

BUILDING PERMIT APPLICATION REQUIREMENTS

The following information is required to be submitted to the Township before a building permit can be issued. If you have questions, contact the Township Building Inspector at (616) 399-6121.

- **Well/Water Approval and Sewage Disposal System.** Permits for private wells and septic systems from Ottawa County Environmental Health Department required: phone 616-393-5645. Permits for water and sewer in the Tradewinds and The Corners developments are issued by Ottawa County Road Commission Public Utilities Department: phone 616-850-7207.
- **Proof of Ownership.** If not already in township records, a legal document will be required for a recent transfer of ownership.
- **Site Plan.** Location of building and sewage system on property (per ordinance setbacks for front, side & rear yards). Show existing and proposed buildings on the property and measurements between buildings and the distance from the proposed structure to all property lines.
- **Building Plans.** Provide one set of plans, which will be returned to you. Drawings must show floor plans, elevations, a typical wall section and all building materials planned, with size and spacing of each.
- **Truss Design.** If floor or roof trusses are used, detailed truss drawings supplied by the truss designer and/or supplier must be submitted.
- **Cost.** Total cost of project, including all labor.
- **Builders License.** A copy of the contractor's Michigan State Registered Builders License.
- **Driveway Permit.** Must be obtained for all driveways off of public roads from the Ottawa County Road Commission: phone 616-842-5400.
- **Street Numbers are issued by the township assessor.** Please submit a site plan showing the house location on the site, and your contact information to the township office.
- **Critical Dunes.** High Risk Erosion Areas, Wetlands and Floodplains. Applies only to some lake and river front properties. Permits from Michigan Department of Environmental Quality (MDEQ) when required must be submitted. Phone 616-356-0207.
- **Soil Erosion Permit.** This is required for all properties within 500 feet of a lake or stream. Call 616-994-4528.
- **Michigan Energy Calculations.** Information must be provided that shows that all current state requirements are met.

**APPLICATION FOR BUILDING PERMIT
PORT SHELDON TOWNSHIP**

16201 Port Sheldon Street West Olive MI 49460
616-399-6121 info@portsheldontwp.org

Parcel # 70-11-_____ Job Address _____ Lot # _____
Owners Name _____ Phone _____
Owners Address _____ City/State/Zip _____
Email _____

Contractors Name _____ Phone _____ Fax _____
Email _____
Contractors Address _____ City/State/Zip _____
Builders License # _____ Expiration Date _____
Federal ID# _____ Workers Comp Carrier _____
MESOC Employer # / reason for exemption _____

Architect/Engineer Name _____ Phone _____
Address _____ City/State/Zip _____ License # _____

Describe Project and intended use: _____
Bldg Size: length _____ width _____ Footage: Main Floor _____ 2nd Floor _____
Finished Basement _____ Attached Garage _____ Remodeled Area _____
Estimated cost of Construction (include costs of electrical, mechanical, plumbing and all labor) \$ _____

Approximate starting date _____ Construction Type _____ Use Group _____
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 herby 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 agent. I 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. I assume responsibility for contacting the Township for all required inspections required for the permit (s) requested. Applicant is responsible for payment of all fees and charges applicable to this application.
Applicant Name _____ Phone/Fax# _____
Address _____ City/State/Zip _____
Email address _____
Signature _____ owner/contractor/agent (circle one) _____ Date _____