

Imperial Municipal Services
263 Northland Drive
Rockford, MI 49341
(616)863-9294 or 1-800-442-2794
Fax: (616)863-9298
E-mail: info@imsinspections.com

City of Greenville
411 South Lafayette
Greenville, MI 48838
(616) 754-5645

RESIDENTIAL BUILDING PERMIT INFORMATION

Please be sure you have turned your Zoning information into the City of Greenville.

They will forward your Zoning approval to us when it is complete.

The following materials and documents are **REQUIRED** to obtain a Building Permit:

1. COMPLETED BUILDING PERMIT APPLICATION:
 - A) MUST be completed IN FULL
 - B) DETAILED SITE DIAGRAM -with setbacks; **front setbacks are measure from the road right of way, not from the edge of the asphalt or the center of the road.** Side and rear are measured from property lines to structures.
2. PROOF OF OWNERSHIP:
 - A) A deed or land contract (must be notarized) for new homes. Property tax statement for garages, pole barns, residential additions, or pools.
 - B) PERMANENT PARCEL NUMBER indicating that your parcel is split from any other non-vacant parcels. **MUST BE RECORDED WITH THE COUNTY AND LOCAL UNIT OF GOVERNMENT.**
3. SURVEY DRAWING OF JOB SITE.
4. **CONSTRUCTION PLANS - TWO PAPER**
sets **AND ONE ELECTRONIC** copy.
Plans must be drawn to scale. Electronic copy should be emailed to us *AFTER* you turn in your building permit application.
Plans **MUST** include:
 - A. *Foundations – show depth of footing.*
 - B. *All significant elevations (side views).*
 - C. *Floor plans for all floors, including basement.*
 - D. *Cross-section of one wall from footing to peak.*
 - E. *North elevation identified as (N).*

If any of the following items pertain to your project, they **MUST BE TURNED IN TO THIS OFFICE BEFORE A BUILDING PERMIT IS ISSUED.**

1. **WASTEWATER/WATER SUPPLY PERMIT:** This permit can be obtained from the Engineering Department at the City of Greenville, (616)754-5645. Please contact the Engineering Dept. for more info.
2. **DRIVEWAY/HIGHWAY PERMIT:**
This permit can be obtained from the Engineering Department at the City of Greenville, (616)754-5645. <http://greenvillemi.org/wp-content/uploads/2014/01/Driveway-Work-Permit.s.pdf>
Please contact Greenville's Engineering Dept. with questions.

3. ENERGY CODE CALCULATIONS:

State law requires a minimum level of energy efficiency in new residential structures. REScheck is available online at www.energycodes.gov or your lumber yard may be able to assist you with REScheck or another system that calculates the necessary insulation requirements.

YOUR COMPLIANCE REPORT MUST BE SUBMITTED AT THE TIME OF APPLICATION WHERE APPLICABLE. *Also need to include manual J and S as required by the 2015 residential energy code for new residences and additions.*

4. SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT:

State law **REQUIRES** that you obtain a Soil Erosion and Sedimentation permit if your job site is within 500 feet of a lake or stream, **OR** if your will be clearing over 1 acre for a new job site. You may contact Montcalm County Road Commission at (989) 831-5285.

5. TRUSS DIAGRAM:

Manufactured truss diagrams are **REQUIRED** for any plans that call for engineered trusses. *These plans or Truss Data Sheet can be obtained from your truss supplier. Be sure trusses show they are made for current building code year.*

Your Building Permit Application is subject to zoning approval based on local Zoning Ordinance provisions. Normally, a Building Permit may be obtained when all documents and materials are presented to the Building Inspector and zoning approval is granted.

Inspections in the City of Greenville are done on Tuesdays and Thursdays. **It is the permit holder's responsibility to arrange for unobstructed access to the inspection address and accessible entrance when an inspection is scheduled to be performed.** Days of inspection are subject to change without notice.

Don't hesitate to contact a code official if you should have questions before inspections or at any point in your project!

