

**DEMOLITION**  
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 must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- \_\_\_ 1. LOT DIAGRAM or PLOT PLAN on back of first page of the application.  
(Required for all applications)
- \_\_\_ 2. PROOF OF OWNERSHIP (deed, land contract, tax statement, etc.)
- \_\_\_ 3. PROPERTY TAX I.D. NUMBER FOR THE PROPERTY INVOLVED.
- \_\_\_ 4. PROOF OF UTILITY DISCONNECTIONS: documentation from utility companies servicing structure that services have been or will be removed for demolition.
  - \_\_\_ Electric Service
  - \_\_\_ Gas Service
  - \_\_\_ Water/Sewer Service
- \_\_\_ 5. Is the structure within 500 feet of water? YES / NO  
If YES, a SOIL EROSION PERMIT is required.
- \_\_\_ 6. Regulated/controlled materials (i.e. contaminated materials, asbestos, underground storage tanks, etc.) are present on the site? YES / NO  
If YES, appropriate authorities must be contacted, and material disposed properly.

**RESPONSIBILITIES OF APPLICANTS**

It is the legal responsibility of the applicant to protect the demolition site from casual entry, or other hazardous conditions, as well as to call for all required inspections. It is also the applicant's responsibility to obtain and submit such separate permits as required by state or federal law.

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  
Pre-Demolition Asbestos/Hazard Assessment

(Website: [www.michigan.gov/deq/](http://www.michigan.gov/deq/))  
517-335-3181  
517-335-4639

## 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



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

PERMIT NO. \_\_\_\_\_  
**Accessory/detached structures and demolition**

Job Address: \_\_\_\_\_ Property tax I.D. No.: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Permit Determinant: \_\_\_\_\_  
 Use Group: \_\_\_\_\_ Owner: \_\_\_\_\_ ( ) \_\_\_\_\_ phone  
 Type Const.: \_\_\_\_\_ Address: \_\_\_\_\_  
 Basic Dimensions: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. Contractor: \_\_\_\_\_ ( ) \_\_\_\_\_ phone  
 No. Floors: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_ Address: \_\_\_\_\_

**PLEASE FILL IN OR CHECK THE APPROPRIATE SPACES BELOW:**

- |   |                                    |
|---|------------------------------------|
| _____ Sq. ft. shed                          | _____ cement slab & thickened edge |
| _____ Sq. ft. pole building                 | _____ cement slab (3 1/2" - 4")    |
| _____ Sq. ft. pool                          | _____ dirt floor                   |
| _____ Sq. ft. unattached frame garage       | _____ trusses _____ "O.C.          |
| _____ Sq. ft. storage building & foundation | _____ rafters _____ "O.C.          |
| _____ Sq. ft. demolition                    | _____ metal roof                   |
| _____ Sq. ft. basement                      | _____ asphalt shingles             |
| _____ Sq. ft. crawl space                   | _____ metal exterior               |
| _____ Sq. ft. deck                          | _____ aluminum exterior            |
| _____ Sq. ft. porch                         | _____ brick exterior               |
| _____ Sq. ft. sign                          | _____ block exterior               |
| _____ Lineal ft. fence                      | _____ wood exterior                |
| _____ Other                                 | _____ Number windows               |
|   | _____ Number garage doors          |

**COST OF PERMIT:** \$ \_\_\_\_\_  
**Building Dept.**  
**By:** \_\_\_\_\_  
 Make Checks Payable to:  
**PAW PAW TOWNSHIP**

Contractor		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.**

**HOME OWNER'S AFFIDAVIT and SIGNATURE**

I hereby certify that the work described above shall be installed in accordance with the local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for necessary and timely inspections.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**AGENT'S/CONTRACTOR'S AFFIDAVIT**

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his authorized agent.

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: \_\_\_\_\_