

## ROBINSON TOWNSHIP

### RESIDENTIAL BUILDING PERMIT INFORMATION

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

1. COMPLETED BUILDING PERMIT APPLICATION:
  - A. MUST BE COMPLETED IN FULL
  - B. DETAILED SITE DIAGRAM
2. PROOF OF OWNERSHIP:
  - A. A deed or land contract (must be recorded at Ottawa County Register of Deeds) for new homes. Property tax statement for garages, pole barns, residential additions, or pools.
  - B. 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.
3. SURVEY DRAWING OF JOB SITE.
4. TWO COMPLETE SETS OF CONSTRUCTION PLANS DRAWN TO SCALE:
  - A. Foundations – show depth of footing.
  - B. All significant elevations (side views).
  - C. Floor plans for all floors, including basement.
  - D. Cross-section of one wall from footing to peak.
  - E. North elevation identified as (N).
5. WELL AND SEPTIC PERMIT:

This permit can be obtained from the Ottawa County Environmental Health Department, 12251 James Street, Suite 200, Holland, MI 49424, Phone number (616) 393-5645.
6. DRIVEWAY PERMIT:

This permit can be obtained from the Ottawa County Road Commission (616) 842-5400.
7. 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 TO THIS OFFICE BEFORE A BUILDING PERMIT IS ISSUED.**
8. ENERGY CODE CALCULATIONS:

State law requires a minimum level of energy efficiency in new residential structures. REScheck is available online at [www.energycodes.gov](http://www.energycodes.gov) or your lumberyard may be able to assist you with REScheck or another system that calculates the necessary insulation requirements. Also need to include manual J and S as required by the 2015 residential energy code for new residences and additions. **YOUR COMPLIANCE REPORT MUST BE SUBMITTED AT THE TIME OF APPLICATION WHERE APPLICABLE.**
9. SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT:

State law requires that you obtain a Soil Erosion and Sedimentation permit if your job site is within 500 feet of a lake or stream, or if you will be clearing over 1 acre for a new job site. You may contact the SESC Office at 616-994-4528.

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.

Inspections are done Monday's, Wednesday's and Friday's. It is the permit holder's responsibility to arrange access to the inspection site.

**ROBINSON TOWNSHIP**

12010 – 120<sup>th</sup> Avenue  
Grand Haven, MI 49417

Phone: 616-846-2210

FAX: 616-846-2369

**APPLICATION FORM: ZONING CERTIFICATE OF COMPLIANCE**

Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_

Parcel Number \_\_\_\_\_ Proof of Ownership \_\_\_\_\_

Intended Use of Land/Structure \_\_\_\_\_

Type of Structure \_\_\_\_\_ Size of Structure \_\_\_\_\_

Location from: Front Lot Line \_\_\_\_\_ Rear Lot Line \_\_\_\_\_

Side Lot Line \_\_\_\_\_ Side Lot Line \_\_\_\_\_

Additional Buildings/Structures on Lot/Parcel \_\_\_\_\_

I/we hereby certify that the above information is correct and accurately reflects the intended use of this lot/parcel or building/ structures. I/we understand that any change in the use of this lot/parcel, building or structure will require re-certification of Zoning compliance.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

For Department Use Only

Original Submission Date: \_\_\_\_\_ Revisions: \_\_\_\_\_

Zoning District \_\_\_\_\_

Size of Parcel \_\_\_\_\_

Compliance: _____	Non – Compliance: _____
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**IV. IDENTIFICATION – To be completed by all applicants.**

Name		Mailing address- Number, street, city, and state	Zip code	Day Time Tel. No.
1. Owner or Lessee				
2. Contractor				
3. Architect or Engineer				

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 authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of applicant	Address	Application date
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State License No. \_\_\_\_\_

Federal Employer ID Number or Reason for Exemption \_\_\_\_\_

Workers Compensation Insurance Carrier or Reason for Exemption \_\_\_\_\_

MESC Employer Number or Reason for Exemption \_\_\_\_\_

**HOMEOWNERS AFFIDAVIT**

I Hereby certify the building work on this permit shall be installed by myself in my own home in which I am living or about to live in. All work shall be installed in accordance with the MBC Michigan Building Code and the MRC Residential Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Building Inspector. I will cooperate with the Building Inspector and assume the responsibility for necessary inspections.

“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 subject to civil fines.”

