

Village of Grand Beach

48200 Perkins Boulevard Grand Beach, MI 49117 Phone (269) 469-3141 Fax (269) 469-0146

Chad Butler: 269.469.1133 or building@grandbeach.org

Building Permit Application

Application Date _____

Permit # _____

Received Date _____

Applicant/Contractor _____ Email _____

Address _____ City _____ State & Zip _____

Phone _____ Cell _____ Builder's License # _____ Exp. _____

Job Address _____ Office Use: New House Verified w/911 _____

(temporary house numbers are required for all new home building sites)

Property Owner's Name _____ Property ID _____

Permanent Address _____ Phone _____

Email _____ Lot(s) _____ Block _____ Lot Size _____

Class of work: New _____ Addition _____ Alteration _____ Repair _____ Demolition _____

Describe work to be done: _____

Size of building _____ Height of building _____ Square footage _____

Setbacks: Front _____ Left Side _____ Right Side _____ Back _____ Corner Lot (circle one) Yes or No

Other Permits/Documents

EGLE _____

Septic/Sewer _____

Zoning _____

Soil Erosion _____

Storm Water _____

Other _____

Storm Water 1 Acre + _____

Other: **Must follow 2015 Residential Code.**

Plumbing, Electrical & Mechanical permits must be obtained through the State of Michigan

New Build Emergency Address Sign Fee: \$ **100.00**

Estimated Cost of Construction \$ _____ Permit Fee \$ _____

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.

Contractor Signature _____ Date _____

"Section 23a of the state construction code act of 1972, Act No. 230 of the Public Acts of 1972, being section 123.1523a 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 are subject to civil fines of not less than \$100 or not more than \$500."

Homeowner's Affidavit

I hereby certify that the building work described on this application shall be installed by me in my own single family dwelling in which I am living or will soon occupy. All work shall be installed in accordance with the Michigan Building Code as adopted by the Village of Grand Beach and **shall not** be covered up or put into operation until it has been inspected and approved by the Building Inspector. I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections.

Homeowner's Signature _____ Date _____

Plans reviewed _____/_____/_____ Zoning Approved by _____

Plans reviewed _____/_____/_____ Building Permit Approved by _____

MINIMUM CALLED INSPECTIONS REQUIRED FOR ALL CONSTRUCTION WORK:

1. FOOTINGS/ WALLS UFER ROD INSPECTION FOR NEW BUILD	6. FRAMING INSPECTION
2. BACKFILL / INSULATION	7. INSULATION
3. MASONRY	8. LATH & GYPSUM BOARD – AFTER INSULATION AND BEFORE TAPING
4. ICE & WATER ON ROOF	9. BLOWER DOOR TEST / ENERGY CODE
5. MECHANICAL INSPECTION ELECTRICAL INSPECTION PLUMBING INSPECTION	10. FINAL INSPECTION / OCCUPANCY

Building plans submitted must meet both Village of Grand Beach zoning requirements and State of Michigan building code requirements before they will receive final approval.

*It is the responsibility of the applicant to ensure zoning requirements are met.

Approved plans must be retained on job and this permit kept posted until final inspection has been made. When a certificate of occupancy is required, such building shall not be occupied until final inspection has been made.

Separate permits are required for electrical, plumbing and mechanical installations through the State.

Construction Work Hours - Any and all construction, alteration, demolition, or repair activities conducted in the Village, which construction has been authorized by a Village Building Permit, shall be allowed:

- Monday-Friday 8:00 a.m. to 5:00 p.m. EST
- Saturdays during the **off-season only** starting on the Saturday after Labor Day weekend and ending the Saturday before Memorial Day weekend.
- **Construction work is prohibited on Sundays and holidays.**

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 180 days after issuance of the permit or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The Building Inspector is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

The Building Inspector is authorized to suspend or revoke a permit wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, **or in violation** of any ordinance or regulation or any of the provisions of the Michigan Residential Code.

I, the undersigned agree to follow the State Construction Code for the State of Michigan and the Zoning Code for the Village of Grand Beach. The undersigned also assumes all responsibility for the compliance of said codes.

