

# 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 checkmark that each item has been enclosed with the application.

- \_\_\_\_\_ 1. \* **ZONING APPROVAL DOCUMENTATION** (Provided by AGS unless listed on reverse).
- \_\_\_\_\_ 2. **LOT DIAGRAM** on back of first page of application. (Required for **ALL** applications – NEW HOMES, ADDITIONS, INTERIOR REMODEL, GARAGES AND ACCESSORY BUILDINGS AND STRUCTURES)
- \_\_\_\_\_ 3. **BLUE PRINTS OR DRAWINGS** – wall section, 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 site-built, 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, title insurance commitment...) **RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PRE-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. **DRIVEWAY/SIDEWALK PERMIT** – County Road Commission, MDOT, City or Village \*
- \_\_\_\_\_ 9. Is the Structure within 500 feet of water (lake, river, stream, county drain) **OR** is the excavated area equal to or greater than 1 acre? **YES / NO**  
**If YES a SOIL EROSION PERMIT IS REQUIRED.**
- \_\_\_\_\_ 10. Is property located in wetlands or floodplain? **YES / NO**  
No building permit may be issues if in a flood plain without DEQ\* approval.
- \_\_\_\_\_ 11. **OTHER PERMITS EVENTUALLY NECESSARY:**  
\_\_\_\_\_ Electrical \_\_\_\_\_ Mechanical \_\_\_\_\_ Plumbing \_\_\_\_\_ Sign  
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 1:30pm to 4:30pm, Monday through Friday. The HOME OFFICE may be contacted by PHONE at 269-629-0600 or 1-800-627-2801 (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 drawings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Include wall section/cross-section drawing showing material dimensions and specification from footing to rafters, as well as floor plan indicating all room dimensions, window, door, and stair openings. All structures containing pre-manufactured members (roof trusses, floor trusses, laminated beams, etc.) require sealed diagram from the manufacturer; forward to our office at time of delivery.

(1) ZONING APPROVALS, IF OTHER THAN ASSOCIATED GOVERNMENT SERVICES:  
 Fawn River Township – Gary Bland, (269) 651-3363

COUNTY	SANITATION PERMIT (7) (Septic & Well)	DRIVEWAY PERMIT (8)	SOIL EROSION PERMIT (9)
CALHOUN	Environmental Health 190 E. Michigan Suite A 100 Battle Creek, MI 49014 Phone: (269) 969-6341	Road Commission 13300 – 15 Mile Road Marshall, MI 49068 Phone: (269) 781-9841	Road Commission 13300 – 15 Mile Road Marshall, MI 49068 Phone: (269) 781-9841
KALAMAZOO	Human Services Department Environmental Health 3299 Gull Road Kalamazoo, MI 49048 Phone: (269) 373-5210	Road Commission 3801 E. Kilgore Road Kalamazoo, MI 49001 Phone: (269) 381-3171	Drain Commission Room 107 201 W. Kalamazoo Ave. Phone: (269) 384-8117
ST. JOSEPH	Community Health Agency Environmental Health 1110 Hill Street Three Rivers, MI 49093 Phone: (269) 273-2161	Road Commission 20914 M-86 Centreville, MI 49032 Phone (269) 467-6393	Conservation District 693 East Main Street Centreville, MI 49032 Phone: (269) 467-6336
VAN BUREN	District Health Department 57418 CR681, Suite A Hartford, MI 49057 Phone: (269) 621-3143	Road Commission 325 W. James Street P.O. Box 156 Lawrence, MI 49064 Phone: (269) 674-8011	Soil Erosion and Sedimentation Control 219 East Paw Paw Street Paw Paw, MI 49079 Phone: (269) 657-8200

(8) Michigan Department of Transportation (MDOT) (269) 337-3926  
 (Driveways on Michigan or U.S. Highways)

(9) Michigan Department of Environmental Quality (MDEQ)  
 Plainwell Office: (269) 685-6851  
 Lansing Office: (517) 373-1170

