

ROBINSON TOWNSHIP

12010 – 120th Avenue

Grand Haven, MI 49417

Phone: 1 - 616-846-2210

Fax: 1 - 616-846-2369

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

IMPORTANT – Applicant to complete all items in sections: I, II, III, IV, and V

I. LOCATION OF BUILDING	At (LOCATION) _____ ZONING DISTRICT _____
	BETWEEN _____ AND _____
	SUBDIVISION _____ LOT _____ BLOCK _____ SIZE _____

II. TYPE AND COST OF BUILDING – All applicants complete Parts A – D

A. TYPE OF IMPROVEMENT 1 <input type="checkbox"/> New Building 2 <input type="checkbox"/> Addition (if residential, enter number of new housing units added, if any, in Part D, 13) 3 <input type="checkbox"/> Alteration (See 2 above) 4 <input type="checkbox"/> Repair, replacement 5 <input type="checkbox"/> Wrecking (if multifamily residential, enter number of units in building in Part D, 13) 6 <input type="checkbox"/> Moving (relocation) 7 <input type="checkbox"/> Foundation only	D. PROPOSED USE –(For “Wrecking”-most recent use) Residential 12 <input type="checkbox"/> One family 13 <input type="checkbox"/> Two or more family Enter number of units _____ 14 <input type="checkbox"/> Transient hotel, motel, or dormitory Enter number of units _____ 15 <input type="checkbox"/> Garage 16 <input type="checkbox"/> Carport 17 <input type="checkbox"/> Other – Specify _____ _____ _____	Non – Residential 18 <input type="checkbox"/> Amusement, recreation 19 <input type="checkbox"/> Church, other religious 20 <input type="checkbox"/> Industrial 21 <input type="checkbox"/> Parking garage 22 <input type="checkbox"/> Service station, repair garage 23 <input type="checkbox"/> Hospital, institutional 24 <input type="checkbox"/> Office, bank, professional 25 <input type="checkbox"/> Public Utility 26 <input type="checkbox"/> School, library, other educational 27 <input type="checkbox"/> Stores, mercantile 28 <input type="checkbox"/> Tanks, towers 29 <input type="checkbox"/> Other-Specify _____ _____
B. OWNERSHIP 8 <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.) 9 <input type="checkbox"/> Public (Federal, State, local government)	C. COST (Omit Cents) 10 Cost of improvement..... \$ _____ To be installed but not included in the above cost a Electrical..... _____ b Plumbing..... _____ c Heating, Air Conditioning..... _____ d Other (elevator, etc.)..... _____ 11 Total Cost Of Improvement... \$ _____	
Non-Residential – Describe in detail proposed use of building (i.e., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at Industrial plant). If use of existing building is being changed, enter proposed use. _____ _____ _____ _____		

III. SELECTION CHARACTERISTICS OF BUILDING – For new buildings and additions, complete Parts E – L for wrecking, complete only Part J, for all other skip to IV

E. PRINCIPAL TYPE OF FRAME 30 <input type="checkbox"/> Masonry (wall bearing) 31 <input type="checkbox"/> Wood frame 32 <input type="checkbox"/> Structural steel 33 <input type="checkbox"/> Reinforced concrete 34 <input type="checkbox"/> Other – Specify _____	G. TYPE OF SEWAGE DISPOSAL 40 <input type="checkbox"/> Public or private company 41 <input type="checkbox"/> Private (septic tank, etc.)	J. DIMENSIONS 48 Number of stories..... _____ 49 Total square feet of floor area., all floors, based on exterior dimensions _____ 50 Total land area, sq. _____
	H. TYPE OF WATER SUPPLY 42 <input type="checkbox"/> Public or private company 43 <input type="checkbox"/> Private (well, cistern)	K. NUMBER OF OFF-STREET PARKING SPACES 51 Enclosed..... _____ 52 Outdoors..... _____
	F. PRINCIPAL TYPE OF HEATING FUEL 35 <input type="checkbox"/> Gas 36 <input type="checkbox"/> Oil 37 <input type="checkbox"/> Electrical 38 <input type="checkbox"/> Coal 39 <input type="checkbox"/> Other-Specify _____	I. TYPE OF MECHANICAL Will there be central air conditioning? 44 <input type="checkbox"/> yes 45 <input type="checkbox"/> no Will there be an elevator? 46 <input type="checkbox"/> yes 47 <input type="checkbox"/> no

IV. IDENTIFICATION – To be completed by all applicants.

Name		Mailing address- Number, street, city, and state	Zip code	Day Time Tel. No.
1. Owner or Lessee				
2. Contractor				
3. Architect or Engineer				

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 this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of applicant	Address	Application date
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State License No. _____

Federal Employer ID Number or Reason for Exemption _____

Workers Compensation Insurance Carrier or Reason for Exemption _____

MESC Employer Number or Reason for Exemption _____

HOMEOWNERS AFFIDAVIT

I Hereby certify the building work on this permit shall be installed by myself in my own home in which I am living or about to live in. All work shall be installed in accordance with the MBC Michigan Building Code and the MRC Residential Code and shall not be enclosed, 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 for necessary inspections.

