

CHESTER TOWNSHIP RESIDENTIAL ZONING AND BUILDING PERMIT APPLICATION INFORMATION

The following materials and documents are required in order to obtain a Zoning Permit:

- Completed building permit application
- Detailed site plan to include
 - Dimensions of the lot and acreage
 - Location, with distances to lot lines, of all existing and proposed structures
 - Dimensions and square footage of all existing structures
 - Distances between all existing structures
 - Location of all roads bordering the property
 - Location of any power and gas lines on the property
 - Location of any lakes, rivers, streams, or wetlands on or near the property
 - Location of any easements on the property
 - A north arrow indicating the direction of north
 - An indication of any flood plains on the property
- Proof of ownership
 - A deed or land contract (must be recorded with the Ottawa County Register of Deeds) for new homes
 - A permanent parcel number indicating that your parcel is split from any other non-vacant parcels (must be recorded with Ottawa County and Chester Township)
- Sewer & Water Permit
 - Contact Ottawa County Environmental Health at 616-393-5645
- Driveway Permits
 - Placement of driveways is handled by the Ottawa County Road Commission at 616-842-5400
 - Special approval required for any driveway over 150' in length
- Soil Erosion & Sedimentation Pollution Control Permit
 - Required when working within 500 feet of a lake or stream OR
 - When clearing over 1 acre for a new job site
 - Contact Ottawa County at 616-846-8222
- Wetland Review
 - Required when construction may disturb a designated wetland area
 - Contact Department of Environmental Quality at 616-356-0500
- Flood Plain Review
 - Required for construction in or near a designated flood plain
 - A topographical survey & elevation certificate may be required

- Other Environmental Control Approvals and Permits
 - Pollution Control-required? Y N
 - Noise Control-required? Y N
 - Variance-required? Y N
 - Sign Permit-required? Y N
 - Top Soil Removal Permit-required Y N
 - Other _____-required? Y N

In addition to the above, the following materials and documents are required in order to obtain a Building Permit:

- Two complete sets of construction plans drawn to scale. Plans must include:
 - Foundations-show depth of footing
 - All significant elevations (side views)
 - Floor plans for all floors, including basement
 - Cross-section of one wall from footing to peak
 - North elevation identified as (N)
- 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 before a building permit is issued.**
- Energy code calculations
 - State law requires a minimum level of energy efficiency in new residential structures
- \$500 Construction Escrow Fee for new home construction
- Plans for garages or pole barns may be submitted without blueprints (see standards sheets)

ADDITIONAL INFORMATION

- Separate permits are required for electrical, mechanical & plumbing work.
- No construction shall begin until a permit has been issued.
- Additional fees or fines may be imposed if the work begins prior to permit, if the work progresses without proper inspections, or if inspections cannot be completed due to lack of access or incomplete work.
- No dwellings may be occupied prior to the issuance of a Certificate of Occupancy.

ZONING/BUILDING PERMIT APPLICATION

Zoning approval is required prior to issuance of a building permit

Separate applications must be completed for plumbing, mechanical & electrical permits.

Imperial Municipal Services
 263 Northland Drive
 Rockford, MI 49341
 (616) 863-9294
 (800) 442-2794

Chester Township
 3509 Sehler St.
 P.O. Box 115
 Conklin, MI 49403
 (616) 899-5544
 mail@chester-twp.org

I. PROJECT INFORMATION

PROJECT NAME	ADDRESS		
BETWEEN	AND		
PERMANENT PARCEL NUMBER	ZONE DISTRICT		

II. IDENTIFICATION

A. OWNER OR LESSEE

NAME	ADDRESS		
CITY	STATE	ZIP CODE	PHONE NUMBER

B. ARCHITECT OR ENGINEER

NAME	ADDRESS		
CITY	STATE	ZIP CODE	PHONE NUMBER
LICENSE NUMBER	EXPIRATION DATE		

C. CONTRACTOR

NAME	ADDRESS		
CITY	STATE	ZIP CODE	PHONE 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			

Site Plan

Please provide the following information:

1. Dimensions of the lot or acreage
2. Location, with distances to lot lines, of all existing and proposed structures
3. Dimensions of all existing and proposed structures.
4. Distances between all existing and proposed structures
5. Location of all roads bordering or on the property
6. Location of any easements on the property
7. Location of any bodies of water, wetlands or floodplains

III. ZONING APPROVAL

Setbacks Front _____ Back _____ Side _____ / _____	Mark any of the following that are found on the property: Wetlands _____ Floodplains _____ Waterways _____	Road Commission Driveway Placement Permit Required Y N
Lot Coverage _____ %	Application for Agricultural Exemption Filed Y N	Escrow Fee Required Y N
Well & Septic Permits Y N	Driveway to be more than 100 ft. long Y N	Address Number Sign Y N
ZONING APPROVAL		DATE

IV. TYPE OF IMPROVEMENT AND PLAN REVIEW

A. TYPE OF IMPROVEMENT

<input type="checkbox"/> New Building	<input type="checkbox"/> Alteration	<input type="checkbox"/> Demolition	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Relocation
<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Mobile Home Set Up	<input type="checkbox"/> Premanufactured	<input type="checkbox"/> Special Inspection

B. PLAN REVIEW REQUIRED

Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as determined by the Building Inspector.

