

# **CHESTER TOWNSHIP BUILDING PERMIT APPLICATION INFORMATION**

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

## **Residential Structures**

(One and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Zoning Permit Application
- Building Permit Application
  - MUST be completed IN FULL
  - DETAILED SITE DIAGRAM
- Proof of Ownership
  - A deed or land contract (must be notarized) for new homes. Property tax statement for garages, pole barns, residential additions, or pools.
  - 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.
- Survey drawing of Job Site
- Well/Septic Permit
- Highway / Driveway permit
- Minimum of **TWO (2)** sets of construction plans drawn to scale that MUST include the following:
  - Foundation and floor plans – show depth of footing.
  - Roof and wall section – Cross-section of one wall from footing to peak.
  - All significant building elevations (side views).
  - Floor Plans for all floors, including basement.
  - North elevation identified as (N).
  - Provide method of compliance with the “Michigan Uniform Energy Code” (Insulation Res-check and a Manual J & Manual S.
  - Truss Diagram: Manufactured truss diagrams are required for any plans that call for engineered trusses. *These plans or Truss Data Sheet can be obtained from your truss supplier.*

## **Commercial Structures**

(Including One and Two-Family Structures *more* than 3,500 square feet of calculated floor area)

- Zoning Permit Application
- Building Permit Application
- Copy of plan review approval letter. Building plan review must be approved prior to a building permit being issued.

## **Premanufactured Homes**

- Zoning Permit Application
- Building Permit Application
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

## **Demolition of Structures**

- Building Permit Application
- Notification of Intent Renovate/Demolish form
- Proof of Utility Disconnects (electrical, water, gas)

THIS INFORMATION MUST BE TURNED IN TO THIS OFFICE **BEFORE** A BUILDING PERMIT IS ISSUED.

## **Instructions for Completing Application**

Page 3: Complete all applicable sections. Note section II(C,D). If the homeowner is doing the construction, enter “Homeowner” in the contractor information space.

Page 4: Enter the information as required. (Type of improvement, use of structure, type of construction and Dimensions/Data)

Page 5, Section VI: The application must be signed by the owner and the applicant. (if the applicant is the owner only sign the application on the "Signature of Owner" line.)

### **When to Call for Inspections**

All inspections are scheduled through Imperial Municipal Services (IMS) at 800-442-2794 and will be done on Mondays, Wednesdays or Fridays. Please allow at least two (2) days prior to the time you need an inspection. Be sure that the property address is clearly marked and that the inspectors have the necessary access. A minimum of five (5) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

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 (E), PLUMBING (P) & MECHANICAL (M)**

**Service (E)**-Prior to being connected to the power company

**Rough-In (E, P, M)**-Before any wiring, sewer or water lines or ducts are covered

**Underground (P)** Before any lines are buried

**Sewer Main (P)**-Before sewer is covered

**Gas Pressure Test (M)**-After all gas lines are run and a pressure test is complete

**Final (E, P, M)**-When all wiring, is complete, all fixtures are set and all plumbing work is complete, or all mechanical equipment is installed and in running condition

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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. A fee will be charged to re-open a permit that has been closed.**

### **Certificate of Occupancy**

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy (in writing) upon the completion of the project. This request must include the building, electrical, mechanical, plumbing, boiler and elevator permit numbers (when applicable), the plan review submission number and the Bureau of Fire Services project number (for schools only). A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances. If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "no applicable or NA" on the request form in the appropriate space.

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.

Listed below are other forms and information that may be needed. Please contact the appropriate department if your project requires one of these.

**Sewer & Water Permit**

- Contact Ottawa County Environmental Health Department, 12251 James Street, Suite 200, Holland, MI 49424. Phone 616-393-5645. Or online at <https://www.miottawa.org/HealthSuite>

**Driveway Permits**

- Placement of driveways is handled by the Ottawa County Road Commission at 616-842-5400. Or online at <http://www.ottawacorc.com/permits/driveway-general/>
- Special approval required for any driveway over 100' in length

**Soil Erosion & Sedimentation Pollution Control Permit- State Law requires:**

- Required when working within 500 feet or 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

**MISS DIG-call before doing any digging**

- 800-482-7171

**BUILDING PERMIT APPLICATION****Zoning approval is required prior to issuance of a building permit**

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

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

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

**I. PROJECT OR FACILITY INFORMATION**

PROJECT NAME	ADDRESS
BETWEEN	AND
PERMANENT PARCEL NUMBER	

**II. APPLICANT/FACILITY CONTACT INFORMATION****A. APPLICANT**

NAME	ADDRESS		
CITY	STATE	ZIP CODE	PHONE NUMBER
E-MAIL ADDRESS	FAX NUMBER		

**B. OWNER OR LESSEE**

NAME	ADDRESS		
CITY	STATE	ZIP CODE	PHONE NUMBER

**C. ARCHITECT OR ENGINEER**

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

**D. CONTRACTOR**

NAME	ADDRESS		
CITY	STATE	ZIP CODE	PHONE NUMBER
E-MAIL ADDRESS	EXPIRATION DATE		
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)	BUILDERS LICENSE NUMBER		
WORKERS COMP INSURANCE CARRIER (or reason for exemption)			
UIA EMPLOYER NUMBER (or reason for exemption)			

**III TYPE OF JOB****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**

A set of construction documents are required with each application for a permit, unless waived by the building official when code compliance can be determined based on the description in the application.  
 Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost.  
**For buildings regulated by the Michigan Building Code, a set of construction documents must be submitted with a separate Application for Plan Examination, the appropriate fee, and approved before a building permit can be issued.**

