

Grand Haven Charter Township
 13300 168th Avenue, Grand Haven, MI 49417
 Phone: (616) 842-5988 Fax: (616) 842-9419

Application for Plan Examination & Commercial/Industrial Building Permit
Separate Applications Must be Completed for Plumbing, Mechanical, or Electrical Work Permits

I. Job Location				
Job Location				Date
Parcel #		Name of City, Village, or Township Job is located <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of: Grand Haven Charter Township		
II. Owner or Lessee				
Owner or Business Name			Business Address	
City	State	Zip	Email	
Business Phone	Cell		Fax	
III. Architect or Engineer				
Architect or Business Name			Business Address	
City	State	Zip	Email	
Phone	Cell		Fax	
State Contractor's License #			Expiration Date	
IV. Contractor Information				
Contractor or Business Name			Business Address	
City	State	Zip	Email	
Phone	Cell		Fax	
V. Plan Review Required				
Detailed construction documents are required with each application for a permit. Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended.				
Plans attached <input type="checkbox"/> Yes <input type="checkbox"/> No				
VI. Certification				
<i>I hereby certify that I am the owner of record of the named property, or 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 agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.</i>				
Signature of Applicant			Date	
Print Name/Title				

Complete Application on Back

VII. Project Description

A. Class of Work

Residential Commercial Industrial Other _____

B. Type of Improvement

New Building Addition Alteration Repair/Replace
 Demolition Relocation Foundation Only Change of Use

C. Proposed Use (Check all that apply)

Assembly	Educational	Factory	Institutional	Residential	Other
<input type="checkbox"/> Theatre	<input type="checkbox"/> Grades 1 - 12	<input type="checkbox"/> Moderate Hazard	<input type="checkbox"/> Group Home	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Parking Garage
<input type="checkbox"/> Night Club	<input type="checkbox"/> Day Care Facility	<input type="checkbox"/> Low Hazard	<input type="checkbox"/> Hospital	<input type="checkbox"/> Multi-family	<input type="checkbox"/> Carport
<input type="checkbox"/> Restaurant	Storage <input type="checkbox"/> Moderate Hazard <input type="checkbox"/> Low Hazard	<input type="checkbox"/> High Hazard	<input type="checkbox"/> Jail		<input type="checkbox"/> Motor Fuel Service
<input type="checkbox"/> Church			<input type="checkbox"/> Mercantile		<input type="checkbox"/> Repair Garage
<input type="checkbox"/> Other Assembly					<input type="checkbox"/> Public Utility
<input type="checkbox"/> Business					<input type="checkbox"/> HPM

D. Detailed Description of Work (REQUIRED)

E. Structural Frame

Steel Masonry Concrete Wood Other _____

F. Exterior Walls

Steel Masonry Concrete Wood Other _____

Are any **structural assemblies** fabricated off site? YES NO

G. Dimensional Data (List the figures below and ensure they are noted on the plans)

Topic	Dimension	Topic	Total Number	Topic	Square Footage
Street Frontage	Feet	New Residential Units		Lot Area	Sqft
Front Setback	Feet	Existing Residential Units		Building Area	Sqft
Rear Setback	Feet	Stories		Parking Area	Sqft
Left Setback	Feet	Bedrooms		Living Area	Sqft
Right Setback	Feet	Full Baths		Basement Area	Sqft
Height Above Grade	Feet	Partial Baths		Garage Area	Sqft
		Windows		Office Area	Sqft
		Fireplaces		Service Area	Sqft
		Elevators/Escalator		Manufacturing Area	Sqft
		Garages			
		Enclosed Parking			
		Outside Parking			

H. Value of Construction Project

Total value of project minus the price of lot:

\$ _____

VIII. Notice to Applicant

GENERAL: Work shall not be undertaken until a Commercial/Industrial Building Permit is issued. All installations shall be in conformance with the Building Code. **No work shall be concealed until it has been inspected and approved. All provisions of the laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of the construction.**

EXPIRATION OF PERMIT: 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 six months after the time of commencing the work. A permit will be cancelled when no inspections are requested and conducted within 180 days of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded or reinstated.

SCHEDULING INSPECTIONS: Applicant is responsible for arranging all required inspection until the permit is finalized. Call at least 24 hours in advance to schedule an inspection and include job location and permit number.

