

1913 Baldwin Jenison, MI 49428 (616) 667-8803	Jurisdiction:	Fax #: (616) 667-8869
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•• APPLICATION FOR BUILDING PERMIT ••

1.) LOCATION OF BUILDING			
ADDRESS _____			
CITY/VILLAGE _____	TOWNSHIP _____	COUNTY _____	ZIP CODE _____
BETWEEN (cross street) _____		AND (cross street) _____	
a. IDENTIFICATION: OWNER OR LESSEE			
NAME _____		TELEPHONE NO. _____	
ADDRESS _____	CITY _____	STATE _____	ZIP CODE _____

2.) CONTRACTOR		NOT APPLICABLE COMMERCIAL ☐	
NAME _____		TELEPHONE NO. _____ FAX NO. _____	
ADDRESS _____	CITY _____	STATE _____	ZIP CODE _____
BUILDERS LICENSE NO. _____			EXPIRATION DATE _____
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION _____			SELF EMPLOYED ☐ NO EMPLOYEES ☐
WORKERS COMP. INSURANCE CARRIER OR REASON FOR EXEMPTION _____			SELF EMPLOYED ☐ NO EMPLOYEES ☐
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION _____			SELF EMPLOYED ☐ NO EMPLOYEES ☐

3.) SUB-CONTRACTORS:	
(a) ELECTRIC: _____	TELEPHONE NO. _____
ADDRESS: _____	
(b) HEATING/AC: _____	TELEPHONE NO. _____
ADDRESS: _____	
(c) PLUMBING: _____	TELEPHONE NO. _____
ADDRESS: _____	

4.) PROJECT DESCRIPTION: COMMERCIAL ☐ RESIDENTIAL ☐	
(a) ☐ NEW BUILDING (b) ☐ ADDITION (c) ☐ ALTERATION (d) ☐ DEMOLITION (e) ☐ RELOCATION of BUILDING ☐ SIGN ☐ DET. GAR ☐ SWIMMING POOL ☐ POLE BARN ☐ MODULAR ☐ MOBILE HOME (include year) _____	
(a) ☐ SINGLE FAMILY (b) ☐ TWO FAMILY (c) ☐ MULTI-FAMILY (d) ☐ ATTACHED GARAGE/CARPORT (e) ☐ ACCESSORY STRUCTURE	
BRIEF DESCRIPTION OF PROJECT: _____	

5.) BUILDING DIMENSIONS				
WIDTH _____	FL. x LENGTH _____	FL. x HEIGHT _____	TOTAL SQ. FL. _____	NUMBER OF STORIES _____
Square Footage by Floor: 1st Floor _____ 2nd Floor _____ Basement _____ Garage _____ Porch/Deck _____				

6.) IS ANY PART OF THE PROPOSED PROJECT WITHIN THE 100 YEAR FLOOD PLAIN? IS ANY PART OF THE PROPOSED PROJECT LOCATED IN A REGULATED WETLAND?	YES: ☐ YES: ☐	NO: ☐ NO: ☐
7.) IS THE EXCAVATED AREA LARGER THAN ONE ACRE, WITHIN 500 FT. OF A LAKE, RIVER, STREAM OR COUNTY DRAIN? YES: ☐ NO: ☐		
8.) PROJECT VALUATION \$ _____ (Include labor, exclude lot value.)		
9.) APPLICANT INFORMATION: Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:		
NAME _____		TELEPHONE NUMBER _____
ADDRESS _____	CITY _____	STATE _____ ZIP _____
FEDERAL I.D. NO./SOCIAL SECURITY NO. _____		
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.		
Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125. 1523A, 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 sections 23a are subjected to civil fines.		
SIGNATURE OF APPLICANT _____		APPLICATION DATE _____
10.) HOMEOWNER'S AFFIDAVIT: I hereby certify the construction work described on this permit application will be installed by myself in my own single-family dwelling in which I am living or about to occupy. All work will be installed in accordance with the building code adopted by The Municipality, and will not be enclosed, covered up, or put into use until it has been inspected and approved by the Building Inspector. I will cooperate with the Building Inspector and assume responsibility to arrange for the necessary inspections.		
SIGNED: _____ DATE _____		

11.) LOCAL GOVERNMENT AGENCY TO COMPLETE THIS SECTION					
ENVIRONMENTAL CONTROL APPROVALS					
	REQUIRED	APPROVED	DATE	NUMBER	BY
A – ZONING	☐ Yes ☐ No				
B – SOIL EROSION	☐ Yes ☐ No				
C – FLOOD ZONE	☐ Yes ☐ No				
D – WATER SUPPLY	☐ Yes ☐ No				
E – SEWER OR SEPTIC	☐ Yes ☐ No				
F – OTHER	☐ Yes ☐ No				
Notes and Date – For Department Use: _____					
VALIDATION					
BUILDING PERMIT NUMBER: _____			APPROVED BY: _____		
ISSUE DATE: _____			SIGNATURE _____		
PERMIT FEE: _____			TITLE _____		

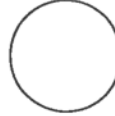
ZONING: Site Plan: (Please read carefully and complete)

Using the space provided, or on a separate sheet of paper, draw a diagram showing all of the following items:

1. The dimensions of the lot or acreage (all sides).
2. The location, with distances to lot lines, of all existing and proposed structures.
3. The dimensions of all existing and proposed structures.
4. The distances between all existing structures.
5. The location of all roads bordering or on the property.
6. The location of any power and gas lines on the property.
7. The location of any lakes, rivers, streams, flood plain areas, or wetlands on or near the property.
8. The location of any easements on the property.

12.) SITE OR PLOT PLAN – FOR APPLICANT USE

Indicate direction of North within the circle



(Attach Additional Sheet
If Necessary.)

13.) PERMANENT PARCEL #: _____

14.) BUILDING SETBACKS (Front setback, as measured in feet, from the road right of way.)

FRONT: _____ SIDE: _____ SIDE: _____ REAR: _____

15.) Are there any houses or mobile homes, occupied or not, on this property at this time? ____ yes ____ no
If yes, what are your immediate and future plans for the existing dwelling? _____

I AGREE TO COMPLY WITH THE TERMS AND REQUIREMENTS OF LOCAL ORDINANCES REGARDING SIDE YARDS AND BUILDING SETBACKS. IT IS ALSO UNDERSTOOD THAT ALL STRUCTURAL, ELECTRICAL, PLUMBING, HEATING, DRIVE APPROACHES, AND SIDEWALKS SHALL BE INSTALLED TO BOTH STATE AND LOCAL REQUIREMENTS, AND THAT A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED PRIOR TO OPERATION OR USE.

SIGNATURE OF APPLICANT: _____ DATE: _____

FOR OFFICE USE ONLY

APPLICATION REVIEWED BY: _____ DATE: _____
☐ APPROVED ☐ DENIED

Minimum Setbacks Required: Front: _____ 1 Side: _____ 2 Sides: _____ Rear: _____