

**CITY OF MUSKEGON
INSPECTION SERVICES
933 Terrace St., P.O. Box 536
Muskegon, MI 49443-0536
(231) 724-6715**

Instructions for Completing Application

Section I. Complete all applicable sections.

Section II. If the homeowner is doing the construction, enter "Homeowner" in the contractor information space, and mark the appropriate box. You must submit a telephone number.
If a Contractor is doing the construction, Mark the appropriate box and complete all the information fields in section II.

Section III. This section must be completed for all projects **other than 1 & 2 family dwellings where the total living space is under 3500 sq./ft.**

Section IV. Check all boxes that apply to type of work and the type of use for the building. Provide a short description of the nature of the project.

Section V. Enter the value of the entire project, including building, plumbing, mechanical and electrical improvements. Office Staff will assist you in determining the fees required for this project.

Section VI. Read the two affidavits and sign and date the application.

Submitting the application for a building permit.

Submit the completed application along with the following:

(One-and Two-Family Residential with *less* than 3,500 square feet)

Plan Review Application

Four (4) sets of plans that includes the following:

Foundation and floor plans.

Roof and wall section.

Building elevations.

Site plan.

Commercial Structures (Including One-and Two-Family Residential with *more* than 3,500 square feet)

Plan Review Application.

\$150 deposit fee.

Site plan approval letter from Planning Dept. (Not required for plan review only)

Four (4) sets of plans and specifications, with **original signature and seal** of an architect or engineer registered in the state of Michigan.

NOTE: Projects not requiring plan review do not need to submit a plan review application