IX. Building Data (to be completed by local governing agency)

Use of Building	Permit Fee
Change of Use to	Type of Construction
Maximum Occupancy Load	Use Group
Number of Dwelling Units	Fire Sprinklers Required <input type="checkbox"/> Yes <input type="checkbox"/> No
Size of Building (Total Sq. Ft.)	Off-Street Parking Spaces Required _____
	Off-Street Parking Spaces Provided _____
Plan Reviewed By	Approved for Issuance By
Date Reviewed	Date Approved

X. Local Government Agency To Complete This Section

TYPE OF DOCUMENTATION	REQUIRED?		APPROVED	DATE	NUMBER	BY
A. Proof of Ownership	YES	NO				
B. Site Plan (Showing Proposed Setbacks)	YES	NO				
C. Survey	YES	NO				
D. Water Supply (Public / Private) Circle One	YES	NO				
E. Septic or Sewer (Public / Private) Circle One	YES	NO				
F. DEQ Permit	YES	NO				
G. Erosion Control Permit	YES	NO				
H. GHT Driveway Permit	YES	NO				
I. OCRC Driveway Permit	YES	NO				
J. 5 Sets of Construction Documents	YES	NO				
K. Energy Code Compliance Documents	YES	NO				
L. Interior & Exterior High Efficacy Lighting	YES	NO				
M. HVAC Load Calculations	YES	NO				
N. Other	YES	NO				

Use Group	Base Fee
Type of Construction	Number of Inspections
Square Feet	
Approval Signature	
Title	Date

Zoning District Information	
Zoning Approval Signature	
Title	Date

Building Valuation Worksheet (ICC 2/2013)

Use Group _____ Type of Construction _____

Area	Square Feet	Price per Square Foot	Price per Area
All Finished Spaces			
Shell of Building Only (<i>deduct 20%</i>)			
Finishing of Shell Building		\$40	
Unfinished Basement		\$15	
Finishing of Unfinished Basement		\$40	
Uncovered Porches and Decks		\$10	
Covered Porches and Decks		\$20	
Accessory Buildings No Concrete		\$12	
Accessory Buildings with Concrete		\$20	
Total Value			\$

APPLICATION FOR SPECIAL INSPECTION / INSPECTOR

This form must be completed by the BUILDING PERMIT APPLICANT

This statement must be completed and approved before the building permit can be issued

I. Location of Building			
Address			
City	State	Zip	Parcel Number
II. Applicant Information			
Applicant Name		Address	
City	State	Zip	Email
Phone	Cell		Fax
III. Materials and Work Subject to Special Inspection (<i>check all that apply</i>)			
	A. Steel Fabrication	Is fabricator ASIC Certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	B. Steel Erection (<i>bolts, nuts, washers, material, welding, cutting, etc.</i>)		
	C. Masonry Construction Operations (<i>material: proportioning, mixing, consistency and application of mortar and grout; condition, size, location and spacing of reinforcement; cold and/or hot protection; etc.</i>)		
	D. Concrete (<i>material; condition, size, location and spacing of reinforcement; placement techniques; cold and/or hot protection, etc.</i>)		
	E. Precast Concrete (<i>must have a quality control program administered by an approved agency</i>)		
	F. Precast Concrete Erection (<i>compliance with erection drawings; cutting; etc.</i>)		
	G. Wood Fabrication (<i>trusses, lam beam, micro lams, I-joists, etc.</i>)		
	H. Other: _____		
Report Requirements: Special inspectors shall keep records of all inspections. The special inspector shall furnish inspection reports to the code official, and the registered design professional of record. All discrepancies shall be brought to the immediate attention of the contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the code official and the registered design professional of record.			
Unless otherwise specified by the Code Official: <ul style="list-style-type: none">• Special inspection reports shall be delivered to the code official before covering or concealing structural elements.• A final report of inspections documenting completion of all required special inspections and corrections of any discrepancies noted in the inspections shall be submitted prior to the issuance of a Certificate of Occupancy.			
IV. Special Inspection Information			
A. STEEL FABRICATION			
Company Name			
Address			
List the name, educational background, experience, licenses and any other credentials for each inspector that will be conducting the inspections (<i>attach additional sheets if needed</i>):			

B. STEEL ERECTION

Company Name

Address

List the name, educational background, experience, licenses and any other credentials for each inspector that will be conducting the inspections (*attach additional sheets if needed*):

C. MASONRY CONSTRUCTION

Company Name

Address

List the name, educational background, experience, licenses and any other credentials for each inspector that will be conducting the inspections (*attach additional sheets if needed*):

D. CONCRETE CONSTRUCTION

Company Name

Address

List the name, educational background, experience, licenses and any other credentials for each inspector that will be conducting the inspections (*attach additional sheets if needed*):

E. PRECAST CONCRETE

Company Name

Address

List the name, educational background, experience, licenses and any other credentials for each inspector that will be conducting the inspections (*attach additional sheets if needed*):

F. PRECAST CONCRETE ERECTION

Company Name

Address: (Street, City, State, Zip)

List the name, educational background, experience, licenses and any other credentials for each inspector that will be conducting the inspections (*attach additional sheets if needed*):

G. WOOD FABRICATION

Company Name

Address

List the name, educational background, experience, licenses and any other credentials for each inspector that will be conducting the inspections (*attach additional sheets if needed*):**H. OTHER (PREPARED FILL)**

Company Name

Address

List the name, educational background, experience, licenses and any other credentials for each inspector that will be conducting the inspections (*attach additional sheets if needed*):**V. CONFLICT OF INTEREST****Each special inspector must complete and sign the following conflict of interest form (*make additional copies if needed*)**

Name of Special Inspector or Firm

Are you, or your spouse, employed or in any way affiliated with the contractor or fabricator?

