

# JAMESTOWN CHARTER TOWNSHIP

2380 Riley St., Jamestown, Mi 49427

Ph. 616.896-8376 Fax 616.896-7271



## BUILDING PERMIT APPLICATION

Please complete all items in Section I, II, III, IV, & V

Separate applications must be completed for plumbing, mechanical and electrical permits

### I. Project Information

Project Name		Date				
Address		Lot #				
City	State	Zip				
Parcel #	70	-	18	-	-	-

### II. Identification

#### A.

Owner or Lessee		Telephone	
Street	City	State	Zip

#### B.

Architect or Engineer		Telephone	
Street	City	State	Zip
License #	Exp. Date	Fax #	

#### C.

Contractor		Telephone	
Street	City	State	Zip
Builders Lic. #	Exp. Date	Fax #	
Federal Employer ID #/reason for Exemption			
Worker Comp. Insurance Carrier/reason for Exemption			
MESC Employer #/reason for Exemption			

### III. Type of Improvement

#### A. Improvement

New Building <input type="checkbox"/>	Repair <input type="checkbox"/>	Pre-Manufactured <input type="checkbox"/>
Addition <input type="checkbox"/>	Demolition <input type="checkbox"/>	Relocation <input type="checkbox"/>
Alteration <input type="checkbox"/>	Foundation Only <input type="checkbox"/>	Special Inspection <input type="checkbox"/>

#### B. Review(s) to be performed (Commercial)

Building <input type="checkbox"/>	Electrical <input type="checkbox"/>	Mechanical <input type="checkbox"/>
Plumbing <input type="checkbox"/>	Foundation <input type="checkbox"/>	

# Jamestown Charter Township

## Building Permit Application - P. 2

### IV. - Proposed Use of Building

#### A. - Residential

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> One Family           | <input type="checkbox"/> Residential Acc. Bld. | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Two Family           | <input type="checkbox"/> Attached Garage       | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Three or More Family | <input type="checkbox"/> Detached Garage       | _____                                  |

#### B. - Commercial/Industrial

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Amusement/Recreation   | <input type="checkbox"/> Hospital Institutional     | <input type="checkbox"/> Store/Mercantile |
| <input type="checkbox"/> Church/Religious Bld.. | <input type="checkbox"/> Office/Bank/Professional   | <input type="checkbox"/> Tanks, Towers    |
| <input type="checkbox"/> Industrial             | <input type="checkbox"/> Public Utility             | <input type="checkbox"/> Other: _____     |
| <input type="checkbox"/> Service Station        | <input type="checkbox"/> Restaurant/Eating Facility | _____                                     |

Number of Stories \_\_\_\_\_, Number of Occupants \_\_\_\_\_

Construction Type \_\_\_\_\_ Use Group \_\_\_\_\_

#### C. - Specifications

##### Construction Type

- |                                     |  |                                       |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Wood Frame | <input type="checkbox"/> Structural Steel    | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Masonry    | <input type="checkbox"/> Reinforced Concrete | _____                                 |

##### Foundation Type

- |                                   |  |                                       |
|-----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Wolmanized Wood | <input type="checkbox"/> Other: _____ |
|-----------------------------------|--|---------------------------------------|

##### Building Size

Width \_\_\_\_\_ feet Length \_\_\_\_\_ feet

##### Floor Square Feet

1st Floor \_\_\_\_\_ sq. ft. 2nd Floor \_\_\_\_\_ sq. ft.  
3rd Floor \_\_\_\_\_ sq. ft. Area to be Remodeled \_\_\_\_\_ sq. ft.  
Finish Basement \_\_\_\_\_ sq. ft. Attached Garage \_\_\_\_\_ sq. ft.

##### Heating and Cooling

- |                  |                                     |                                    |   |                                      |
|------------------|-------------------------------------|------------------------------------|---|--------------------------------------|
| Principle Fuel   | <input type="checkbox"/> Gas        | <input type="checkbox"/> Oil       | <input type="checkbox"/> Electric                 | <input type="checkbox"/> Other _____ |
| Type of Unit     | <input type="checkbox"/> Forced Air | <input type="checkbox"/> Hot Water | <input type="checkbox"/> In-Floor Heat (Basement) |                                      |
| Air Conditioning | <input type="checkbox"/> Yes        | <input type="checkbox"/> No        |   |                                      |

Estimated cost of erecting, repairing or remodeling (**including** cost of plumbing, heating, electric wiring and all material and labor whether by owner or by contract):

\$ \_\_\_\_\_

# Jamestown Charter Township

## Building Permit Application - P. 3

### V. Applicant Information and Signature

Applicant is responsible for payment of all fees and charges applicable to this application and must provide the following information:

Applicant Name:		Address:	
City:	State:	Zip code:	Telephone:

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 the application as his/her authorized agent. We, also, 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 PA230, MCL 125.1523A 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.

I assume responsibility for contacting the Township for all required inspections required for the permit(s) requested.

Applicant Signature:  _____
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### VI. - Validation : For Building Inspector Use Only

Use Group \_\_\_\_\_ Base Fee \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Type of Construction \_\_\_\_\_ # of Inspections \_\_\_\_\_

Inspectors Signature:  _____	
Title:	Date:

# Jamestown Charter Township

## Building Permit Application

Check-List

Check-List

Submit	Not Required	Item
		<p><b>Water Approval and Sewage Disposal System:</b>                      Permit is issued by Ottawa County Environmental Health Dept. Telephone # 616.393.5645. <b>If public water or sewer area, proof of paid assessment is required from Twp. Clerk.</b></p>
		<p><b>Legal Description - Proof of Ownership:</b>                      If not already on the Township records, a legal document will be required for a recent transfer of ownership.</p>
		<p><b>Site Plan: Approved by Zoning Administrator</b>                      Location of building and sewage system on property (per ordinance setbacks for front, side and rear yards.)                      Show existing and proposed buildings on the property...size location, etc., along with measurements between buildings and the distance from the proposed structure to all four property lines.</p>
		<p><b>Building Plans:</b>                      Floor plans, elevations and a typical wall section which must show all building materials planned, along with the size and spacing of each.</p>
		<p><b>Truss Design:</b>                      If floor or roof trusses are used, detailed truss drawings supplied by the truss designer and/or supplier must be submitted at rough inspection.</p>
		<p><b>Cost:</b>                      Total cost of project, including all labor.</p>
		<p><b>Builder's License:</b>                      A copy of the contractor's Michigan State Registered Builder's License.</p>
		<p><b>Driveway Permit - Ottawa County:</b>                      Permit must be obtained from the Ottawa County Road Commission for all driveways off public streets-phone 616.842.5400.</p>
		<p><b>Driveway Permit - Jamestown Township:</b>                      Permit must be obtained from the Township for all driveways with unique characteristics (Bridges, shared driveways, etc.) or a driveway over 300 feet long.</p>
		<p><b>Soil Erosion Permit:</b>                      Required of all properties within 500 feet of a lake or stream.</p>
		<p><b>Flood Plains &amp; Wetlands:</b>                      Applies only to some lake and river front property. Information available at the Township Office.</p>
		<p><b>Michigan Energy Calculations:</b>                      Verification that they meet State requirements.</p>