

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

Mobile/Pre-Manufactured Home Set-up, Addition, Alteration, Deck, and Foundation Application

**Separate Applications Must be Completed for Plumbing, Mechanical, or Electrical Work Permits
 Sheds Require a Separate Zoning Permit (See *Accessory Building Application Form*).**

| | | | |
|---|--|--|--|
| I. Owner/ Job Location <input type="checkbox"/> Owner is Applicant (if homeowner is applicant, complete Section I and continue to Section V) | | | |
| Name of Owner/Agent | | Home Phone | Cell |
| Address | | City | State Zip |
| Job Location (if different than above) | | Name of City, Village, or Township Job is located <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of : | |
| Parcel # | | Email: | |
| II. Builder/Contractor/Licensee Information | | | |
| Company Name | | Company Address | |
| Business Phone | | Cell | Fax |
| Email | | Licensee Name | Date of Birth |
| Driver's License # | | State Builder's License # | Expiration Date |
| Federal ID # (or reason for exemption) | | Workers Comp (or reason for exemption) | UIA Employee # (or reason for exemption) |
| III. Builder's Affidavit | | | |
| <p><i>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.</i></p> <p><i>I hereby certify that the proposed building work is authorized by the owner of record and that I have been authorizing 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.</i></p> | | | |
| Signature of Licensee | | Print Name of Licensee | Date |
| IV. Homeowner Affidavit | | | |
| <p><i>I hereby certify the work described in this permit application shall be done by myself on my own dwelling in which I am living, or about to occupy. All work shall be done in accordance with the codes and shall not be backfilled, enclosed, dry walled, covered-up, or used until it has been inspected or approved by the appropriate inspector. I understand my responsibility to arrange for the required inspections and I agree not to move anything into, or use the building in any way, until I have received written approval to do so from the appropriate inspector.</i></p> <p><i>I understand that for any such affidavit connected to a building permit, I (or appropriate licensed contractors) am required to obtain additional permits before installing any electrical, plumbing, heating, air conditioning, fireplace, wood stove, ventilation component, or other similar work. I understand all of the above and acknowledge that failure to comply with the above requirements may cause revocation of the building permit and/or legal action to be taken against me.</i></p> | | | |
| Signature of Homeowner | | Print Name of Homeowner | Date |

Complete Application on Back

| V. Project Description | | | | |
|---|--|--|--|---------------------------------|
| A. Type of Project | | | | |
| <input type="checkbox"/> MOBILE HOME SET-UP <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION | <input type="checkbox"/> AWNING <input type="checkbox"/> CARPORT <input type="checkbox"/> DECK | <input type="checkbox"/> FOUNDATION <input type="checkbox"/> HOT TUB <input type="checkbox"/> POOL | <input type="checkbox"/> PORCH <input type="checkbox"/> PREMANUFACTURE <input type="checkbox"/> REPAIR | <input type="checkbox"/> STAIRS |

| Project Flat Fee Items (Enter the quantity of items being installed, repaired or altered below) | | | | | | | |
|---|----------|--------|----------|--------------------------|---------|--------|-------|
| Item Description | Fee | # Item | Total | Item Description | Fee | # Item | Total |
| Mobile Home/Pre-Manufactured Home Setup | \$125.00 | 1 | \$125.00 | Starting Work w/o Permit | \$50.00 | | |
| Additional Inspections | \$75/Hr. | | | | | | |
| Project Value Based Items | | | | | | | |
| Item Description | Value | | Total | Item Description | Value | | Total |
| Addition | | | | Hot Tub | | | |
| Alteration | | | | Pool | | | |
| Awning | | | | Porch | | | |
| Carport | | | | Repair | | | |
| Deck | | | | Stairs | | | |
| Foundation | | | | TOTAL | \$ | | |

| B. Mobile or Pre-Manufactured Home Information | | |
|--|--------------------------------|--------------------------|
| <input type="checkbox"/> SINGLE WIDE <input type="checkbox"/> DOUBLE WIDE | Year the Unit was built: _____ | H.U.D. Number (s): _____ |

