



Building Permit Application

Instructions on reverse side. Permit will be mailed when approved

Chris Fuchs, Building Official 208-7779

Ken Simpson, Electrical Inspector, local 471-5869

Ray Cole, Plumbing and Mechanical Inspector, local 409-6021

Eileen Glick, Ordinance Enforcement Officer, local 591-7982

Submit all applications at the township hall

Buchanan Township
15235 Main St.
Buchanan, MI 49107

Tel: (269) 695-6442
Fax: (269) 695-7715
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Department of Building, Inspections, and Zoning

Permit number:

Zoning of Property:	Property ID #: 11-06-	Authority: P.A. 230 of 1972, as amended Completion mandatory to obtain permit Penalty: Permit cannot be issued.	
Estimated Value of Construction:	Permit fee (6\$/thousand value of constr): minimum \$25:	Occupancy permit (\$5):	Total fees:
Estimated start date:	Plan Review Fee: Charged only by consulting engineer costs or consulting plan review cost on special occasions. Ask.	Need new address?: Yes or No:	Fees paid receipt number:

Please ask whether any of the following are required in addition to this permit: (this will be based on the scope of work):

Driveway permit:	Soil Erosion permit:	Septic permit:	Zoning Compliance:	Site plan review:	DEQ:	Plumbing: Inspector info above:	Mechanical: Inspector info above:	Electrical: Inspector info above:
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I. JOB LOCATION: Building department should attach county sheet to verify information.

Name of owner/ agent:	Is a drawing available for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
Job location street address: (Street number and street name):	Owner Mailing city:	Owner mailing State:	Owner Mailing ZIP
Cell phone number:	Home or Business phone number:	Fax number:	Email address:

Please provide electronic contact info if possible:

II. CONTRACTOR / APPLICANT INFORMATION: Please provide copies of license and insurance certificates at time of application:

Check one below: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	Name of Contractor / Homeowner:	MI Residential license #:	Expiration date:
Address (St No. and Name) of applicant:	City:	State:	Zip Code:
Cell phone number:	Business phone number:	Fax number:	Email address:
Workman's Comp Ins Carrier:	Fed Employee ID#:	MESC Employer number (or reason for exemption):	

Please provide electronic contact info if possible:

III. DESIGN PROFESSIONAL INFORMATION: (if req'd) Please provide copies at time of application of license and insurance certificates:

Check one below: <input type="checkbox"/> Architect <input type="checkbox"/> Engineer	Name:	MI license #:	Expiration date:
Address (St No. and Name) of applicant:	City:	State:	Zip Code:
Cell phone number:	Business phone number:	Fax number:	Email address:

IV. PROJECT DESCRIPTION: (PLEASE BE AS COMPLETE AS POSSIBLE; use reverse side if necessary)

<p style="color: red; margin: 0;">Please state what is being done: Use the space below and the reverse side of this form if necessary. Site plan is required with a new structure, addition, or structure. Include drawings of structures or additions:</p>

V. Applicant Signature

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 structure. Violators of sections 23a are subjected to civil fines.	
Signature of Licensee / Homeowner: X	Date X

VI. Homeowner Affidavit: IF YOU ARE A HOMEOWNER WORKING ON YOUR OWN HOME PLEASE SIGN BELOW ALSO:

I hereby certify the work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the current Building Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Inspector. I will cooperate with the Inspector and assume the responsibility to arrange for necessary inspections before covering work completed.

X SIGNATURE OF OWNER

COMPLETE APPLICATION INSTRUCTIONS MAY BE READ ON REVERSE SIDE

NO WORK IS TO TAKE PLACE UNTIL ALLOWED BY BUILDING INSPECTOR. CALL THE BUILDING INSPECTOR BEFORE STARTING ANY WORK. STRUCTURAL WORK WILL REQUIRE STRUCTURAL PLANS.

PLEASE PROVIDE THE FOLLOWING INFORMATION WITH YOUR PERMIT APPLICATION:

1. Site plan (1 copy, scaled) showing location of new and existing structures with distances accurately depicting distance to lot lines. *This is the most important document you will submit to this office. If work involves new construction an/or the enlargement or expansion of an existing building / structure, a site plan is required with this application.* If the work is other than for a residence (or associated accessory structure) please see the Ordinance for full site plan requirements including design professional seal and elevations (current and proposed) etc.
2. Septic permit (1 copy) or statement of intent to connect to available sewer (new construction or additions).
3. Two sets of drawings: Plan sets should include foundation plans, floor plans, cross section drawing, and elevations.
4. Application fee (up to \$5000 value of construction, building permit application fee is \$25. Above \$5000, cost is \$6 per thousand value of construction. Construction value should include all mechanical costs, site plan improvements and **value** of construction). Electrical work, mechanical work, and plumbing work all require additional permits.
5. New houses and others needing Certificates of Occupancy will be charged an additional \$5 for certificate costs.
6. Request an address if you do not have one already by filing an "address request form". Please include a site plan showing drive location. Stake the location of your driveway at your drive entrance for determining your address in accordance with 911 address grid.
7. Provide a copy of your residential builder's license when working on residential projects if you are not the homeowner signing homeowner affidavit.
8. Always provide phone, fax, and cell and email info to make it easy for us to contact you and mail you permits.
9. Application will be reviewed for zoning compliance. You may be asked to fill out a zoning compliance form.
10. For new houses only, we need a homestead affidavit filled out so as to transfer that benefit to you at time of Certificate of Occupancy.
11. Ask your insurance agent to send us a copy of your insurance certificate (contractors) to show workman's comp per Public Act 230 requirements.
12. Copy of well permit from the Berrien County Health Department is needed to verify potable water prior to move-in.
13. Copy of driveway permit from the Road Commission for Berrien County for new drive cuts on public roads is required prior to issuing a building permit.
14. Copy of soil erosion permit: If work involves soil disruption within 500' of a lake, river, body of water, or waters of the state (drain district or storm culverts), a soil erosion permit will be required from the Berrien County Drain Commissioner.

Please fill out a zoning compliance form if you are building a shed, putting up a fence, building an agricultural building without building permit or if you are building a deck. You may also be asked to fill out a zoning compliance form to determine compatibility for new structures.

A building permit application should be filled out for anything needing building permits, per ordinance requirements. This includes signs, sheds over 200 sq ft (or sheds more than one story high and other than storage use).

Architect information and stamp is required for residences greater than 3,500 sq ft of habitable space or for projects not listed under residential (Michigan Residential Code) definition.

If you are a homeowner, you have the right to do your own work. *Please consider the homeowner affidavit and its specific language carefully before you sign it. If you hire someone who is not licensed, and sign as homeowner, you have no recourse in event of liability, workman's comp, failure of the structure, etc.* Ask, if you don't understand this. You give up the right to file a complaint against the license (residential) of the contractor as recourse in event of fraud or poor work. Again, key phrases: "installed by myself"; "in my own home"; "in which I am living or am about to occupy".

Please bring information required, with application and fees to the Buchanan Township Hall. *An application is not complete without fees.* The building permit application will be processed. If appropriate, the plans will be reviewed. The permit will be mailed to you as soon as possible after any outstanding building code issues are resolved.

Plumbing, electrical, and mechanical permits are required when work is done in those disciplines. When required, they will be issued under the jurisdictional authority of Buchanan Township, with inspector phone numbers listed on the front page of this form.

"Section 23a of the State Construction Code Act of 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."

Permit revised date: 2015.9.1