 Yes No

If yes, please explain your affiliation:

Is the contractor or fabricator related to you by blood or marriage?

 Yes No

Do you, or your spouse, own stock in the contractor's or fabricator's company?

 Yes No

Do you, or your spouse, have any financial affiliation with the contractor's or fabricator's?

 Yes No**I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that false statements herein are sufficient grounds for rejection of the application. I understand that my statements herein are a material consideration in case of appointment.**

Signature of Inspector

Date



COMMERCIAL & INDUSTRIAL REQUIRED DOCUMENTS FOR A BUILDING PERMIT

(any structure other than a one & two family dwelling)

1. **Site Plan** – A Site Plan must be approved by the Planning Commission and/or Township Board. The Site Plan must be prepared by an architect, planner, designer, or engineer.
2. **2015 Building Code** – All prints shall comply with the 2015 State of Michigan Construction Code.
3. **5 Complete Sets of Construction Documents** – The construction documents must be signed and sealed by a State of Michigan licensed architect or engineer, and the construction documents shall include:
 - Specifications *(unless otherwise noted on a drawing)*
 - Soil Reports *(if it is a new or altered foundation)*
 - Structural Design Calculations
4. **Barrier Free Design** – All prints must show complete barrier free designs with specs.
5. **Print Requirements** – The prints must include the following:
 - Use Group Classification *(or each use group of a mixed use group)*
 - Height & Area Calculations
 - Type of Construction
 - Occupant Load
 - Means of Egress
 - Special Use & Occupancy Requirements
 - Fire Protection
 - Building Envelope
 - Structural Loads
 - Structural Test & Inspections *(see Special Inspections)*
 - Foundations & Retaining Walls
 - Concrete Details, Masonry Details, and Steel Details
 - Special Inspections
 - **The permit applicant shall submit a statement of Special Inspections as a condition for permit issuance.** This statement shall include a complete list of materials and work requiring Special Inspections by this section, the inspections to be performed and a list of the individuals, approved agencies and/or firms intended to be retained for conducting such inspections.

When **ALL** of the above information has been provided, the
Building Department will conduct a **Plan Review***

**Grand Haven Township will review the required documents, and if needed the application may be contracted-out to CODE SOURCE for review.*

REQUIRED OTTAWA COUNTY PERMITS

The following Ottawa County permits may need to be obtained prior to issuance of a Building Permit.

DRIVEWAY PERMIT

Must first obtain a DRIVEWAY permit if connecting to any public right-of-way from:

Ottawa County Road Commission
Special Services Department
14110 Lakeshore Drive
PO Box 739
Grand Haven, MI 49417
(616) 842-5400
<http://www.ottawacorc.com/>
iforner@ottawacorc.com

**Please be aware that a separate driveway review and approval will also be required from the GHT Fire/Rescue Department if the driveway will be greater than 100 feet in length.

PERMITS FOR WATER WELL, SEPTIC TANKS, AND FOOD SERVICE FACILITIES

Must submit OCHD evaluation report if bedrooms and/or bathrooms are being created by the proposed project, and if any food service facilities are being offered.

Ottawa County Health Department
Environmental Health Division
12251 James Street, Suite 200
Holland, MI 49424
(616) 393-5645
<http://www.miottawa.org/Health/OCHD/enviro.htm>
<http://www.miottawa.org/Health/OCHD/food.htm>

EARTH CHANGE PERMIT

If you are building within 500 feet of any watercourse, or if you are disturbing more than an acre of ground must first obtain permit from:

Ottawa County Water Resources Department
Soil Erosion & Sediment Control Agency
Erosion Control Agent
(616) 994-4528
<http://www.miottawa.org/Departments/Drain>

DO I NEED AN MDEQ PERMIT?

The District Office of the MDEQ receives numerous calls on whether or not a permit is needed for certain projects. The following is a list of some of the permits required by the Michigan Department of Environmental Quality. If you have any questions on these permits contact our office at (616) 842-5988 or the MDEQ office in Grand Rapids at (800) 662-9278.