Plans shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plan Review Submission Number _____

V. PROPOSED USE OF BUILDING

A. RESIDENTIAL

<input type="checkbox"/> One Family	<input type="checkbox"/> Hotel, Motel No. of Units _____	<input type="checkbox"/> Detached Garage/Pole Barn/Storage
<input type="checkbox"/> Two or More Families No. of Units _____	<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Other _____

B. NON-RESIDENTIAL

<input type="checkbox"/> Amusement	<input type="checkbox"/> Service Station	<input type="checkbox"/> School, Library, Educational
<input type="checkbox"/> Church/Religion	<input type="checkbox"/> Hospital/Institution	<input type="checkbox"/> Store, Mercantile
<input type="checkbox"/> Industrial	<input type="checkbox"/> Office, Bank, Professional	<input type="checkbox"/> Tanks, Towers
<input type="checkbox"/> Parking Garage	<input type="checkbox"/> Public Utility	<input type="checkbox"/> Other _____

NON-RESIDENTIAL-Describe in detail proposed use of building. If use of an existing building is being changed, enter proposed use.

VI. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME

Masonry, Wall Bearing Wood Frame Structural Steel Reinforced Concrete Other _____

B. PRINCIPAL TYPE OF HEATING FUEL

Gas Oil Electricity Coal Other _____

C. TYPE OF SEWAGE DISPOSAL

Public or Private Company Septic System

D. TYPE OF WATER SUPPLY

Public or Private Company Private Well or Cistern

E. TYPE OF MECHANICAL

Will there be Air Conditioning? Yes No Will there be Fire Suppression? Yes No

F. DIMENSIONS/DATA

		<u>FLOOR AREA:</u>	EXISTING	ALTERATIONS	NEW
Number of Stories _____					
Use Group _____	Basement				
Construction Type _____	1 st & 2 nd Floor				
No. of Occupants _____	3 rd - 10 th Floor				
Storage Space _____ <small>A minimum of 200 sq ft of enclosed storage is required for new homes. This may include basement, shed, garage, etc., but not closets.</small>	11 th & above				
	Total Area				
Roof Pitch _____					

G. NUMBER OF OFF STREET PARKING SPACES

Enclosed _____	Outdoors _____
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H. ADDITIONAL ITEMS NEEDED PER MI BUILDING CODE

<input type="checkbox"/> Smoke and Carbon Monoxide Detectors in ENTIRE home are up to code <input type="checkbox"/> Ice and Water Shield must be added to any new additions <input type="checkbox"/> Energy Code required. Call lumber company or go to energycodes.gov/rescheck
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VII. APPLICANT INFORMATION & FEE SCHEDULE

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:			
NAME	ADDRESS		
CITY	STATE	ZIP CODE	PHONE NUMBER
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			
<p>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. All information submitted on this application is accurate to the best of my knowledge.</p> <p>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 subjected to civil fines.</p> <p>Signature of Applicant _____</p>			

Zoning Permit Fees		
Construction Escrow Fee	\$500.00	
Long Driveway Inspection Fee	50.00	
Zoning/Site Plan Review Fee (to be billed at current hourly rate for Commercial & Industrial projects)		
Building Permit Fee Schedule		
<i>Approximate value of project:</i>		
Base Fee for buildings up to \$1000 in value	\$53.00	
For each additional \$100 in value (up to \$10,000) add	1.00	
Base fee for buildings over \$10,000 in value	143.00	
For each additional \$1000 in value add	3.00	
TOTAL		
Additional inspections, reinspections or hourly inspections will be charged at a rate of \$50.00.		
MAKE CHECKS PAYABLE TO "CHESTER TOWNSHIP" Check # _____ Received by _____		

VIII. Instructions for Completing Application

<p>General: Work shall not be started until the application for permit has been filed. All work shall be in conformance with the Michigan Building Code. When ready for an inspection, call Imperial Municipal Services at 1-800-442-2794 or 616-863-9294. The inspector will need the job location and permit number.</p>
<p>Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.</p>

<p>Authority: 1972 PA230 Completion: Mandatory to obtain permit Penalty: Permit can not be issued</p>

Chester Township will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

CHESTER TOWNSHIP BUILDING DEPARTMENT CONTACT INFORMATION

Chester Township Offices
3509 Sehler St.
Conklin, MI 49403
616-899-5544
Fax 616-899-2937
mail@chester-twp.org
www.chester-twp.org

Imperial Municipal Services
263 Northland Drive
Rockford, MI 49341
Toll Free 1-800-442-2794
or 616-863-9294
Fax 616-863-9298

Permit applications are available through the Chester Township Offices during regular office hours. Building permits will not be issued without prior zoning approval.

INSPECTIONS-All inspections are scheduled through Imperial Municipal Services and will be done on Mondays, Wednesdays or Fridays. Be sure that the property address is clearly marked and that the inspectors have the necessary access. Reflective address markers are available from the Township Office.

There may be additional charges for inspections that cannot be completed due to lack of access or incomplete work.

The following is a list of customary inspections.

BUILDING

Footing-footing is set but not poured

Foundation-before backfilling, but after walls are damp proofed and wall anchors are installed

Framing-after all electrical, plumbing and mechanical rough in inspections have been completed and approved, and all framing is complete

Final-after all work is complete and all electrical, plumbing and mechanical work has been finalized and approved

ELECTRICAL

Service-prior to being connected to the power company

Rough In-before all wiring is covered

Final-when all wiring is complete including

PLUMBING

Underground-Before any lines are buried

Rough In-before any sewer or water lines are covered

Final-when all fixtures are set and all plumbing work is complete

Sewer Main-before sewer is covered

MECHANICAL

Underground-before any lines are buried

Rough In-before any ducts are covered

Gas Pressure Test-after all gas lines are run and a pressure test is complete

Final-after all mechanical equipment is installed and in running condition

ADDITIONAL CONTACT INFORMATION

Department of Environmental Quality-wetland reviews or questions
616-356-0500

Ottawa County Health Department-well & septic permits
616-396-5266

Ottawa County Road Commission-driveway placement
616-842-5400

Ottawa County Soil Erosion-for work within 500 feet of water
616-846-8220

MISS DIG-call before doing any digging
800-482-7171