

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

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IV. IDENTIFICATION – TO BE COMPLETED BY ALL APPLICANTS				
	NAME	MAILING ADDRESS	ZIP	PHONE #
1. OWNER OR LESSEE				
			E-mail Address	
2. CONTRACTOR				
			E-mail Address	
3. ARCHITECT OR ENGINEER				
			E-mail Address	
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 THIS JURISDICTION.				
SIGNATURE OF APPLICANT		ADDRESS		APPLICATION DATE

DO NOT WRITE BELOW THIS LINE

V. PLAN REVIEW RECORD – OFFICE USE ONLY								
DATE	TIME	BY	DATE	TIME	BY	DATE	TIME	BY

VI. ADDITIONAL PERMITS OR APPROVALS REQUIRED							
	REQUIRED Y/N	DATE	PERMIT #/ NOTES		REQUIRED Y/N	DATE	PERMIT #/ NOTES
ZONING OR TWP APPROVAL				ELECTRICAL			
SEWAGE				LABOR & INDUSTRY			
SOIL CONSERVATION				DEP (DEMOLITION)			
DRIVEWAY				WORKER'S COMP.			
HARB				OTHER			

VII. VALIDATION				
Building Permit Number				Use Group
Date Issued				Fire Grading
Permit Fee	Plan Review	Edu. Fee	TOTAL FEE	Live Load
\$ _____	+ \$ _____	+ \$4.50	= _____	Occupancy Load
Approved By				
Title				

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VIII. ZONING APPROVAL	
District	Use
Front Yard	Rear Yard
Side Yard	Side Yard
Notes	
Approved By –	
Floodplain Manager:	Date:
Zoning Officer	Date:

New Construction of a Residence:

When returning the application, the following items are required:

- A copy of the **sewage permit** (this applies if there is no existing on-lot system.) OR a receipt showing application has been made to hook onto public sewer.
- A copy of the **zoning permit**. Not all townships have zoning at this time. Check with your township officials or this office if you do not know if your township has zoning.
- A **Certificate of Insurance on your contractor**. The state requires proof of workmen's compensation on the contractor (if the contractor has employees).
- Two complete sets of plans** on the residence. These plans must include the following information: elevation drawings, foundation drawings, floor plans, electrical, plumbing, venting riser plans and residential energy worksheet. Once the plans have been reviewed, one set will be returned with the permit. These plans will be stamped "Approved" and signed by the Code Administrator.

Additions/Alterations or New Buildings on your lot:

When returning the application, the following items are required:

- A copy of the **zoning permit**. Not all townships have zoning at this time. Check with your township officials or this office if you do not know if your township has zoning.
- A **Certificate of Insurance on your contractor**. The state requires proof of workmen's compensation on the contractor (if the contractor has employees).
- Two complete sets of Building Plans**. If you are constructing an addition, please draw the house and show where the addition will be constructed in relation to the home. We will ask for dimensions of the addition. Submit elevation, floor plan and sectional drawings showing construction, plumbing, heating, electrical and insulation systems to be constructed.

***NOTE:** When an addition or alteration creates a new sleeping space, verification of on-lot sewage capacity will be required from the Municipality's Sewage Enforcement Officer.

Commercial Construction:

When returning the application, the following items are required:

- A copy of the **zoning permit**. Not all townships have zoning at this time. Check with your township officials or this office if you do not know if your township has zoning.
- A **Certificate of Insurance on the contractor**. The state requires proof of workmen's compensation on the contractor (if the contractor has employees).
- Three complete sets of stamped architectural plans** on the construction must be submitted to this office for review. Our office will determine if the plans are in compliance with all applicable codes in effect at the time of submission. Once the plans are reviewed, one set of the plans will be returned with the permit.

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