

ZONING PERMIT

AGS Building Department
8721 Gull Road Suite B
Richland, Mi 49083
Phone: (269) 629-0601
Toll Free: (800) 627-2801
Fax: (269) 629-0601

Date ____/____/____

Permit # _____
Accessory/detached structures and demolition

Job Address: _____ Property Tax Id No. _____

Owner _____ Phone: () _____ Cell: () _____

Address: _____ E-mail _____
(Required)

Basic Dimensions: _____ ft x _____ ft. No. of floors _____ Building Height _____

Type of Construction _____

PLEASE FILL IN OR CHECK THE APPROPRIATE SPACES BELOW:

- | | |
|--|---|
| <input type="checkbox"/> Sq. ft. shed | <input type="checkbox"/> cement slab & thickened edge |
| <input type="checkbox"/> Sq. ft. pole building | <input type="checkbox"/> cement slab (3 1/2" - 4") |
| <input type="checkbox"/> Sq. ft. porch on pole building | <input type="checkbox"/> rafters _____" O.C. |
| <input type="checkbox"/> Sq. ft. pool | <input type="checkbox"/> trusses _____" O.C. |
| <input type="checkbox"/> Sq. ft. deck for pool | <input type="checkbox"/> metal roof |
| <input type="checkbox"/> Sq. ft. unattached frame garage | <input type="checkbox"/> asphalt shingles |
| <input type="checkbox"/> Sq. ft. storage building & foundation | <input type="checkbox"/> metal exterior |
| <input type="checkbox"/> Sq. ft. demolition | <input type="checkbox"/> aluminum/vinyl exterior |
| <input type="checkbox"/> Lineal ft. fence | <input type="checkbox"/> brick exterior |
| <input type="checkbox"/> _____ Type of fence | <input type="checkbox"/> block exterior |
| <input type="checkbox"/> _____ Height of fence | <input type="checkbox"/> wood exterior |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Number of windows |
| | <input type="checkbox"/> Number of garage doors |

Office Use Only	Zoning District _____
Use Group _____	Type of Construction _____
Permit Determinant _____	

COST OF PERMIT: \$ _____
By: _____ Building Official
Make checks payable to: Jurisdiction

Contractor		Phone	
E-mail(Required)		Cell	
Address		City & State	Zip Code
Federal D 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.
--

HOMEOWNER'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/CONTRACTORS 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: _____

COMPLETE INFORMATION ON SECOND PAGE

ZONING PERMIT SECOND PAGE

LOT DIAGRAM

Owner: _____ Job Address: _____

Address: _____

Tax I.D.: _____ **Email (required for zoning review)** _____

- (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 building to sidelines
 - (7) Draw lakes, streams, and wet lands within 500 feet
 - (8) Contractor/owner will stake 2 adjacent lot lines
- Having trouble? Please visit our website at agsbuildingdept.weebly.com to see the "How to make a lot diagram" Instructions**

Signature of Applicant/Agent _____

Date _____

ZONING PERMIT CHECKLIST – (Return with Application)

Project address/location of proposed work: _____

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 application.
- _____ 2. **PROOF OF OWNERSHIP** (Provide a 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.**
- _____ 3. **PROPERTY TAX I.D. NUMBER**
- _____ 4. **DESCRIPTION OF WORK PROPOSED AND USE OF BUILDING/PROPERTY:**

- _____ 5. **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, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

BUILDING DEPARTMENT (Associated Government Services, Inc.) OFFICE HOURS are 8:00 am to 12:00 and 1:30pm to 4:30pm, Monday through Friday. The HOME OFFICE may be contacted by PHONE at 269-629-0600 or 1-800-627-2801 (an answering system operates 24 hours a day to obtain information, forms, and inspections); by MAIL at 8721 Gull Road, Suite B, Richland, MI, 49083; or by FAX at 269-629-0601.

Signed: _____ Date: _____

PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.

FENCE INSTALLATION

PERMIT APPLICATION CHECKLIST (Return with Application)

Permit application for: _____

Owner's Name: _____

Contractor's Name: _____

Before any zoning approval may be granted, all of the following documentation must be submitted with an application to place the fence. By providing all information, you can assure that the application can be reviewed as efficiently as possible.

- _____ 1. **BUILDING PERMIT APPLICATION** (accessory) including the following:
 - A. Linear feet of fence to be installed.
 - B. signature of applicant (owner or contractor).

- _____ 2. **LOT DIAGRAM** or **PLOT PLAN** on page two of application form. The drawing must include all items listed on the form, and must show where the fence is to be placed on the owners property, and its relationship to buildings and lot lines.

- _____ 3. **HEIGHT:** Indicate the height of the fence. If there will be different heights, please indicate where the different heights will be located on the property.

- _____ 4. **TYPE:** Indicate type of fence to be placed (i.e. chain link, picket, privacy, stockade, etc.)

- _____ 5. **PROOF OF OWNERSHIP** (Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...)

- _____ 6. **PROPERTY TAX I.D. NUMBER FOR PROPERTY INVOLVED.**

You application will be reviewed when all information has been received, and a permit issued when compliance with applicable ordinance requirements has been verified. Placement of the fence should not proceed until you have first received the zoning approval permit.

BUILDING DEPARTMENT (Associated Government Services, Inc.) OFFICE HOURS are 8:00 am to 12:00 and 1:30pm to 4:30pm, Monday through Friday. The HOME OFFICE may be contacted by PHONE at 269-629-0600 or 1-800-627-2801 (an answering system operates 24 hours a day to obtain information, forms, and inspections); by MAIL at 8721 Gull Road, Suite B, Richland, MI, 49083; or by FAX at 269-629-0601.

Signed: _____

Date: _____