Name	Phone #

Building Permit Application

Marcellus Township

Michigan Township Services Southwest

125 North Davis
Vicksburg, MI 49097
1(800) 468-7170 (269) 345-0120 (269) 649-0626 Fax (269) 649-2127
Open Monday - Friday, 8:00 a.m. - 4:00 p.m.

WWW.MTSSW.COM

BUILDING PERMIT Application

MARCELLUS TOWNSHIP

Fee:

DO NOT FAX APPLICATION

All Pages of Application MUST BE SUBMITTED.

I. Job Site Information

Project Name	Address		
Village / city	Township	County	Zip Code
Nearest Crossroads (Between) (And)			
Land Parcel #	Zoning Classification		

II. Identification

A. Owner or Lessee

Name	Address		
City	State	Zip Code	Telephone Number

B. Architect/Engineer

Name	Address		
City	State	Zip Code	Telephone Number
License Number		Expiration Date	

C. Contractor

Name	Address		
City	State	Zip Code	Telephone Number
Builders License Number		Expiration Date	
Federal Employer ID Number or Reason for Exemption			
Workers Comp Insurance Carrier or Reason for Exemption			
MESC Employer Number or Reason for Exemption			

III. Type of Improvement and Plan Reviews

A. Type of Improvement

1. ☐ New Building
2. ☐ Addition
3. ☐ Alteration
4. ☐ Repair
5. ☐ Demolition
6. ☐ Mobile Home Set-up
7. ☐ Foundation Only
8. ☐ Pre-manufacture
9. ☐ Relocation
10. ☐ Other

B. Reviews to be Performed

☐ Building ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Other

Total Project Cost $ _____ .00

125 North Davis
Vicksburg, MI 49097
1(800) 468-7170 (269) 345-0120 (269) 649-0626 Fax (269) 649-2127

DO NOT FAX APPLICATION

All Pages of Application MUST BE SUBMITTED.

IV. Project Information

A. Residential

1. ☐ Single Family
2. ☐ Two or More Family
   # of Units _____
3. ☐ Attached Garage
4. ☐ Detached Garage
5. ☐ Pole Building
6. ☐ Other

B. Non-Residential

1. ☐ Amusement
2. ☐ Church, Religion
3. ☐ Industrial
4. ☐ Parking Garage
5. ☐ Service Station
6. ☐ Hospital, Institutional
7. ☐ Office, Bank, Professional
8. ☐ Public Utility
9. ☐ Library, Educational
10. ☐ Store, Mercantile
11. ☐ Tanks, Towers
12. ☐ Other

Non-residential: Describe in detail the proposed use of building (use a separate page if needed)

_____

_____

V. Characteristics of Building

A. Principal Type of Frame

1. ☐ Masonry, Wall Bearing 2. ☐ Wood Frame 3. ☐ Structural Steel 4. ☐ Reinforced Concrete 5. ☐ Other

B. Principal Type of Foundation

1. ☐ Poured Wall 2. ☐ Block 3. ☐ Wood 4. ☐ Pole 5. ☐ Other_____

C. Principal Type of Heating

1. ☐ Gas 2. ☐ Oil 3. ☐ Electric 4. ☐ Coal 5. ☐ Wood 6. ☐ Other

D. Type of Sewage Disposal

1. ☐ Public or Private Sewer Company 2. ☐ Septic System

E. Type of Water Supply

1. ☐ Public or Private Water Company 2. ☐ Private Well or Cistern

F. Type of Mechanical

1. Will there be Air Conditioning? ☐ Yes ☐ No 2. Will there be Fire Suppression? ☐ Yes ☐ No

G. Dimensions/ Data

1. # of Stories _____
2. Use Group _____
3. Const. Type _____
4. # of Occupants_____
5. _____Ft. X _____Ft. X _____
   (Width) (Length) (Height)

6. Floor Area:

	Existing	Alterations	New
Basement	_____	_____	_____
1st & 2nd Floor	_____	_____	_____
Garage	_____	_____	_____
Pole Barn	_____	_____	_____
Total Area	_____	_____	_____