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BUILDING PERMIT APPLICATION

*Separate applications must be completed for plumbing,
mechanical & electrical permits.*

City of Greenville
411 S. Lafayette
Greenville, MI 48838
(616)754-5645

I. PROJECT INFORMATION

PROJECT NAME	ADDRESS
BETWEEN	AND
PERMANENT PARCEL NUMBER	ZONE DISTRICT

II. IDENTIFICATION

A. OWNER OR LESSEE

NAME	ADDRESS		
CITY	STATE	ZIP CODE	PHONE NUMBER

B. ARCHITECT OR ENGINEER

NAME	ADDRESS		
CITY	STATE	ZIP CODE	PHONE NUMBER
LICENSE NUMBER	EXPIRATION DATE		

C. CONTRACTOR – if using a contractor, ALL LINES must be filled in.

NAME	ADDRESS		
CITY	STATE	ZIP CODE	PHONE NUMBER
BUILDERS LICENSE NUMBER	EXPIRATION DATE		
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			
CONTRACTOR EMAIL ADDRESS			

III. TYPE OF IMPROVEMENT AND PLAN REVIEW

A. TYPE OF IMPROVEMENT

☐ New Building	☐ Alteration	☐ Demolition	☐ Foundation Only	☐ Relocation
☐ Addition	☐ Repair	☐ Mobile Home Set Up	☐ Premanufactured	☐ Special Inspection

B. PLAN REVIEW

Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as listed below.

Plans are not required for alterations and repair work determined by the Building Inspector to be of a minor nature. Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plan Review Submission Number _____

IV. PROPOSED USE OF BUILDING

A. RESIDENTIAL

☐ One Family ☐ Two or More Families No. of Units _____	☐ Hotel, Motel No. of Units _____ ☐ Attached Garage	☐ Detached Garage ☐ Other _____
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B. NON-RESIDENTIAL

☐ Amusement ☐ Church/Religion ☐ Industrial ☐ Parking Garage	☐ Service Station ☐ Hospital/Institution ☐ Office, Bank, Professional ☐ Public Utility	☐ School, Library, Educational ☐ Store, Mercantile ☐ Tanks, Towers ☐ Other _____
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Please describe your project in detail. If use of an existing building is being changed, enter proposed use.

V. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME

☐ Masonry, Wall Bearing ☐ Wood Frame ☐ Structural Steel ☐ Reinforced Concrete ☐ Other _____

B. PRINCIPAL TYPE OF HEATING FUEL

☐ Gas ☐ Oil ☐ Electricity ☐ Coal ☐ Other _____

C. TYPE OF SEWAGE DISPOSAL

☐ Public or Private Company ☐ Septic System

D. TYPE OF WATER SUPPLY

☐ Public or Private Company ☐ Private Well or Cistern

E. TYPE OF MECHANICAL

Will there be Air Conditioning? ☐ Yes ☐ No Will there be Fire Suppression? ☐ Yes ☐ No

F. DIMENSIONS/DATA

Number of Stories _____	FLOOR AREA:	EXISTING	ALTERATIONS	NEW
Use Group _____	Basement	_____	_____	_____
Construction Type _____	1 st & 2 nd Floor	_____	_____	_____
No. of Occupants _____	3 rd – 10 th Floor	_____	_____	_____
Storage Space _____ A minimum of 200 sq ft of enclosed storage is required for new homes. This may include basement, shed, garage, etc., but not closets.	11 th & above	_____	_____	_____
	Total Area	_____	_____	_____
Roof Pitch _____				
Length of Driveway _____				

G. NUMBER OF OFF STREET PARKING SPACES

Enclosed _____ Outdoors _____

VI. APPLICANT INFORMATION & FEE SCHEDULE

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:			
NAME	ADDRESS		
CITY	STATE	ZIP CODE	PHONE NUMBER
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			
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/her 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 person who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.			
Signature of Applicant _____			

Building Permit Fee Schedule		
Approximate value of project: *Final value is subject to approval by the building official		
Base Fee for buildings \$1.00 up to \$3,500 in value	\$75.00	
\$3,501 up to \$7,000 in value	\$110.00	
\$7,001 up to \$9,900 in value	\$139.00	
Base fee for buildings over \$10,000 in value	\$140.00	
For each additional \$1000 in value add	3.00	
TOTAL		
Additional inspections, reinspections or hourly inspections will be charged at a rate of \$50.00.		

MAKE CHECKS PAYABLE TO: I.M.S.

IX. Instructions for Completing Application

General: Work shall not be started until the application for permit has been approved. Work started without permit may be subject to double permit fees. All work shall be in conformance with the Michigan Building Code. When ready for an inspection, call Imperial Municipal Services at 1-800-442-2794 or 616-863-9294. The inspector will need the job location and permit number.
Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.

Authority: 1972 PA230
Completion: Mandatory to obtain permit
Penalty: Permit can not be issued

The City of Greenville will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.