Signature

Date

POST THIS PERMIT SO IT IS VISIBLE FROM THE STREET

Page 3 of 3 – Building Permit

For Building Inspector Use only

Permit # _____

Name: _____ **Address:** _____

BUILDING INSPECTION APPROVALS

PLUMBING INSPECTION APPROVALS

ELECTRICAL INSPECTION APPROVALS

1. _____ 1. _____ 1. _____

2. _____ 2. _____ 2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

HEATING INSPECTION APPROVALS

REFRIGERATION INSPECTION APPROVALS

1. _____ 1. _____

2. _____ 2. _____

OTHER _____

WORK SHALL NOT PROCEED UNTIL THE
INSPECTOR HAS APPROVED THE VARIOUS
STAGES OF CONSTRUCTION.

PERMIT WILL BECOME NULL AND VOID IF
CONSTRUCTION WORK IS NOT STARTED
WITHIN SIX MONTHS OF DATE THE PERMIT
IS ISSUED AS NOTED ABOVE.

CONTRACTOR'S INFORMATION

COMPANY NAME_____

NAME_____

STREET ADDRESS_____

CITY_____ STATE_____ ZIP CODE_____

DRIVER'S LICENSE NUMBER_____

STATE DRIVER'S LICENSE ISSUED IN_____

DATE OF BIRTH_____

TELEPHONE NUMBER_____

CELL PHONE NUMBER_____

MICHIGAN CONTRACTOR'S LICENSE NUMBER_____

EXPIRATION DATE_____

FEDERAL EMPLOYER ID NUMBER
OR REASON FOR EXEMPTION_____

WORKMAN'S COMP INSURANCE CARRIER
OR REASON FOR EXEMPTION_____

MICHIGAN UNEMPLOYMENT EMPLOYER NUMBER
OR REASON FOR EXEMPTION_____

By signing below, I certify that the above information is correct.

Signature

Date

Contractor's Printed Name

NAME _____

PERMIT # _____

NO LOT CLEARING, BRUSH, SHRUB, OR TREE REMOVAL WILL BE ALLOWED IN THE VILLAGE UNTIL A BUILDING OR ZONING PERMIT HAS BEEN ISSUED PER ORDINANCE NO. 2010-80 AS AMENDED.

BUILDING PERMIT REQUIREMENTS

All applications for permits must be accompanied by:

1. Three sets of plans with survey included, and one smaller sized survey for the building file. Michigan architect necessary if over 3,500 sq. ft. Submitted _____
2. ***NEW for 2023: a digital (PDF) copy of plans is required.** Submitted _____
3. Construction schedule. Submitted _____
4. Three copies of site plan. Septic tank & dry wells precisely indicated. Submitted _____
5. State of Michigan contractor license & contractor information sheet. Submitted _____
6. Permit application with all pertinent data filled in, including MI contractor license number, signed and dated on page 1 & 2. Submitted _____
7. Berrien County Health Department permits for septic, if required. Submitted _____
8. Permit fee based on estimated cost of construction and zoning review fee. Submitted _____
9. Zoning review fee (if required). Submitted _____
10. Water tap fee of \$7,500.00 – if applicable. (A normal tap is \$7,500.00 Unusual circumstances will incur additional fees). Paid _____
11. Gravel area at building site before construction begins.
12. Storm water management document. Submitted _____
13. Storm water system maintenance agreement (Only required for projects disturbing one acre or more of soil). Submitted _____

MAY BE REQUIRED – DEPENDING ON CONSTRUCTION SITE

**** Construction that requires use of Village owned property or beach access must be approved by the Village Council. A hold harmless agreement will be required to be signed by both parties if access is granted.**

14. EGLE Critical Dune Permits Application _____ Approved _____
15. EGLE Flood Plain Permits Application _____ Approved _____
16. Soil Erosion Permits – (Required for all property located within 500' of any waterway)
 - a. Berrien County Drain Commissioner Application _____ Approved _____
 - b. EGLE Permit-by-rule may also be required Application _____ Approved _____

OTHER PERMITS – MAY BE REQUIRED DEPENDING ON TYPE OF WORK

17. Electrical, Plumbing, and Mechanical Inspection Permits – Obtain permits through the State of Michigan.

Dear Permit Applicant:

As you may be aware, the Village of Grand Beach has a steady need for sand to use in Village improvements, including projects at Village parks, pathways, the golf course, and beaches. Sand removed for private building projects in the Village is often collected in trucks and transported by contractors outside of the Village.