Plan Review Submission Number \_\_\_\_\_

**V. PROPOSED USE OF BUILDING**

**A. RESIDENTIAL**

<input type="checkbox"/> One Family	<input type="checkbox"/> Townhouse 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"/> (A-1) Assembly (Theaters, Etc.)	<input type="checkbox"/> (H-1) High Hazard (Detonation)	<input type="checkbox"/> (M) Mercantile
<input type="checkbox"/> (A-2) Assembly (Restaurants, Bars, Etc.)	<input type="checkbox"/> (H-2) High Hazard (Deflagration)	<input type="checkbox"/> (R-1) Residential 1 (Hotels, Motels)
<input type="checkbox"/> (A-3) Assembly (Churches, Libraries, Etc.)	<input type="checkbox"/> (H-3) High Hazard (Combustion)	<input type="checkbox"/> (R-2) Residential 2 (Multiple Family)
<input type="checkbox"/> (A-4) Assembly (Indoor Sports, Etc.)	<input type="checkbox"/> (H-4) High Hazard (Health Hazard)	<input type="checkbox"/> (R-3) Residential 3 (Child & Adult Care)
<input type="checkbox"/> (A-5) Assembly (Outdoor Sports, Etc.)	<input type="checkbox"/> (H-5) High Hazard (HPM)	<input type="checkbox"/> (R-4) Residential 4 (Assisted Living)
<input type="checkbox"/> (B) Business	<input type="checkbox"/> (I-1) Institutional 1 (Supervised)	<input type="checkbox"/> (S-1) Storage 1 (Moderate Hazard)
<input type="checkbox"/> (E) Education	<input type="checkbox"/> (I-2) Institutional 2 (Hospitals Etc.)	<input type="checkbox"/> (s-2) Storage 2 (Low Hazard)
<input type="checkbox"/> (F-1) Factory (Moderate Hazard)	<input type="checkbox"/> (I-3) Institutional 3 (Prisons Etc.)	<input type="checkbox"/> (U) Utility (Miscellaneous)
<input type="checkbox"/> (F-2) Factory (Low Hazard)	<input type="checkbox"/> (I-4) Institutional 4 (Day Care Etc.)	

**Alteration, repairs and additions** - Provide a description of the work to be covered by the building permit. As examples; 20,000 square foot school roof covering, building a 2,300 square foot school addition, replace 5 exterior doors, renovate basement in a residence, etc.

**V. BUILDING DATA**

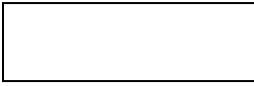
**A. TYPE OF MECHANICAL**

Will there be Fire Suppression?  Yes  No

**B. TYPE OF CONSTRUCTION**

<input type="checkbox"/> 1A- Non Combustible (Protected Structural Elements) 3HR	<input type="checkbox"/> 1B- Non Combustible (Rated Structural Elements) 2HR	<input type="checkbox"/> 2A- Non Combustible (Rated Structural Elements) 1HR
<input type="checkbox"/> 2B- Non Combustible (Non Rated Structural Elements)	<input type="checkbox"/> 3A- Non Combustibles (Exterior Walls Only)	<input type="checkbox"/> 3B- Non Combustible (Bearing Walls Rated)
<input type="checkbox"/> A- Heavy Timber	<input type="checkbox"/> 5A- Combustible (Structural Elements Rated) 1HR	<input type="checkbox"/> 5B- Combustible (All Elements Not Rated)

**C. DIMENSIONS/DATA**

Number of Stories _____	<u>FLOOR AREA:</u>	EXISTING	ALTERATIONS	NEW
Use Group _____	Basement	_____	_____	_____
Construction Type _____	1 <sup>st</sup> & 2 <sup>nd</sup> Floor	_____	_____	_____
No. of Occupants _____	3 <sup>rd</sup> - 10 <sup>th</sup> Floor	_____	_____	_____
Storage Space _____	11 <sup>th</sup> & above	_____	_____	_____
<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>	Total Area	_____	_____	_____
Roof Pitch _____			L _____	
				W _____

**D. NUMBER OF OFF STREET PARKING SPACES**

Enclosed \_\_\_\_\_ Outdoors \_\_\_\_\_

**H. ADDITIONAL ITEMS NEEDED PER MI BUILDING CODE**

- Smoke and Carbon Monoxide Detectors in ENTIRE home are up to code
- Ice and Water Shield must be added to any new additions
- Energy Code required. Call lumber company or go to [energycodes.gov/rescheck](http://energycodes.gov/rescheck)

**VI. SIGNATURE**

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.

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.

<b>Signature of Owner (required)</b>	Type or Print
Signature of Owner's Agent	Type or Print

**VII. Fee Schedule**

Total fees will be calculate by the Building Inspector.

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)	
<b>Approximate value of project:</b>	<b>\$ .00</b>
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
Additional inspections, re-inspections or hourly inspections will be charged at a rate of \$50.00.	
<b>MAKE CHECKS PAYABLE TO "CHESTER TOWNSHIP"</b>	

**VIII. Instructions for Completing Application**

<p><b>General:</b> 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><b>Expiration of Permit:</b> 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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180days after the time of commencing the work. <b>A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED OR REINSTATED.</b></p>
<p><b>*** Energy Code Calculations:</b> Your compliance report must be submitted at the time of application where applicable. Also need to include <b>manual J and S</b> as required by the 2015 residential code for new residences and additions.</p>

Authority: 1972 PA230  
 Completion: Mandatory to obtain permit  
 Penalty: Permit can not be issued

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.