GREAT LAKES SUBMERGED LANDS ACT (P.A. 346 of 1955, as amended)

A permit is required for any filling, dredging, or construction of a permanent structure (*groin, seawall, dock*) below the ordinary high water mark of any of the Great Lakes.

FLOODPLAIN ENCROACHMENT ACT (P.A. 167 of 1968, as amended)

A permit is required for any filling, grading or construction of a building within the 100-year floodplain of any river, stream or lake.

AQUATIC NUISANCE CONTROL ACT (P.A. 86 of 1977, as amended)

A permit is required for any placement of chemicals to control aquatic nuisance plants or swimmers itch.

DAM SAFETY ACT (P.A. 300 of 1989, as amended)

A permit is required for construction, reconstruction, repair, alteration, removal, abandonment, and operation of dams. A permit is required for any dam impounding over five acres and with a height of 6 or more feet.

SHORELANDS PROTECTION AND MANAGEMENT ACT (P.A. 245 of 1970, as amended)

1. Environmental Areas – a permit is required for any dredging, filling, alteration of drainage or vegetation, or construction of a structure within a designated area;
2. High Risk Erosion Areas – a permit is required for construction of any permanent structure, which will require a setback from the bluff, within a designated area;
3. Flood Risk Areas – a permit is required for construction of any permanent structure within a designated flood area.

INLAND LAKES AND STREAMS ACT (P.A. 346 of 1972, as amended)

A permit is required for any dredging, filling, or construction of a permanent structure below the ordinary high water mark of any inland stream, or lake greater than five acres in size. A permit is also required for dredging within 500 feet of a lake or stream.

GEOMAERE-ANDERSON WETLAND PROTECTION ACT (P.A. 203 of 1979, as amended)

A permit is required for any dredging, filling, draining, or construction in any wetland contiguous to a lake or stream, or any isolated wetland at least five acres in size.

SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 347 of 1972, as amended)

A permit is required for any earth changes greater than one acre in size or within 500 feet of a lake or stream. Permits are obtained from the Soil Erosion Control Agent, Rm. 201, County Building.

SAND DUNES PROTECTION AND MANAGEMENT ACT (P.A. 146 of 1989, as amended; P.A. 147 of 1989, as amended; P.A. 222 of 1976 as amended)

A permit is required for alteration of lands identified as Critical Dune Areas including removal of vegetation, site contour changes, and any construction activities.

Ottawa County Road Commission

14110 Lakeshore Drive
P.O. Box 739
GRAND HAVEN, MICHIGAN 49417
Phone (616) 842-5400 / Fax (616) 850-7237

NOTICE FOR COMMERCIAL DEVELOPMENTS

Please be advised that prior to the construction, reconstruction, relocation, resurfacing or repurposing of a commercial driveway in any Ottawa County Road Commission right-of-way, you are required to submit a Site Plan to the Special Services Department of the Ottawa County Road Commission.

The Site Plan shall show:

1. Site layout and use
2. Parking areas
3. Driveway locations and specifications
4. Surface drainage; storm system including drainage structures and ponds as required by the Ottawa County Water Resources Commission

Upon receipt of the Site Plan, this office will review and either approve, or, if rejected, provide a review listing the revisions necessary to make the plan acceptable to the Road Commission's *Rules Governing the Granting of Permits for Driveways, Banners & Parades*. A copy of these rules can be obtained free of charge from our front desk, or on our website at ottawacorc.com. A revised Site Plan must then be re-submitted for review and final approval.

The permit required for any work done in the right-of-way can be issued upon approval of the Site Plan. Permit fees will be determined by the Special Services Department. No work shall be done in the County right-of-way without a permit signed by a representative of this office.

Should you have any questions, please contact the Special Services Department of the Ottawa County Road Commission at (616) 842-5400.

NOTICE TO PROPERTY OWNERS

The Michigan Department of Transportation (MDOT) per Public Act 200 of 1969, as amended, requires a commercial or residential driveway permit when constructing a drive at a state trunk line (i.e., US-31, M-45, US-31BR, etc.). A Michigan Department of Transportation construction permit is required for any private construction work within the Department's right-of-way.

The local road commission may be contacted to request information concerning those requirements and procedures:

Local Contact: John Gutierrez or Jody Carter
Highway Service Engineer
Ottawa County Road Commission
14110 Lakeshore Drive
PO Box 739
Grand Haven, MI 49417
(616) 842-5400
jgutierrez@ottawacorc.com
jcarter@ottawacorc.com

State Contact: Mike Brege
Permit Agent
Michigan Department of Transportation
Muskegon Transportation Service Center
2225 Olthoff Drive
Muskegon, MI 49444
(231) 777-6031
bregem@michigan.gov