H. Number of Off Street Parking Spaces

1. ☐ Enclosed _____ 2. ☐ Outdoors _____

I. Are you within 500 feet of any Lakes, Streams, or Wetlands? Are you moving more than 1 Acre of Dirt ?

1. ☐ YES ☐ NO 2. ☐ YES ☐ NO

VI. Applicant Information

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

Name			Telephone #
Address	City	State	Zip Code
Federal I.D. #			

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/her authorized agent, and we agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the state relation to person who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

SIGNATURE of APPLICANT _____ **Date:**_____

125 North Davis
Vicksburg, MI 49097
1(800) 468-7170 (269) 345-0120 (269) 649-0626 Fax (269) 649-2127

DO NOT FAX APPLICATION

All Pages of Application MUST BE SUBMITTED.

Radon Affidavit: (to be signed for all residential dwellings)
I hereby certify that a radon ventilation system will be properly installed in this dwelling in accordance with the Michigan Residential Code, Appendix F.

Signature: _____ Date:_____

Do Not Write Below This Line

VII. Local Governmental Agency To Complete The Following

Environmental Control Approvals

	Required?	Approved	Date	Number	BY
Zoning	☐ Yes ☐ No				
Fire District	☐ Yes ☐ No				
Pollution Control	☐ Yes ☐ No				
Noise Control	☐ Yes ☐ No				
Soil Erosion	☐ Yes ☐ No				
Flood Zone	☐ Yes ☐ No				
Water Supply	☐ Yes ☐ No				
Septic System	☐ Yes ☐ No				
Variance Granted	☐ Yes ☐ No				
Other	☐ Yes ☐ No				

VIII. Validation – Office Use Only

Use Group _____
Type of Construction _____ # of Inspections _____
Square Feet _____

☐ Approved ☐ Not Approved

Signature of Official

Reason Not Approved:

Date:

IX. Notes – Office Use Only

Do Not Write Above This Line

125 North Davis
Vicksburg, MI 49097
1(800) 468-7170 (269) 345-0120 (269) 649-0626 Fax (269) 649-2127

DO NOT FAX APPLICATION

All Pages of Application MUST BE SUBMITTED.

IX. Site or Plot Plan – For Applicant Use

Scale 1 =

Do Not Write Below This Line				
Front	Back	Side	Width	Area
Distance Between Build.	Living Area	Average Lake Side Setback	Zoning Classification	
☐ Not Approved	☐ Approved	Reason Not Approved		
Signature	Date			

125 North Davis
Vicksburg, MI 49097
1(800) 468-7170 (269) 345-0120 (269) 649-0626 Fax (269) 649-2127

The American Institute of Building Design suggests the following as a minimum standards guide for checking and evaluating plans.

The information contained here is intended to establish minimum, general standards for light construction. All plans must also meet the requirements of all local building departments, codes and other agencies as may be required.

DRAWINGS

These shall be accurately drawn to scale not less than indicated below and should include shading, cross hatching, and stippling as is considered acceptable by professional standards (Architectural Graphics Standards).

SITE PLANS: Scale 1"= 20'

- ☐ Show all lot lines (w/ measurements), streets and north arrow. (ALL MEASUREMENTS MUST BE READABLE)
- ☐ Show all set backs and easements. (ALL MEASUREMENTS MUST BE READABLE)
- ☐ Locate house and show width of front, rear, and side yards. (ALL MEASUREMENTS MUST BE READABLE)
- ☐ Show all walks, drives, steps, decks, terraces, retaining walls, garages, carports, barns, and any other structures along with their measurements. (ALL MEASUREMENTS MUST BE READABLE)
- ☐ Show all existing and finish grade elevations at corners of house and finished floor elevations, when required.
- ☐ Show existing sewer elevations at four corners of lot, when required.
- ☐ Show invert sewer elevation or septic tank location and layout of drain field.
- ☐ If wells are involved, show location.
- ☐ Show all drainage swales, when required.

