

# RESIDENTIAL BUILDINGS

## 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 on back of first page of the application. (Required for **ALL** applications - NEW HOMES, ADDITIONS, INTERIOR REMODEL, GARAGES AND ACCESSORY BUILDINGS & STRUCTURES)
- \_\_\_\_\_ 2. BLUE PRINTS **or** DRAWINGS - wall section, foundation plan, and floor plan required on all applications. See page 2 for further information. Three (3) complete sets of drawings are required with any permit application.
- \_\_\_\_\_ 3. MICHIGAN UNIFORM ENERGY CODE COMPLIANCE - for all site-built, new residences, documentation must be provided demonstrating compliance with the energy code.
- \_\_\_\_\_ 4. PROOF OF OWNERSHIP (Provide copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...) **RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PRE-MANUFACTURED. THE RECORDING DATE OF THIS DEED MUST BE PRIOR TO 4/1/97.**
- \_\_\_\_\_ 5. PROPERTY TAX I.D. NUMBER
- \_\_\_\_\_ 6.\* SANITATION & WATER SUPPLY PERMITS - County Health Dept. for well & septic / Township Hall for sewer \*
- \_\_\_\_\_ 7.\* DRIVEWAY/SIDEWALK PERMIT - County Road Commission or MDOT \*
- \_\_\_\_\_ 8.\* Is the structure within 500 feet of water (lake, river, stream, county drain)? YES / NO  
If YES, a SOIL EROSION PERMIT IS REQUIRED.\*
- \_\_\_\_\_ 9.\* Is property located in wetlands or floodplain? YES / NO  
No building permit may be issued if in a flood plain without DEQ\* approval.
- \_\_\_\_\_ 10.\* OTHER PERMITS EVENTUALLY NECESSARY: \_\_\_ Electrical \_\_\_ Mechanical \_\_\_ Plumbing \_\_\_ Sign  
Applicant or licensed contractor must submit separate application for these permits prior to commencing work on that portion of the project.

### 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 (6)**  
(septic & well)

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

Ph #269-621-3143

**DRIVEWAY PERMIT (7)**

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

Ph #269-674-8011

**SOIL EROSION PERMIT (8)**

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/](http://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.



# LOT DIAGRAM

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Tax I.D.: \_\_\_\_\_

- 1) Draw lot lines 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 sidelines
- 7) Draw lakes, streams, and wet lands within 500 feet
- 8) Contractor/owner will stake 2 adjacent lot lines

Engineer/Architect: _____		Phone (_____) _____	
Address: _____			
<b>Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:</b>			
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:			
<b>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.</b>			

### 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/CONTRACTOR'S AFFIDAVIT and SIGNATURE

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: \_\_\_\_\_