

5855 AIRLINE  
FRUITPORT, MI 49415

PHONE (231) 865-6977 or 231-865-3310

[www.michigantownshipservicesmuskegon.com](http://www.michigantownshipservicesmuskegon.com)

[mtsm@frontier.com](mailto:mtsm@frontier.com) RESIDENTIAL ADDITIONS, ALTERATIONS, RENOVATIONS, AND ACCESSORY BUILDINGS  
BUILDING PERMIT APPLICATION

Municipality/Jurisdiction \_\_\_\_\_

1. Contractor information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip code \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
License number \_\_\_\_\_  
Federal ID Number or reason for exemption \_\_\_\_\_  
Workers comp. carrier or reason for exemption \_\_\_\_\_  
MESC number or reason for exemption \_\_\_\_\_

2. Property Owner information

Owner of records name \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_  
Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Project Location Information

Job Address \_\_\_\_\_  
Between \_\_\_\_\_ and \_\_\_\_\_  
Permanent Parcel Number \_\_\_\_\_

3. Type of Improvement

What work is being done ( in detail ) : \_\_\_\_\_  
What will it be used for ( in detail ) : \_\_\_\_\_  
Dimensions \_\_\_\_\_ ft. by \_\_\_\_\_ ft.  
(width) (length)

4. Cost of project (copy of written contract if applicable) \_\_\_\_\_

5. Contractual agreement (between General Contractor and Home Owner)

Does the contractual agreement with home owner include hiring Sub-Contractors (Electric, Mechanical and Plumbing licensed contractors) ? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Site Plan: Complete the site plan requested on the reverse of this sheet.

7. Affidavit - Please check one

\_\_\_\_\_  
Contractor

I certify and affirm that I am the property or building owner s authorized agent and that I agree to conform to all applicable laws of this jurisdiction. I also certify and affirm that both sides of this application are accurate and complete.

\_\_\_\_\_  
Home Owner -

I hereby execute this affidavit, testifying to a legal exemption for a license number as prescribed the Public Act and Amendment below. By signing this statement, I assume the following responsibilities:

1. The work regulated by this permit must meet zoning and building codes regulations. If a violation exists, the **HOLDER OF THE PERMIT** must improve it to be acceptable.
2. All insurance liability is assumed by the **PERMIT HOLDER**
3. The responsibility for injury to workers also fall on the **PERMIT HOLDER** as homeowner's policies **DO NOT** normally cover worker's compensation claims.
4. **PERMIT HOLDER** must call for and receive approvals for all required inspections (see plan review for required inspections) prior to covering the work and occupying.

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 the 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.

**STATE OF MICHIGAN, PUBLIC ACT 230 REQUIRES FINAL INSPECTIONS AND CERTIFICATE OF OCCUPANCIES ISSUED ON ALL PROJECTS BEFORE OCCUPANCY.**

**PERMITS ARE VALID FOR ONE YEAR ONLY. A PERMIT IS CONSIDERED ABANDONED IF WORK IS SUSPENDED OR HAS NOT BEGUN FOR ANY SIX CONSECUTIVE MONTHS.**

