED					
Remain the Same	YES NO				
Variance Granted	YES NO				
Other	YES NO				

USE GROUP \_\_\_\_\_ BASE FEE \_\_\_\_\_

TYPE OF CONSTRUCTION \_\_\_\_\_ SQUARE FEET \_\_\_\_\_

APPROVAL SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: YOU MUST HAVE A DRAWING WITH COMPLETE FRAMING DETAILS OF CONSTRUCTION FOR THE BUILDING INSPECTOR TO GO OVER WITH YOU BEFORE A PERMIT CAN BE ISSUED.