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

# BUILDING PERMIT

CHARLESTON TOWNSHIP  
BUILDING DEPARTMENT

8721 Gull Road, Suite B

Richland, MI 49083

269-629-0600

800-627-2801

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

Jurisdiction of \_\_\_\_\_

Permit # \_\_\_\_\_

New residential construction, addition, and alteration

Job Address: \_\_\_\_\_ Property Tax I.D.: \_\_\_\_\_

Zoning district: \_\_\_\_\_ Permit Determinant: \_\_\_\_\_

Use Group: \_\_\_\_\_ Owner: \_\_\_\_\_ ( ) \_\_\_\_\_ phone

Type Const.: \_\_\_\_\_ Address: \_\_\_\_\_ ( ) \_\_\_\_\_ phone

Basic Dimensions: \_\_\_\_\_ ft. x \_\_\_\_\_ ft., Contractor: \_\_\_\_\_

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

- \_\_\_\_\_ Sq. ft. main floor
- \_\_\_\_\_ Sq. ft. second floor
- \_\_\_\_\_ Sq. ft. fin. basement
- \_\_\_\_\_ Sq. ft. unfin. bsmt.
- \_\_\_\_\_ No. rooms 1st floor
- \_\_\_\_\_ Sq. ft. garage (attached garage requires fire separation)
- \_\_\_\_\_ No. rooms 2nd floor
- \_\_\_\_\_ No. full baths
- \_\_\_\_\_ No. half baths
- \_\_\_\_\_ No. fireplaces
- \_\_\_\_\_ No. chimneys
- \_\_\_\_\_ No. wood burners
- \_\_\_\_\_ Sq. ft. porches/breezeways
- \_\_\_\_\_ Sq. ft. wood deck
- \_\_\_\_\_ (ft.) ceiling height
- \_\_\_\_\_ (ft.) building height

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

#### FOUNDATIONS (11)

- \_\_\_\_\_ 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. bsmt. windows
- \_\_\_\_\_ Crawl space vent openings

#### ROUGH-IN FRAMING (10)

- \_\_\_\_\_ Sill plate (treat.)
- \_\_\_\_\_ Wall plates
- \_\_\_\_\_ headers
- \_\_\_\_\_ wood girder
- \_\_\_\_\_ steel girder
- \_\_\_\_\_ post \_\_\_\_\_ ft. O.C.
- \_\_\_\_\_ stud wall
- \_\_\_\_\_ masonry
- \_\_\_\_\_ fl. joists \_\_\_\_\_ " O.C.
- \_\_\_\_\_ Ceil. jsts \_\_\_\_\_ " O.C.
- \_\_\_\_\_ Rafters \_\_\_\_\_ " O.C.
- \_\_\_\_\_ Truss (diagram required)
- \_\_\_\_\_ " floor sheathing
- \_\_\_\_\_ " wall sheathing
- \_\_\_\_\_ " roof sheathing
- \_\_\_\_\_ " corner brace sheath

#### EXTERIOR (3)

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

#### ROOFS (4)

- \_\_\_\_\_ Hip
- \_\_\_\_\_ Gable
- \_\_\_\_\_ Front overhang
- \_\_\_\_\_ Other overhang
- \_\_\_\_\_ Eavestrough

#### CHIMNEY TYPE

- \_\_\_\_\_ Brick
- \_\_\_\_\_ Block
- \_\_\_\_\_ Stone
- \_\_\_\_\_ Metal
- \_\_\_\_\_ Asphalt Shingles
- \_\_\_\_\_ Underlayment
- \_\_\_\_\_ Vents
- \_\_\_\_\_ Other Coverings

#### WINDOWS (5)

- \_\_\_\_\_ No. of windows
- \_\_\_\_\_ Wood sash
- \_\_\_\_\_ Metal sash
- \_\_\_\_\_ Type \_\_\_\_\_
- \_\_\_\_\_ egress/bedrms
- \_\_\_\_\_ attic access 22" x 30"

#### INSULATION (9)

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

#### INTERIOR (13)

- \_\_\_\_\_ Foyer
- \_\_\_\_\_ Kit fl.
- \_\_\_\_\_ Other fl.
- \_\_\_\_\_ drywall
- \_\_\_\_\_ plaster
- \_\_\_\_\_ covered ceiling
- \_\_\_\_\_ pnl. wainscot
- \_\_\_\_\_ 5/8" garage fire code

#### BUILT-IN ITEMS (15)

- \_\_\_\_\_ oven \_\_\_\_\_ range
- \_\_\_\_\_ disposal
- \_\_\_\_\_ hood/fan
- \_\_\_\_\_ dishwasher
- \_\_\_\_\_ refrigerator
- \_\_\_\_\_ incinerator
- \_\_\_\_\_ vanities
- \_\_\_\_\_ ' cupboard length

Contractor Will Stake 2 Adjacent Lot Lines for First Inspection. Sketch Lot Diagram On Back.

Permits eventually required for this project:

Electrical Permit

yes  no

Plumbing Permit

yes  no

Mechanical Permit

yes  no

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

Building Dept.

By: \_\_\_\_\_

Make checks payable to:

# LOT DIAGRAM

Owner: \_\_\_\_\_

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

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

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

Engineer/Architect: _____		Phone (____) _____	
Address: _____			
<b>Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:</b>			
Name		Phone (____) _____	
Address		City	State Zip
Federal ID No./Social Security No.		MESC Employer No.	
License No.	Expiration Date	Worker's Disability Compensation Carrier	
If exempt from any of the above, explain here:			
<p>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 this 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.</p>			

### HOME OWNER'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, or 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: \_\_\_\_\_