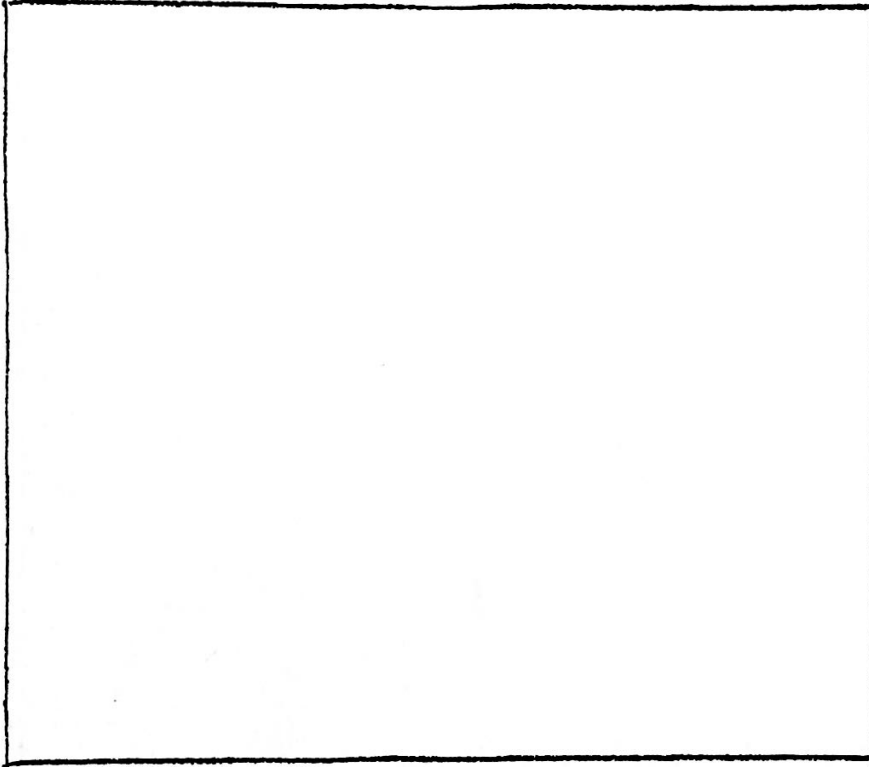
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

**TO AVOID DELAYS IN PROCESSING PERMITS, ALL REQUIRED INFORMATION SHALL BE PROVIDED AT THE TIME OF SUBMITTAL.**

**SITE PLAN:** (Please read carefully and complete). Use the space below or on a separate sheet of paper, to draw a diagram showing all of the following items.

1. The dimensions of the lot or acreage. (all side)
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 distance 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 or wetlands on or near the property.
8. The location of any easements on the property.
9. A north arrow indicating the direction of north.



\*\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

Setbacks: Front \_\_\_\_\_ ft. Rear \_\_\_\_\_ ft. Side Total \_\_\_\_\_ Ind. \_\_\_\_\_  
Lot width \_\_\_\_\_ ft. Lot area \_\_\_\_\_ sq. ft. Living Area \_\_\_\_\_  
Dist. between buildings \_\_\_\_\_ ft. Zoning District \_\_\_\_\_  
Zoning Approved \_\_\_\_\_ denied \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Reason denied \_\_\_\_\_

Permit Application  
Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Reason denied \_\_\_\_\_

# MICHIGAN TOWNSHIP SERVICES MUSKEGON

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Fruitport, MI 49415

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Fax (231) 865-6191

## BUILDING PERMIT INFORMATION (additions, sheds, garages etc.)

The following information is needed to obtain a building permit for additions, sheds, garages etc. (new houses need additional information).

1. A completed **BUILDING PERMIT APPLICATION** form showing:
  - a. A detailed site diagram
  - b. Owner/Contractor/job site/cost information
2. **TWO SETS OF PLANS**(one will be returned to you to be kept on the job site)  
**INCLUDE IN THE PLANS:**
  - a. Foundations
  - b. All significant elevations (side views of what project will look like completed)
  - c. Floor Plans
  - d. Cross section of one wall from footing to peak
  - e. Identify north elevation as (N)Be sure to show all dimensions
3. **TRUSS DIAGRAMS:** if plans call for engineered trusses you must secure engineer approved drawings (prior to placing of trusses) from your truss supplier, sealed and signed or unsealed diagrams with a statement assuming responsibility for the design and quality of their product.
4. **EARTH CHANGE PERMIT:** Either a permit or a waiver is required if your job site is within 500 feet of any stream, lake or wetland. Ponds require planning commission approval and must be in compliance with zoning ordinance. If DPW requires drawings, please submit a copy to Drain Commissioner also.  
Muskegon County Department of Public Works - 231-724-6411  
Muskegon County Drain Commissioner - 231-724-6219  
Ottawa County Drain Commissioner - 616-846-8220  
Soil Erosion - 616-846-8222
5. When you have this information, a permit may be obtained by contacting our office at the address and telephone numbers given at the top of the page.