“Section 23a of the state construction code act of 1972, 1972 PA 230, 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.”

Signed: _____

V. VALIDATION

Building Permit Number _____

Building Permit Issued _____ date _____

Building Permit Fee \$ _____

Certificate of occupancy \$ _____

Drain Tile \$ _____

Plan Review Fee \$ _____

FOR DEPARTMENT USE ONLY

Use Group _____

Fire Grading _____

Live Loading _____

Occupancy Load _____

Approved by: _____

TITLE

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APPLICATION FORM: ZONING CERTIFICATE OF COMPLIANCE

Applicant _____

Address _____

City _____ **State** _____ **Zip** _____

Property Owner _____

Property Address _____

Parcel Number _____ **Proof of Ownership** _____

Intended Use of Land/Structure _____

Type of Structure _____ **Size of Structure** _____

Location from: Front Lot Line _____ **Rear Lot Line** _____

Side Lot Line _____ **Side Lot Line** _____

Additional Buildings/Structures on Lot/Parcel _____

I/we hereby certify that the above information is correct and accurately reflects the intended use of this lot/parcel or building/ structures. I/we understand that any change in the use of this lot/parcel, building or structure will require re-certification of Zoning compliance.

Date _____ **Signed** _____

Date _____ **Signed** _____

For Department Use Only

Original Submission Date: _____

Revisions: _____

Zoning District _____

Size of Parcel _____

Compliance: _____ Non – Compliance: _____

ROBINSON TOWNSHIP

RESIDENTIAL BUILDING PERMIT INFORMATION

The following materials and documents are required in order for you to obtain a Building Permit:

1. COMPLETED BUILDING PERMIT APPLICATION:
 - A. MUST BE COMPLETED IN FULL
 - B. DETAILED SITE DIAGRAM

2. PROOF OF OWNERSHIP:
 - A. A deed or land contract (must be recorded at Ottawa County Register of Deeds) for new homes. Property tax statement for garages, pole barns, residential additions, or pools.
 - B. PERMANENT PARCEL NUMBER indicating that your parcel is split from any other non-vacant parcels. **MUST BE RECORDED WITH THE COUNTY AND LOCAL UNIT OF GOVERNMENT.**

3. SURVEY DRAWING OF JOB SITE.

4. TWO COMPLETE SETS OF CONSTRUCTION PLANS DRAWN TO SCALE:
 - A. Foundations – show depth of footing.
 - B. All significant elevations (side views).
 - C. Floor plans for all floors, including basement.
 - D. Cross-section of one wall from footing to peak.
 - E. North elevation identified as (N).

5. WELL AND SEPTIC PERMIT:

This permit can be obtained from the Ottawa County Environmental Health Department, 12251 James Street, Suite 200, Holland, MI 49424, Phone number (616) 393-5645.

6. DRIVEWAY PERMIT:

This permit can be obtained from the Ottawa County Road Commission (616) 842-5400.

7. TRUSS DIAGRAM:

Manufactured truss diagrams are required for any plans that call for engineered trusses. These plans can be obtained from your truss supplier. **TRUSS DIAGRAMS MUST BE TURNED IN TO THIS OFFICE BEFORE A BUILDING PERMIT IS ISSUED.**

8. ENERGY CODE CALCUATIONS:

State law requires a minimum level of energy efficiency in new residential structures. REScheck is available online at www.energycodes.gov or your lumberyard may be able to assist you with REScheck or another system that calculates the necessary insulation requirements. **YOUR COMPLIANCE REPORT MUST BE SUBMITTED AT THE TIME OF APPLICATION WHERE APPLICABLE.**

9. SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT:

State law requires that you obtain a Soil Erosion and Sedimentation permit if your job site is within 500 feet of a lake or stream, or if you will be clearing over 1 acre for a new job site. You may contact Mike Munch in Ottawa County at (616) 994-4530.

Your Building Permit Application is subject to zoning approval based on local Zoning Ordinance provisions. Normally, a Building Permit may be obtained when all documents and materials are presented to the Building Inspector and zoning approval is granted.

Inspections are done Monday's, Wednesday's and Friday's. It is the permit holder's responsibility to arrange access to the inspection site.