In an effort to keep this important natural resource within the Village, the Village allows property owners to donate extra sand to the Village for use in public improvements. Any property owner who is removing sand for a permitted building project who is interested in donating sand to the Village of Grand Beach may contact Bob Dabbs at 269-469-1270.

Grand Beach Building Department

STORM WATER MANAGEMENT

Building Permit # _____

Property Tax ID# _____

I understand that during the course of construction at _____, Grand Beach, Michigan, and after construction is complete, all storm water must be managed onsite, i.e. no surface water discharge of storm water and no discharge of storm water to the Village storm sewer drain system.

I understand that if the site currently discharges storm water offsite, the post-development rate and volume of storm water discharge shall be no greater than the pre-development rate and volume of storm water discharge. The post-development storm water discharge may not contain over 80 mg/l of total suspended solids regardless of the volume of discharge. In this case, an engineering report might be required to show that the rate and volume of storm water discharge is no greater than the pre-development rate.

I will take whatever steps are necessary to ensure that the storm water run off after construction shall be no greater than the pre-development rate and volume of storm water discharge. I will ensure that I will do nothing that will adversely affect the property of neighbors and Village property in regards to storm water run off.

I agree that I will not tie any type of drainage system, drain pipe or downspout in to the Village storm sewer drain system (or roadway), and if so, I will be required to remove it at owner's expense.

Contractor's Name

Property Owner's Name

Contractor's Signature

Property Owner's Signature

Date

Date

I, the Grand Beach Zoning Administrator and Building Inspector, have monitored the construction at the address listed above, and to the best of my knowledge agree that the post construction run off of storm water is no greater than the pre-construction run off.

I have inspected drain pipes, down spouts and other drainage systems to verify that they are not tied in to the Village storm sewer drain system and that these systems are draining on the property mentioned above.

Signature, Village of Grand Beach

Date



Grand Beach/Michiana Police Department

4000 Cherokee Drive

Michiana, MI 49117

PHONE: 866-630-7679 (Dispatch) OR 269-469-5000 (Office)

FAX: 269-231-5422 EMERGENCY: 9-1-1

EMAIL: rlayman@michianavillage.org

PER VILLAGE ORDINANCE #2007-72 AND #2010-76 EFFECTIVE JULY 6, 2010

**CONSTRUCTION WORK HOURS ALLOWED IN THE VILLAGE OF GRAND BEACH
WITH A VALID BUILDING PERMIT OR BUILDING CERTIFICATE ARE LIMITED TO:**

Monday – Friday 8:00 a.m. – 5:00 p.m. (Michigan Time)

**Saturday – Only allowed from 8:00 a.m. – 5:00 p.m. (Michigan Time)
beginning the Saturday after Labor Day through the Saturday before
Memorial Day weekend.**

Sunday and Holidays – Not Allowed

Work inside a fully-enclosed building – Construction, alteration, demolition or repair activities with a Village building permit may be conducted on any day during the hours of 7:00 a.m. – 7:00 p.m. (Michigan Time) inside a fully-enclosed building, provided that such interior work shall not require the use of any construction equipment outside of the building or in an open garage, and that the work shall not be audible from outside of the property lines where the building is located.

Fully-enclosed building is defined as a building or structure having a full roof and all windows, entry and garage doors completely installed.

VIOLATIONS: Any person who violates any of the provisions of this ordinance shall, upon conviction thereof, be punished by a fine not to exceed \$500 or by imprisonment in the County Jail not exceeding ninety (90) days, or both. Such fine and imprisonment in the discretion of the court, together with costs of prosecution, and in default of payment to ninety (90) days.

Complete copies of the ordinances are available for review at the clerk's office and at
www.grandbeach.org.

GRAND BEACH POLICE DEPARTMENT

GRAVEL WORK AREA

All contractors must create a gravel area for heavy equipment to access a property where there is work being done; including additions, remodeling or building a new home, accessory building, pool or spa.

