

# RESIDENTIAL BUILDING PERMIT

**BUILDING DEPARTMENT**  
8721 Gull Road,  
Suite B Richland  
MI 49083  
269-629-0600

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Permit # \_\_\_\_\_  
New residential construction, addition, and alteration

Job Address: \_\_\_\_\_ Property Tax ID: \_\_\_\_\_

Zoning District:(office use) \_\_\_\_\_ Permit Determinant: (office use) \_\_\_\_\_

Use Group: (office use) \_\_\_\_\_ Owner: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Type Const: \_\_\_\_\_ Address: \_\_\_\_\_

Basic Dimensions: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. Contractor: \_\_\_\_\_ Phone( ) \_\_\_\_\_

No. Floors: \_\_\_\_\_ Address: \_\_\_\_\_

- |                                       |                                       |                                |
|---------------------------------------|---------------------------------------|--------------------------------|
| _____ Sq Ft main floor                | _____ No. rooms 2 <sup>nd</sup> floor | _____ No. wood burners         |
| _____ Sq Ft second floor              | _____ No. full baths                  | _____ Sq Ft porches/breezeways |
| _____ Sq Ft fin. basement             | _____ No. half baths                  | _____ Sq Ft deck               |
| _____ Sq Ft unfinished basement       | _____ No. fireplaces                  | _____ (Ft.) ceiling height     |
| _____ No. rooms 1 <sup>st</sup> floor | _____ No. chimneys                    | _____ (Ft.) building height    |
| _____ Sq Ft garage                    | _____ No. Bedrooms                    |                                |

**(attached garage requires fire separation)**

Please supply 3 sets of plans If print is from an architect, please supply a digital copy

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

#### FOUNDATIONS

- \_\_\_\_\_ fgs \_\_\_\_\_ X \_\_\_\_\_
- \_\_\_\_\_ " below fin grade
- \_\_\_\_\_ No. post footings
- \_\_\_\_\_ "x \_\_\_\_\_ "x \_\_\_\_\_ "
- \_\_\_\_\_ poured walls
- \_\_\_\_\_ H.C. block \_\_\_\_\_
- \_\_\_\_\_ Wood foundation
- \_\_\_\_\_ (provide diagram)
- \_\_\_\_\_ Ft foundation wall height
- \_\_\_\_\_ "Crawl space wall height
- \_\_\_\_\_ " Egress sill height
- \_\_\_\_\_ No. basement windows
- \_\_\_\_\_ Crawl space vent openings

#### EXTERIOR

- \_\_\_\_\_ Wood
- \_\_\_\_\_ Aluminium/Vinyl
- \_\_\_\_\_ Brick
- \_\_\_\_\_ Block

#### ROOFS

- \_\_\_\_\_ Hip
- \_\_\_\_\_ Gable
- \_\_\_\_\_ Front overhang
- \_\_\_\_\_ Other overhang
- \_\_\_\_\_ Eaves trough
- \_\_\_\_\_ Asphalt shingles
- \_\_\_\_\_ Underlayment
- \_\_\_\_\_ Vents
- \_\_\_\_\_ Other coverings

#### CHIMNEY TYPE

- \_\_\_\_\_ Brick
- \_\_\_\_\_ Block
- \_\_\_\_\_ Stone
- \_\_\_\_\_ Metal

#### WINDOWS

- \_\_\_\_\_ No. of windows
- \_\_\_\_\_ Type \_\_\_\_\_
- \_\_\_\_\_ Egress/bedrooms
- \_\_\_\_\_ Attic access 22"x 30"

#### INSULATION

- \_\_\_\_\_ " Fiberglass
- \_\_\_\_\_ " Cellulose
- \_\_\_\_\_ "Blown in fiberglass
- \_\_\_\_\_ " Foam
- \_\_\_\_\_ other
- \_\_\_\_\_ "rigid poly ure.
- \_\_\_\_\_ "rigid styro
- \_\_\_\_\_ "insul sheath
- \_\_\_\_\_ wind barrier
- \_\_\_\_\_ (mil) moisture barrier

#### Interior

- \_\_\_\_\_ Foyer
- \_\_\_\_\_ Kitchen floor
- \_\_\_\_\_ Other floor
- \_\_\_\_\_ Drywall
- \_\_\_\_\_ Plaster
- \_\_\_\_\_ Covered ceiling
- \_\_\_\_\_ Panel wainscot
- \_\_\_\_\_ 5/8"garage fire code

#### ROUGH-IN FRAMING

- \_\_\_\_\_ Sill plate (treated)
- \_\_\_\_\_ Wall plates
- \_\_\_\_\_ Headers
- \_\_\_\_\_ Wood girder
- \_\_\_\_\_ Steel girder
- \_\_\_\_\_ Post \_\_\_\_\_ Ft. O .C.
- \_\_\_\_\_ Stud wall
- \_\_\_\_\_ Masonary
- \_\_\_\_\_ Floor joists \_\_\_\_\_ " O.C.
- \_\_\_\_\_ Ceiling joists \_\_\_\_\_ ' O.C.
- \_\_\_\_\_ Rafters \_\_\_\_\_ " O.C.
- \_\_\_\_\_ Truss (diagram required)
- \_\_\_\_\_ " Floor sheathing
- \_\_\_\_\_ " Wall sheathing
- \_\_\_\_\_ " Roof sheathing
- \_\_\_\_\_ " Corner brace sheath

**Contractor will stake 2 adjacent lot lines for First Inspection. Sketch lot diagram on second page. Also sign permit.**