FOUNDATION PLAN

Scale ¼"=1'0"; (In the event engineering data requirements have been waived, indicate the assumed conditions that the system has been designed for as a footnote).

☐ WOOD FLOOR

1. Complete dimensions (verify with floor plan).
2. Show size, direction and spacing of floor joist.
3. Show location and size of all double joists.
4. Show location and size of all sills or girders.
5. Show location and size of all piers or pipe columns plus footings and size.
6. Show location and size of any "I" beam and/or laminated wood beams.
7. Show location and size of all foundation vent, access doors, windows, and doors.
8. Show all light fixtures, receptacles, and switches where applicable.
9. Show size, material, and finish of foundation walls.

☐ SLAB FLOOR

10. Complete dimensions (verify with floor plan).
11. Show slab thickness, type, and thickness of fill, membrane vapor proofing, and welded wire mesh (size and gauge).
12. Show all grade beams, location and size reinforcing.
13. Show location of all plumbing fixtures, if not shown on additional plumbing plan.

FLOOR PLANS: Scale ¼"=1'0"

- ☐ Complete dimensions (verify with foundation plan).
- ☐ Name all rooms and closets.
- ☐ Show all garages, carports, porches, decks terraces, stoops, and steps.
- ☐ Show location, size and swing of all doors
- ☐ Show location and size of all windows.
- ☐ Show location of all plumbing fixtures to scale.
- ☐ Show layout of all cabinets and vanities, bookcases, wet bars, desks, including all appliances, and venting.
- ☐ Show all light fixtures receptacles and switches, TV, phone, special purpose outlets, whole house fans, paddle fans, bath fans, and hood fans. (cont'd next page)

All Pages of Application MUST BE SUBMITTED. DO NOT FAX APPLICATION

125 North Davis
Vicksburg, MI 49097
1(800) 468-7170 (269) 345-0120 (269) 649-0626 Fax (269) 649-2127

All Pages of Application MUST BE SUBMITTED. DO NOT FAX APPLICATION

- ☐ Show size, direction and spacing of joist framing members that relate to joist headers.
- ☐ Show all stairs, indicating rise, run, number of treads, including all handrails.
- ☐ Show all disappearing stairs and/or attic access.
- ☐ Window and door sizes may be shown on a separate schedule, if on same page as floor plan.

ELEVATIONS: Scale ¼"=1'0"

- ☐ Show front elevation. Both sides and rear elevations may be shown in scale of 1/8"=1'0".
- ☐ Show all opening, windows, doors, etc.
- ☐ Show all wall finishes material.
- ☐ Show all finished floor and ceiling heights.
- ☐ Show all roof pitches.
- ☐ Show all overhangs of all eaves and rakes.
- ☐ Show all flashing.
- ☐ Show all gutters and down sprouts.
- ☐ Show all crickets and or saddles.
- ☐ Show all foundations, vents and access doors

CROSS SECTIONS: Scale 3/8= 1'0" (or larger)

- ☐ Show fully dimensioned cross section through exterior wall including all details of construction from bottom of footing to highest point of roof.
- ☐ Show fully dimensioned cross section through stair well, landings, and stairs, showing all headroom, stringer cut, tread width, riser height, hand rails, and surrounding construction, if applicable
- ☐ Show fully dimensioned cross section of masonry fireplace, including footing, throat, damper, wind shelf, flue and hearth construction.

DETAILS: Scale 3/8=1'0" (or larger)

- ☐ Show elevation, section, and sizes, including back slash, toe space, and shelving of all kitchen cabinets, vanities, book shelves, wet bars, and desks.
- ☐ Show details of all critical points of construction, special millwork, special structural items or unusual combination of material.

H.V.A.C. SYSTEMS (Optional drawing when furnished): Scale ¼"=1'0"

- ☐ Show heat loss and hear gain for each room.
- ☐ Show supply and return duct layout including size of duct, size of register and return
- ☐ Show total hear loss and heat gain for house and size of heating and cooling equipment.
- ☐ Show location of thermostat.
- ☐ Calculate heat loss and heat gain through all vertical surfaces, floors, ceilings, and window and door openings and infiltration.
- ☐ Show inside and outside design temperature used and design temperature difference.
- ☐ Show "R" values used for floors. Walls, and ceiling.
- ☐ All calculations should be taken from Manual "J".