The gravel area is required prior to excavation and must be approved by the building inspector prior to the issuance of the building permit.

The building inspector, at his discretion, can make the decision to waive the requirement for the gravel area on construction that will not affect the road areas.

Thank you.

HOUSE NUMBERS REQUIRED

Prior to receiving a Certificate of Occupancy for the house built under building permit #_____, located at _____, the contractor and/or owner of the house must install house numbers in accordance with Village of Grand Beach ordinance number 2008-73.

This ordinance was adopted in order to ensure that fire departments, police departments, ambulances, utility companies, Village employees and Village and Township officials are able to locate your house. By installing numbers on your house, it will be easier for those people to rapidly locate your house in an emergency.

The ordinance can be viewed at www.grandbeach.org.

The basic requirements are as follows:

1. All premises shall bear the distinctive street number assigned to that premise by the Village of Grand Beach and recognized by Berrien County Central Dispatch governing board.
2. All houses shall display upon the front of each dwelling the distinctive street number assigned to that premise. The number shall be placed in such a position as to be clearly visible to all road traffic coming to the premise from both directions. **These numbers shall be no less than four (4) inches in height.**
3. If a dwelling is more than 50 feet from the street or is not clearly visible from the road, every owner of a premise shall place or display adjacent to the road on which the property fronts a sign attached to a fence or post those distinctive street numbers assigned to that premise. These numbers shall be no less than four (4) inches in height. These numbers should be visible from both directions. The sign must be placed at a height to assure it does not become obscured by winter snows or snowplowing.
4. **All house numbers shall be in either block or script style numbers and shall be reflective or lighted, whether on the dwelling or on a sign at the road.**
5. Any different numbers, which might be mistaken for or confused with the number assigned to said property by the Village of Grand Beach shall be removed.
6. House numbers shall be "clearly visible", which means visible by a person with normal or corrected 20/20 vision.

By signing below, I acknowledge that I have been made aware of Village ordinance #2008-73 regarding house numbers, and realize that the Certificate of Occupancy will not be issued until the house numbers have been installed on this house.

Signature of Contractor or Property Owner

Date

INSPECTION SCHEDULING

1. A permit to begin work for new construction, alteration, removal, demolition, or any other building operation shall not be issued until all prescribed fees are paid to the Village of Grand Beach office.
2. No work shall commence until an approved building permit has been issued for the work to be done. Any additions or alterations to the building permit must be approved by the building inspector. Only work described on the building permit can be done.
3. It shall be the duty of the permit holder or his or her agent to notify the building official when work is to commence and when any portion of the work is ready for inspection. A reasonable amount of time shall be given to schedule said inspection. Work shall not be concealed until it is inspected and approved by the building official.

MINIMUM INSPECTION SCHEDULE

1. Foundation Inspection: Commonly made after poles or piers are set or trenches or basement areas are excavated, and forms erected, and any reinforcing steel is in place and prior to the placing of concrete.
2. Backfill Inspection: Per the Energy Code, R10 Styrofoam in place.
3. Frame and Masonry Inspection: Commonly made after the roof, masonry, all framing, fire stopping, draft stopping, and bracing are in place and after the plumbing, mechanical and electrical rough inspections are approved.
4. Ice and Water on Roof: Commonly made during rough-in phase.
5. Insulation: Commonly made before all lathing and/or wallboard interior is in place, but before any plaster is applied, or wallboard joints and fasteners are taped and finished.
6. Lath and Gypsum Board: Commonly made after insulation and before taping. Any fire code requirements.
7. Final Inspection: Commonly made after the building is completed and ready for occupancy. Occupancy will not be granted with a Zoning violation. Occupancy permit will be issued following this inspection. **The home is not habitable until issuance.**
8. Certificate of Occupancy: The permit holder or authorized agent must request a Certificate of Occupancy in writing on the appropriate form provided by the Village of Grand Beach.

Contact:

Chad Butler Building and Zoning Administrator
(269) 546-1133 or building@grandbeach.org

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Grand Beach, MI 49117
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