#### BUILT-IN ITEMS

- \_\_\_\_\_ Oven
- \_\_\_\_\_ Range
- \_\_\_\_\_ Disposal
- \_\_\_\_\_ Hoods/fan
- \_\_\_\_\_ Dishwasher
- \_\_\_\_\_ Refrigerator
- \_\_\_\_\_ Vanities
- \_\_\_\_\_ Ft. Cupboard length

#### PERMITS EVENTUALLY NEEDED FOR THIS PROJECT (trade permits are separate from the building permit)

##### Electrical Permit

yes  no

##### Mechanical Permit

yes  no

##### Plumbing Permit Make checks payable to:

yes  no

**COST OF PERMIT \$** \_\_\_\_\_

By: \_\_\_\_\_  
Building Official

# BUILDING PERMIT

SECOND PAGE

## LOT DIAGRAM

Owner: \_\_\_\_\_ Job Address: \_\_\_\_\_

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

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

- |                              |   |  |
|------------------------------|---|--|
| (1) Draw lot lines in feet   | (4) Draw proposed construction                            | (7) Draw lakes, streams, and wet lands within 500 feet |
| (2) Label street             | (5) Show dimensions of all buildings                      | (8) Contractor/owner will stake 2 adjacent lot lines   |
| (3) Draw existing structures | (6) Show distance from all sides of building to sidelines |  |

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 Number ( )	
E-mail address	Cell Phone Number ( )	
Address:	City, State, Zip Code	
Federal ID/Social Security No.	MESC Employer No.	
License No.	Exp Date	Worker's 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 the 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, 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: \_\_\_\_\_

# PERMIT APPLICATION 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 check mark that each item has been enclosed with the application.

- \_\_\_ 1. \* ZONING APPROVAL DOCUMENTATION (Provided by AGS unless on reverse)
- \_\_\_ 2. LOT DIAGRAM on the back of the first page of the application. (Required for ALL applications- NEW HOMES, INTERIOR REMODELS, GARAGES, AND ACCESSORY BUILDINGS AND STRUCTURES)
- \_\_\_ 3. BLUEPRINTS OR DRAWINGS- wall sections, foundation plan, and floor plan required on all applications. See reverse for further information. Three (3) complete sets of drawings are required with all permit applications (2 sets, Parchment, Marengo)
- \_\_\_ 4. MICHIGAN UNIFORM ENERGY CODE COMPLIANCE – For all sites built, and new residences, documentation must be provided demonstrating compliance with the energy code.
- \_\_\_ 5. PROOF OF OWNERSHIP (Provide a copy of one of the following documents: tax statement, assessment notice, deed or title, insurance commitment...) **RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR MANUFACTURED. THE RECORDING DATE OF THIS DEED MUST BE PRIOR TO 4/1/97.**
- \_\_\_ 6. PROPERTY TAX I.D NUMBER
- \_\_\_ 7. SANITATION & WATER SUPPLY PERMITS (County Health Department and/or Sewer & Water Authority)
- \_\_\_ 8. GULL LAKE SEWER & WATER AUTHORITY
- \_\_\_ 9. DRIVEWAY/SIDEWALK PERMITS – County Road Commission, MDOT, City or Village
- \_\_\_ 10. Is the structure within 500 feet of water (lake, river, stream, county drain), **OR** is the excavated area equal to or greater than one acre? **YES/NO if YES, a SOIL EROSION PERMIT IS REQUIRED.**
- \_\_\_ 11. Is the property located in wetlands or floodplains? **YES/NO** - No building permit may be issued if in flood plain without EGLE approval.
- \_\_\_ 12. **OTHER PERMITS EVENTUALLY NECESSARY:**  
\_\_\_ Electrical \_\_\_ Mechanical \_\_\_ Plumbing \_\_\_ Sign  
The applicant or 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 1:30 pm to 4:30pm, Monday through Friday. The HOME OFFICE may be contacted by PHONE at 269-629-0600 (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 \_\_\_\_\_

**\* Blue prints and wings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Including wall sections/cross-sections drawings showing material dimensions and specifications from footing to rafters, as well as floor plan indicating all room dimension, window, door, and stair openings. All structures containing Pre-manufacturer members ( rooftrusses, laminated beams, etc.)require sealed diagram from manufacture; forward to our office at time of delivery.**

**SANITATION.  
PERMIT(8,9)**

**Driveway  
PERMIT(10)**

**SOILEROSION  
PERMIT(10)**

**Kalamazoo**

**Human Services  
department  
Environmental Health  
3299GULL Road  
Kalarnazoo,MI 49048  
Phone:(269)373-5210**

**Road Commission  
3801 E. Kilgore  
Road Kalamazoo  
MI 49001 (269)  
381-3171**

**DrainCommission  
Room 107  
201 W. Kalamazoo  
Ave. Phooe:  
(269)384-8117**

**GullLakeSewer&Water  
Authority  
7722 N. 371H ST.  
Richland,MI 49083  
Phone (269)731-4595**

**VANBUREN**

**DistrictHealth  
Department 57418  
CR681, SuitA  
Hartford,MI 49057  
Phone: (269)621-3143**

**Road Commission  
325 W. James  
Street P.O. Box  
156 Lawrence, MI I  
49064 Phone (269)  
674-8011**

**SoilErosion and  
Sedimentation  
Control 219 East Paw  
Paw Street Paw Paw  
MI 49079 Phone:  
(269)657-8200**

**Michigan Department ofTransportation (MDOT). 517-373-2090  
(Driveways on Michigan or U.S. Highways)**

**Department ofEnvironment Great Lakes And Energy:  
(800)662-9278**

**PLEASE CALL Should YOU REQUIRE FURTHER ASSISTANCE IN  
COMPLETING APPLICATIONS.**