Signed: \_\_\_\_\_

**V. VALIDATION**

Building Permit Number \_\_\_\_\_

Building Permit Issued \_\_\_\_\_ date

Building Permit Fee \$ \_\_\_\_\_

Certificate of occupancy \$ \_\_\_\_\_

Drain Tile \$ \_\_\_\_\_

Plan Review Fee \$ \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Use Group \_\_\_\_\_

Fire Grading \_\_\_\_\_

Live Loading \_\_\_\_\_

Occupancy Load \_\_\_\_\_

Approved by: \_\_\_\_\_

TITLE

# ROBINSON TOWNSHIP

12010 – 120<sup>th</sup> Avenue

Grand Haven, MI 49417

Phone: 1 - 616-846-2210

Fax: 1 - 616-846-2369

## APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

**IMPORTANT – Applicant to complete all items in sections: I, II, III, IV, and V**

<b>I. LOCATION OF BUILDING</b>	At (LOCATION) _____	ZONING DISTRICT _____
	BETWEEN _____	AND _____
	SUBDIVISION _____	LOT _____ BLOCK _____ SIZE _____

**II. TYPE AND COST OF BUILDING – All applicants complete Parts A – D**

<p><b>A. TYPE OF IMPROVEMENT</b></p> <p>1 <input type="checkbox"/> New Building</p> <p>2 <input type="checkbox"/> Addition (if residential, enter number of new housing units added, if any, in Part D, 13)</p> <p>3 <input type="checkbox"/> Alteration (See 2 above)</p> <p>4 <input type="checkbox"/> Repair, replacement</p> <p>5 <input type="checkbox"/> Wrecking (if multifamily residential, enter number of units in building in Part D, 13)</p> <p>6 <input type="checkbox"/> Moving (relocation)</p> <p>7 <input type="checkbox"/> Foundation only</p> <p><b>B. OWNERSHIP</b></p> <p>8 <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)</p> <p>9 <input type="checkbox"/> Public (Federal, State, local government)</p>	<p><b>D. PROPOSED USE –(For “Wrecking”-most recent use)</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Residential</b></p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family Enter number of units _____</p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory Enter number of units _____</p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other – Specify _____ _____ _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Non – Residential</b></p> <p>18 <input type="checkbox"/> Amusement, recreation</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public Utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other-Specify _____ _____</p> </td> </tr> </table>	<p><b>Residential</b></p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family Enter number of units _____</p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory Enter number of units _____</p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other – Specify _____ _____ _____</p>	<p><b>Non – Residential</b></p> <p>18 <input type="checkbox"/> Amusement, recreation</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public Utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other-Specify _____ _____</p>
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<p><b>C. COST (Omit Cents)</b></p> <p>10 Cost of improvement..... \$ _____ To be installed but not included in the above cost</p> <p>a Electrical..... _____</p> <p>b Plumbing..... _____</p> <p>c Heating, Air Conditioning..... _____</p> <p>d Other (elevator, etc.)..... _____</p> <p>11 Total Cost Of Improvement... \$ _____</p>	<p><b>Non-Residential – Describe in detail proposed use of building (i.e., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at Industrial plant). If use of existing building is being changed, enter proposed use.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**III. SELECTION CHARACTERISTICS OF BUILDING – For new buildings and additions, complete Parts E – L for wrecking, complete only Part J, for all other skip to IV**

<p><b>E. PRINCIPAL TYPE OF FRAME</b></p> <p>30 <input type="checkbox"/> Masonry (wall bearing)</p> <p>31 <input type="checkbox"/> Wood frame</p> <p>32 <input type="checkbox"/> Structural steel</p> <p>33 <input type="checkbox"/> Reinforced concrete</p> <p>34 <input type="checkbox"/> Other – Specify _____</p>	<p><b>G. TYPE OF SEWAGE DISPOSAL</b></p> <p>40 <input type="checkbox"/> Public or private company</p> <p>41 <input type="checkbox"/> Private (septic tank, etc.)</p>	<p><b>J. DIMENSIONS</b></p> <p>48 Number of stories..... _____</p> <p>49 Total square feet of floor area., all floors, based on exterior dimensions _____</p> <p>50 Total land area, sq. .... _____</p>
<p><b>F. PRINCIPAL TYPE OF HEATING FUEL</b></p> <p>35 <input type="checkbox"/> Gas</p> <p>36 <input type="checkbox"/> Oil</p> <p>37 <input type="checkbox"/> Electrical</p> <p>38 <input type="checkbox"/> Coal</p> <p>39 <input type="checkbox"/> Other-Specify _____</p>	<p><b>H. TYPE OF WATER SUPPLY</b></p> <p>42 <input type="checkbox"/> Public or private company</p> <p>43 <input type="checkbox"/> Private (well, cistern)</p>	<p><b>K. NUMBER OF OFF-STREET PARKING SPACES</b></p> <p>51 Enclosed..... _____</p> <p>52 Outdoors..... _____</p>
	<p><b>I. TYPE OF MECHANICAL</b></p> <p>Will there be central air conditioning?</p> <p>44 <input type="checkbox"/> yes      45 <input type="checkbox"/> no</p> <p>Will there be an elevator?</p> <p>46 <input type="checkbox"/> yes      47 <input type="checkbox"/> no</p>	<p><b>L. RESIDENTIAL BUILDINGS ONLY</b></p> <p>53 Number of bedrooms..... _____</p> <p>54 Number of bathrooms – Full.. _____ Partial.. _____</p>

