

**City of Montrose**  
**Siding, Roofing, Window and Door Permit Application**

139 S. Saginaw St. Montrose, MI 48457

For questions or to schedule an inspection, please contact Building Official  
 Matt Leoni at (810) 639-6168 ext. 6 or email [permits@cityofmontrose.us](mailto:permits@cityofmontrose.us)

Application Date: _____
Check No: _____
Emailed: _____

**Applicant to Complete all items in Sections I, II, III, V, VI, VII and VIII**  
**Note: Separate Applications Must be Completed for Plumbing, Mechanical and Electrical Work Permits**

**I. PROJECT OR FACILITY INFORMATION** **ALL INFORMATION MUST BE LEGIBLE**

Project Name		
Address		
Subdivision	Tax I.D. #	Lot #

**II. APPLICANT/FACILITY CONTACT INFORMATION**

**A. APPLICANT**

Name		Address	
City		State	ZIP Code
Telephone	Fax	E-mail	

**B. OWNER OR LESSEE**

Name		Address	
City		State	ZIP Code
Phone	Fax	E-mail	

**C. CONTRACTOR**

Name		Address	
City		State	Zip Code
Phone	Fax	E-mail	
Builders License Number		Expiration Date	
Federal Employer ID Number (or reason for exemption)			
Workers Comp Insurance Carrier (or reason for exemption)			
UIA Number (or reason for exemption)			

**D. ARCHITECT OR ENGINEER**

Name		Address	
City		State	ZIP Code
Phone	Fax	E-mail	

**III. TYPE OF IMPROVEMENT**

<input type="checkbox"/> Roofing	<input type="checkbox"/> Siding	<input type="checkbox"/> New Window	<input type="checkbox"/> New Door	Other
		<input type="checkbox"/> Replacing Window	<input type="checkbox"/> Replacing Door	

**IV. PLAN REVIEW REQUIRED**

**A set of construction documents are required with each application for a permit, unless waived by the Building Official when code compliance can be determined based on the description in the application.**  
 Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 sq. ft. of calculated floor area and public works less than \$15,000 in total construction costs.

**VIII. SIGNATURE**

**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 and the City of Montrose. 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 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 Owner (required)	Type or Print: Date of Application
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Signature of Owner's Agent (required)	Type or Print: Date of Application
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**BUILDING PERMIT FEE ENCLOSED:**  
(Based on fee schedule adopted April 1, 2008)

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**IX. LOCAL GOVERNMENT AGENCY TO COMPLETE THIS SECTION**

ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED	APPROVED	DATE	NUMBER	BY
A-ZONING	<input type="checkbox"/> Yes <input type="checkbox"/> No				
B-FIRE	<input type="checkbox"/> Yes <input type="checkbox"/> No				
C- POLLUTION CONTROL	<input type="checkbox"/> Yes <input type="checkbox"/> No				
D-NOISE CONTROL	<input type="checkbox"/> Yes <input type="checkbox"/> No				
E-SOIL EROSION	<input type="checkbox"/> Yes <input type="checkbox"/> No				
F-FLOOD ZONE	<input type="checkbox"/> Yes <input type="checkbox"/> No				
G-WATER SUPPLY	<input type="checkbox"/> Yes <input type="checkbox"/> No				
H- SEWER	<input type="checkbox"/> Yes <input type="checkbox"/> No				
I-VARIANCE GRANTED	<input type="checkbox"/> Yes <input type="checkbox"/> No				
J-OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No				

**X. VALIDATION - FOR DEPARTMENT USE ONLY**

DEPARTMENT VALUATION:

Zoning District:	Use Group:	Square Feet:
Type of Construction:	Certificate of Occupancy Required? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Inspections are on Wednesday's only. Please call Building Official Matt Leoni at (810) 639-6168 ext. 6 or email [permits@cityofmontrose.us](mailto:permits@cityofmontrose.us) to schedule an appointment.

# Windows, Doors & Siding Permits



## ***DID YOU KNOW?***

- As “owner-builder” you are the responsible party of record on such a permit. If your work is being performed by a contractor, you may protect yourself from possible liability if the contractor applies for the proper permit in his or her name
- If you plan to do your own work, with the exception of various trades that you plan to subcontract, the subcontractors must apply for trade permits
- If you plan to do your own work, including all of the trade work then you may apply for the permit
- Frequent practices of unlicensed contractors is to secure an “owner-builder” building and trades permits, erroneously implying that the property owner is providing his or her own labor and material personally
- It would benefit you to hire a licensed contractor to perform the trade work
- Permits are valid for work to begin within six months

## *Why Do I Need a Permit?*

There are many important reasons to obtain building permits and to have inspections performed for your construction project.

### **Protects property values**

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

### **Saves Money**

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

### **Makes Selling Property Easier**

Listing associations require owners to disclose any home improvements or repairs and if permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

### **Improves safety**

Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor’s experience and act as a system of checks and balances resulting in a safer project.

### **It’s the Law**

Permits are required by ordinance. Work without a permit may be subject to removal or other costly remedies.

The purpose of this guide is to assist you in the permitting process. This handout is intended to cover information for a basic plan submittal and typical project under the building codes. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional information may be required. Discuss your project with city staff to determine if it is subject to additional requirements.

## **What do I need in order to apply for a building permit?**

*The following must be submitted:*

<input type="checkbox"/>	<b>Permit Application</b>	Page 1
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### What is specifically required for these types of permits?

A Building permit is required for any window, exterior egress door, or siding replacement. Use the standard "Building Permit" application form with the following exceptions:

- Installation of combination storm/screen windows
- Sash replacements
- Window pane replacement, repair, or re-glazing

#### Windows & Doors

- ⇒ Drip Cap, drain pan, caulking, and sealing tape are required unless specifically eliminated in manufacturer's installation requirements.
- ⇒ If rough openings are to be changed ask the Building Official if additional inspection will be required.
- ⇒ Do not change the direction of door swing or size of opening if door is primary means of egress.

#### Siding Replacement

House wrap or minimum of 1 layer #15 felt is required under vinyl or aluminum siding as a water resistive barrier; unless specifically eliminated by manufacturer's installation requirements.

2. Brick siding, shakes, cedar, etc., may have different requirements for underlayment and manufacturer's installation instructions must be followed.
3. Home ventilation may have to be added. Discuss with Building department before construction begins.
4. Install all siding per manufacturer's installation requirements.

#### Inspections

Generally two required inspections: For windows and doors, a rough inspection may be required. For residing, a water barrier installation and sealing inspection, and a final inspection for either project after job completion.

## Inspection Compliance

**Arrange for inspection during installation. If installation is to be done after regular business hours or on the weekend, photos may be required. Discuss with Building Official when applying for permit. Inspections are on Wednesday's only. Call Tara @ SAFEbuilt (248) 207-6912 to schedule an appointment.**

**Smoke and Carbon Monoxide alarms may also be required, to comply with the Michigan Residential Building Code.**

#### **Tips For Hiring Contractors**

- ◆ Hire only licensed contractors
- ◆ Get at least 3 bids
- ◆ Get 3 references, and ask to see a project
- ◆ Get it in writing - but before you sign the contract, make sure you completely understand
- ◆ Don't make final payment until you have a Certificate of Completion (CC) and you are satisfied
- ◆ **Have the contractor apply for the required permits**

