Laketown Township
4338 Beeline Rd. Holland, MI 49423
616-335-3050 office@laketowntwp.org

APPLICATION
BUILDING PERMIT
BUILDING/ZONING DEPT

FOR OFFICE USE
PERMIT #: _____
PARCEL #: _____
SECTION #: _____
DATE OF PMT:

ATTACHMENTS *(see instructions on back):*

_____ **Building Plans (required - two sets to scale).**
_____ Energy Code Compliance Certificate or equiv.
_____ Driveway Permit, Allegan County.
_____ Earth Change/Soil Erosion & Sedimentation Control (SESC) Permit, Allegan County.
_____ Sewage and Well Permit, Allegan County.
_____ Environment, Great Lakes & Energy (EGLE) Permit or Determination Letter.
_____ Wetlands, High Risk Erosion, Critical Dunes Permit, State of Michigan.

_____**Site Plan (required).**
_____Homeowners Affidavit
Road Commission, 269-673-2184
Health Dept. 269-673-5411
Health Dept. 269-673-5411
www.michigan.gov/egle
State of Michigan 269-568-2693

OWNER INFORMATION

Name: _____ Phone: _____
Email: _____
Address: _____
Job Address: _____
Description of Work: _____

PROPERTY INFORMATION

Zoning: _____

Lot Dimensions: Width _____ Depth _____
Setbacks: Front _____ Rear _____ Side _____/_____
Building Size (sq.ft.): Basement_____ Ground Floor _____ 2nd Floor _____
Garage _____ Deck _____ Add'l Floor _____
Building Dimensions: _____ Side Wall Height _____ Avg. Bldg. Height _____
Project Cost (including labor) *$_____ P.U.D. Fee $_____ Permit Fee $_____ Total $_____

CONTRACTOR INFORMATION - attach Homeowners Affidavit if applicable.

Name: _____ Phone: _____
Contact Person: _____ Email:_____
Address: _____
License #: _____ Expiration Date: _____ Federal ID #: _____
MESC Employer #: _____ Workers Comp. Carrier or Reason for Exemption _____

If I am not the owner, I 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 the owner's authorized agent. I certify that the Laketown Township staff and officials are authorized to inspect this project at their discretion. I agree to conform to all applicable laws of the Township of Laketown, County of Allegan, and the State of Michigan. I acknowledge that receipt of this permit does not guarantee that the lot in question is buildable or that I am in compliance with all other requirements of the law. All information submitted on this application is accurate to the best of my knowledge.

Section 23A of the State Construction Code Act #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.

Applicant must call for inspector approval for construction work to be considered complete.
BUILDING INSPECTOR: RYAN CAPSON (616) 346-0046

_____ _____ _____ _____
Applicant Signature *Date* *Zoning Official Signature* *Date*

Referred to: _____ Planning Commission
_____ Board of Appeals
Hearing Date: _____

_____ _____
Building Official Signature *Date*

REQUIREMENTS NEEDED TO OBTAIN A BUILDING PERMIT

1) Complete a Building Permit Application. Forms are at the township office or go to www.laketowntwp.org.
2) Attach a site plan showing:
   a. Lot size
   b. Proposed construction and dimensions
   c. Setbacks from road right-of-way, side yards, rear yard
   d. Position of well, septic system, driveway, electrical and gas equipment, etc.
   (A current survey sheet which is overdrawn, or a separate sheet of paper can be used for the diagram).
3) Building Plans - two complete sets. One set will be returned to you after application review and approval and should always be kept at the job site for reference by contractors and inspectors.
   (A residence over 3500 sq. ft. or a commercial/industrial building requires sealed plans).

ADDITIONAL PERMITS THAT MAY BE REQUIRED:

4) A copy of the sewage and well permit from Allegan County Health Dept. The Health Department also assigns house numbers to new residences. Ask them for an application.
5) Driveway permit from the Allegan County Road Commission. They will let you know if a culvert is needed.
6) Copy of permit from the Environment, Great Lakes, and Energy Dept (EGLE), formerly DEQ or DNR. Required for Wetland, stream, and/or Lake Michigan High Risk Erosion & Critical Dunes areas.
7) Energy Code Compliance Certificate or equivalent.
8) Earth Change Permit - Allegan County Health Dept. A permit is required whenever an earth change will take place within 500 feet of a lake or stream and/or disturbs one or more acres of land.
9) Depending upon the scope of project:
   a. Electrical Permit - Laketown Township Office, for inspections Jeff Nyboer 616-610-2897
   b. Mechanical Permit - Laketown Township Office, for inspections call Bob Modreske 616-477-4940
   c. Plumbing Permit - Laketown Township Office, for inspections call Bob Modreske 616-477-4940

The owner, contractor, and/or agent is responsible for contacting the proper inspector at each stage of the construction process. Please call inspector prior to the next construction stage and allow sufficient time to complete the inspection.

CONVENTIONAL (House, Garage, Addition, Access. Bldg.)

1) Site Inspection* (before issue of permit)
2) Footing Forms (before pouring concrete)
3) Foundation Walls (before backfilling but after coating and drain tile)
4) Frame (after rough-in electrical, plumbing, and mechanical; before insulation & wall covering
5) Rough-in Insulation (before covered)
6) Electrical (before covered)
7) Plumbing (before covered)
8) Mechanical (before covered)
9) Final (when project is completed)

PRE-MANUFACTURED (Modular/Double Wide)

1) Site Inspection* (before issue of permit)
2) Footing, Pillar, Slab forms (before pouring concrete)
3) Foundation Walls (before backfilling if on basement or crawl space)
4) Pillars and Tie Downs (before skirting)
5) Electrical (before covered)
6) Plumbing (before covered)
7) Mechanical (before covered)
8) Final (when project is completed)

Building permits may take up to 10 days to issue depending on the complexity of the project. Failure to obtain a permit before construction begins may result in a fine. An Occupancy Permit must be issued BEFORE use or occupancy of the building and AFTER all final inspections are completed and approved by each individual inspector.

***Underreporting costs of a project may result in additional fees. Fees will be assessed if the cost reported on an application varies by more than 10% below the township assessor's estimation of costs after the completion of the project. Future permits will not be issued until all fees are paid.**

****A site inspection may be necessary depending upon factors such as size and location of the lot, type of soil, location of lot lines (if current survey is available) etc. The Zoning Administrator and/or Building Official will determine if necessary.**

*****Occasionally plumbing, electrical, and mechanical systems may be encased in concrete; please contact appropriate inspector prior to covering.**