

# MAINTENANCE PERMIT APPLICATION

Permit application for: \_\_\_\_\_  
(job address – location of project)

Owner's Name: \_\_\_\_\_ Contractor: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

## DESCRIPTION OF MAINTENANCE WORK PROPOSED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. COMPLETE LOT DIAGRAM (page 3 of this application)  
Is the structure within the property boundaries? \_\_\_\_\_ YES \_\_\_\_\_ NO
- \_\_\_\_\_ 2. PROOF OF OWNERSHIP (Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...).
- \_\_\_\_\_ 3. PROPERTY TAX I.D. NUMBER: 80- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- \_\_\_\_\_ 4. OTHER PERMITS EVENTUALLY NECESSARY: \_\_\_\_\_ Electrical \_\_\_\_\_ Mechanical \_\_\_\_\_ Plumbing  
The applicant or a licensed contractor must submit separate application forms 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 additional information.

# 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 (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: \_\_\_\_\_