

COMMERCIAL PERMIT APPLICATION CHECKLIST

(Return with Application)

Permit application for _____

(job address)

Owner's Name _____

Contractor's Name _____

Before a permit may be issued all of the following documentation (1-6) must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- ___ 1. SITE PLAN APPROVAL (or other zoning approval as required).
- ___ 2. SITE PLAN DRAWINGS (as approved in item #1 - submitted with construction drawings).
- ___ 3. VARIANCE APPROVAL, if applicable.
- ___ 4. THREE (3) SETS OF SEALED DRAWINGS & SPECIFICATIONS.
- ___ 5. P.A. 135 Disclosure (Licensing information located on the Commercial Building Permit Application).
- ___ 6. PLAN REVIEW (Will be conducted by this office)

The following may also be required. The applicant is responsible for obtaining the following referenced permits or waivers (Items 7-12). These must be reconciled prior to issuance of a permit.

- ___ 7. CURB OR SIDEWALK CUT
- ___ 8. SIGN OR BILLBOARD PERMIT
- ___ 9. DEMOLITION PERMIT
- ___ 10. SOIL EROSION CONTROL PERMIT (Applies when located within 500 feet of a lake, river or county drain, **OR** excavated area is equal to or greater than 1 acre)
- ___ 11. STORM SEWER CONNECTION
- ___ 12. SANITARY SEWER TAP

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, mechanical, plumbing or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, mechanical or plumbing permits.

The BUILDING DEPARTMENT (Associated Government Services) may be contacted by PHONE at (800)627-2801 (a voice mail system is available during the hours that the office is closed); by MAIL at 8717 Gull Road, Suite B, Richland, MI 49083; or by FAX at (269)629-0601. OFFICE HOURS are 8:00 am to 12:00 pm and 1:30 pm to 4:30 pm, Monday through Friday. The office is located at 8717 Gull Road, Suite B, Richland, Michigan, in the "Commons" business complex.

Signed _____ Date _____
(applicant signature)

* See page 2 for address and phone number of appropriate agencies.

Blue prints and drawings must contain sufficient detail to perform a plan review for conformance with the State of Michigan Construction Codes. Include wall section/cross-section drawing showing material dimensions and specifications from footing to rafters, as well as floor plan indicating all room dimensions, window, door and stair openings. All structures containing pre-manufactured members (roof trusses, floor trusses, etc.) require sealed diagram from the manufacturer. The diagram should be forwarded to the Building Department office at time of delivery.

SANITATION PERMIT
(septic & well)

Health Department
57418 CR 681
Suite A
Hartford, MI 49057-9634

Ph #269-621-3143

DRIVEWAY PERMIT

Road Commission
PO BOX 156
Lawrence, MI 49064
Paw Paw, MI 49079-1075

Ph #269-674-8011

SOIL EROSION PERMIT

Soil Erosion and
Sedimentation Control
219 East Paw Paw Street
Paw Paw, MI 49079

Ph #269-657-8241

Michigan Department of Transportation
(Driveway access to State Highways)

269-849-1494 (MDOT – Coloma office)

Michigan Department of Environmental Quality
(Flood Hazard Management)

517-335-3181 (Website: www.michigan.gov/deq/)

PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.

The BUILDING DEPARTMENT (Associated Government Services) may be contacted in the following ways:

- PHONE at (800)627-2801 (a voice mail system is available during the hours that the office is closed);
- MAIL at 8717 Gull Road, Suite B, Richland, MI 49083;
- FAX at (269)629-0601;
- BUILDING DEPARTMENT OFFICE HOURS: are 8:00 AM to 12:00 pm and 1:30 to 4:30 pm, Monday through Friday. The office is located at 8717 Gull Road, Suite B, Richland, Michigan, in the "Commons" business complex.
- BUILDING DEPARTMENT OFFICE HOURS in VAN BUREN COUNTY:
 - ALMENA TOWNSHIP HALL: 11:00 AM to 12:00 PM on Mondays at 27625 CR 375 (Almena Drive), Paw Paw
 - PAW PAW TOWNSHIP HALL: 8:30 AM to 10:30 AM on Wednesdays in the Township Hall at 114 North Gremps Street, Paw Paw.

Applications may be dropped off at the Paw Paw Township Hall, 114 N Gremps Street, Paw Paw, MI 49079. The Hall is open Monday – Wednesday – Friday, 9:00 am to 4:00 pm, and there is also a drop box at the west entrance to the building for use during off hours.

Date: _____ / _____ / _____

PAW PAW TOWNSHIP

BUILDING PERMIT Commercial



**PAW PAW TOWNSHIP
BUILDING
DEPARTMENT**
8717 Gull Road, Suite B
Richland, MI 49083
(269) 629-0600
(800) 627-2801

Permit # _____

Job Location: _____ Property Tax I.D. #: _____

Zoning District: _____ Permit Determinant: _____

Use Group: _____ Type of Improvement: _____

Type Construction: _____ Owner: _____ () _____ phone

No. of Floors: _____ Bldg. Height: _____ Address: _____

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.

REQUIRED DOCUMENTS

- _____ Site Plan Approval
- _____ Site Plan
- _____ Variance Approval if Applicable
- _____ 2 Sets of Sealed Drawings & Specs.
- _____ P.A. 135 Disclosure
- _____ Plan Review and Permit Fee

ADDITIONAL PERMITS REQUIRED

- _____ Curb or Sidewalk Cut
- _____ Electrical
- _____ Mechanical
- _____ Plumbing
- _____ Sign or Billboard
- _____ Demolition

- _____ Erosion Control
- _____ Storm Sewer Connection
- _____ Sanitary Sewer Tap
- PLAN PREVIEW** \$ _____
- COST OF PERMIT** \$ _____
- TOTAL COST** \$ _____
- Building Dept. By** _____

Engineer/Architect: _____ Phone () _____

Address: _____

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 ID No./Social Security no.		MESC Employer No.	
License No.	Expiration Date	Worker's Disability Compensation Carrier	

If exempt from any of the above, explain here:

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.

AGENT'S AFFIDAVIT

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.

Signed: _____ Date: _____

PLEASE COMPLETE THE INFORMATION ON THE 2ND PAGE OF THIS FORM. READ AND SIGN THE AFFIDAVIT.

LOT DIAGRAM

Owner: _____

Address: _____

Tax I.D.: _____

- 1) Draw lot lines (show dimensions in feet)
- 2) Label street
- 3) Draw existing structures
- 4) Draw proposed construction
- 5) Show dimensions of all buildings
- 6) Show distance from all sides of buildings to property lines in feet
- 7) Draw lakes, streams, and wet lands on your property
- 8) Contractor/owner will stake 2 adjacent lot lines for the first inspection

Signature of Applicant/Agent: _____

Date: _____