SPECIFICATIONS:

- ☐ Some appropriate form of specifications should be furnished to clients. These could be FHA or VA "Description of Material" forms to be completed by the owner and builder, or the designer could complete these for the client. If you wish to furnish your own specifications, they must contain at least the information stated on the FHA or VA forms.
- ☐ Show size, direction and spacing of joist framing members that relate to joist headers.
- ☐ Show all stairs, indicating rise, run, number of treads, including all handrails.
- ☐ Show all disappearing stairs and/or attic access.
- ☐ Window and door sizes may be shown on a separate schedule, if on same page as floor plan

125 North Davis
Vicksburg, MI 49097
1(800) 468-7170 (269) 345-0120 (269) 649-0626 Fax (269) 649-2127

DO NOT FAX APPLICATION

All Pages of Application MUST BE SUBMITTED.

Required Checklist For Obtaining Building Permits From Michigan Township Services, SW

When Applicable, copies of all of the following must be submitted before Building Permit is Issued.

Residential Structures

(One and Two family residential with *less* than 3,500 sq. ft.)

- ☐ **Application for Building Permit and Plan Examination**
- ☐ **Minimum Three (3) sets of plans** that follow the requirements on pages 5 & 6, and include the following: **(Plan Copies can be made at our office for an additional charge.)**
  - **Foundation and Floor Plans**
  - **Roof and Wall Section**
  - **Building Elevations**
  - **Site Plan**
  - **BE SURE TO SHOW ALL DIMENSIONS**
- ☐ **Environmental Health Permits –** not required for public water and sewer
  - ☐ **Septic System**
  - ☐ **Well System**

  In Kalamazoo County, Environmental Health – (269) 373-5210
  In St. Joseph County, Environmental Health – (269) 273-2161
  In Cass County, Environmental Health – (269) 782-7007
  In Van Buren County, Environmental Health – (269) 657-5596
- ☐ **Driveway/Sidewalk Permit** – Call the road commission for a permit to install a culvert or a waiver. **In cities, call the city hall** for curb cuts and sidewalk requirements.
  Kalamazoo County Road Commission – (269) 381-3171
  St. Joseph County Road Commission – (269) 467-6393
  Cass County Road Commission – (269) 445-8611
- ☐ **Truss Diagrams –** If house plans call for engineered trusses you must secure engineer approved drawings from the truss supplier, one set for each type of truss used. **(these may be submitted once received from manufacturer)**
- ☐ **Proof of Ownership –** The **ONLY** proof of ownership accepted is either a copy of the **Registered Deed** or a copy of the **Tax Bill**.
- ☐ **Soil Erosion Permit –** Either a permit or a waiver from the **County Soil Erosion Department** is **Required** for jobsites within **Five Hundred (500) Feet** of any **Lake**, **Stream**, or **Wetlands of the State**; **OR** if one **(1) acre of dirt** or more is being moved.
  Kalamazoo County Drain Commission – (269) 384-8117
  St. Joseph County Conservation District – (269) 467-6336
- ☐ **Zoning Must Be Checked –** Your plans must be checked for compliance with the ordinances of the Township or Village where the job is located. **A Site Plan must be submitted with all the requirements that are listed on Page 5. All Requirements Must Be Fulfilled or Site Plan Will Not Be Accepted.**

Commercial Structures

(Including One and Two family residential with *more* than 3,500 sq. ft.)

Requires same items as Residential structures with the following changes.

- ☐ **Minimum Three (3) sets of plans and specifications,** with **original signature and seal of an architect or professional engineer registered in the state of Michigan.**
- ☐ **$ 100.00 Deposit** for commercial plan review.

125 North Davis
Vicksburg, MI 49097
1(800) 468-7170 (269) 345-0120 (269) 649-0626 Fax (269) 649-2127