(or) If State of Michigan Approved, provide one copy of the Building System Approval and the approved plans:

| C. Detailed Description of Work (REQUIRED) |
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| <hr/> <hr/> <hr/> <hr/> <hr/> |

| D. Select Characteristics of Building |
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| 1. Principal type of heating fuel: <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electricity <input type="checkbox"/> Hydronic <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A |
| 2. Type of sewage disposal: <input type="checkbox"/> Public or Private Company <input type="checkbox"/> Septic System |
| 3. Type of water supply: <input type="checkbox"/> Public or Private Company <input type="checkbox"/> Private Well or Cistern |
| 4. Will there be air conditioning: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what type of system? <input type="checkbox"/> Coil/Condenser <input type="checkbox"/> Hydronic |

| VI. Plan Review Required |
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| <p>Detailed construction documents must be submitted with any application for a building permit, unless waived by the building official when code compliance can be determined based on the description in the application, and the appropriate fee(s) must be paid in full before a permit can be issued.</p> <p>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. The building official also reserves the right to require architect or engineer supervision on any other construction method deemed unusual or non-typical.</p> |

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| VII. Plan Requirements |
| You must provide a SITE PLAN showing the lot size, the location of the street, the unit placement, and all setback dimensions from the addition. |
| Mobile Home Setup: |
| <ul style="list-style-type: none"> • Must provide a minimum of two sets of plans showing the foundation supports. Provide the method of anchoring the unit to the foundation. Include a copy of the mfg's installation instructions for the anchors (tie downs). • Must show how the entrance/exit doors will be accessed. If the unit only has stairs, show the landing size, the rise height and run depth of the steps, the guardrail and the handrail details. |
| Must provide 2 sets of construction documents of the proposed addition, alteration, or foundation. |
| For decks and additions built 'on site' the drawings must include: |
| <ul style="list-style-type: none"> • Top view showing size, layout, stairs, joist (and/or rafter) layout, etc. all with dimensions. • Elevation (side) view showing depth & type & size of footings; post type & size & locations; beam type & size & location; floor joist type & size & span & spacing; floor decking type & size; guard rail type & height & spacing details; stairway details (including lighting & location of light switch) with guardrail & handrail sizes & spacing & etc.; and any other details not mentioned above. • All connection details and specifications to include sizes and types of all connectors. For example: '2" x 12" #2 yellow pine ACII pressure treated ledger board to be connected to the house with 1/2" x 5" triple galvanized lag bolts 16" on o.c. (All connectors in contact with treated wood must be triple dipped galvanized, or stainless steel.) • If a deck or roof is attached, provide flashing material for the unit/ledger board and information proving compatibility of the flashing material with the treatment in the wood. • If the deck or roof is attached to the unit, 42" deep footings are required. If not attached, the posts may sit directly onto a concrete slab. • Any proposed addition(s) that are pre-manufactured (such as carports, canopies, sunrooms, etc) must be accompanied with State of Michigan signed and sealed engineered documents showing how they meet the State of Michigan snow loads (50# ground) and wind loads (90 mph). |
| SPECIAL NOTE: Any addition, alteration, or foundation to be performed on any unit must first be approved by the River Haven Village Office personnel. A copy of that written approval must be provided before this application can be processed. |

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| VIII. Notice to Applicant |
| GENERAL: Work shall not be undertaken until a permit is issued. |
| 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. |
| PERMIT PRE-PAYMENTS: Grand Haven Charter Township may accept payment for application fees before the permit is issued. The payment will be held in an escrow account until the permit is ready to be issued and will then be applied to the application fees due. If the initial payment is insufficient to pay the application fees in full, additional payment will be required. Permits will not be issued until all fees are paid in full. <u>No work authorized by the permit may commence prior to the permit being received by the applicant.</u> If the application is for an electrical, plumbing, or mechanical permit associated with an application for a mobile home permit, the mobile home permit must be issued prior to any electrical, plumbing, or mechanical permit being issued. |

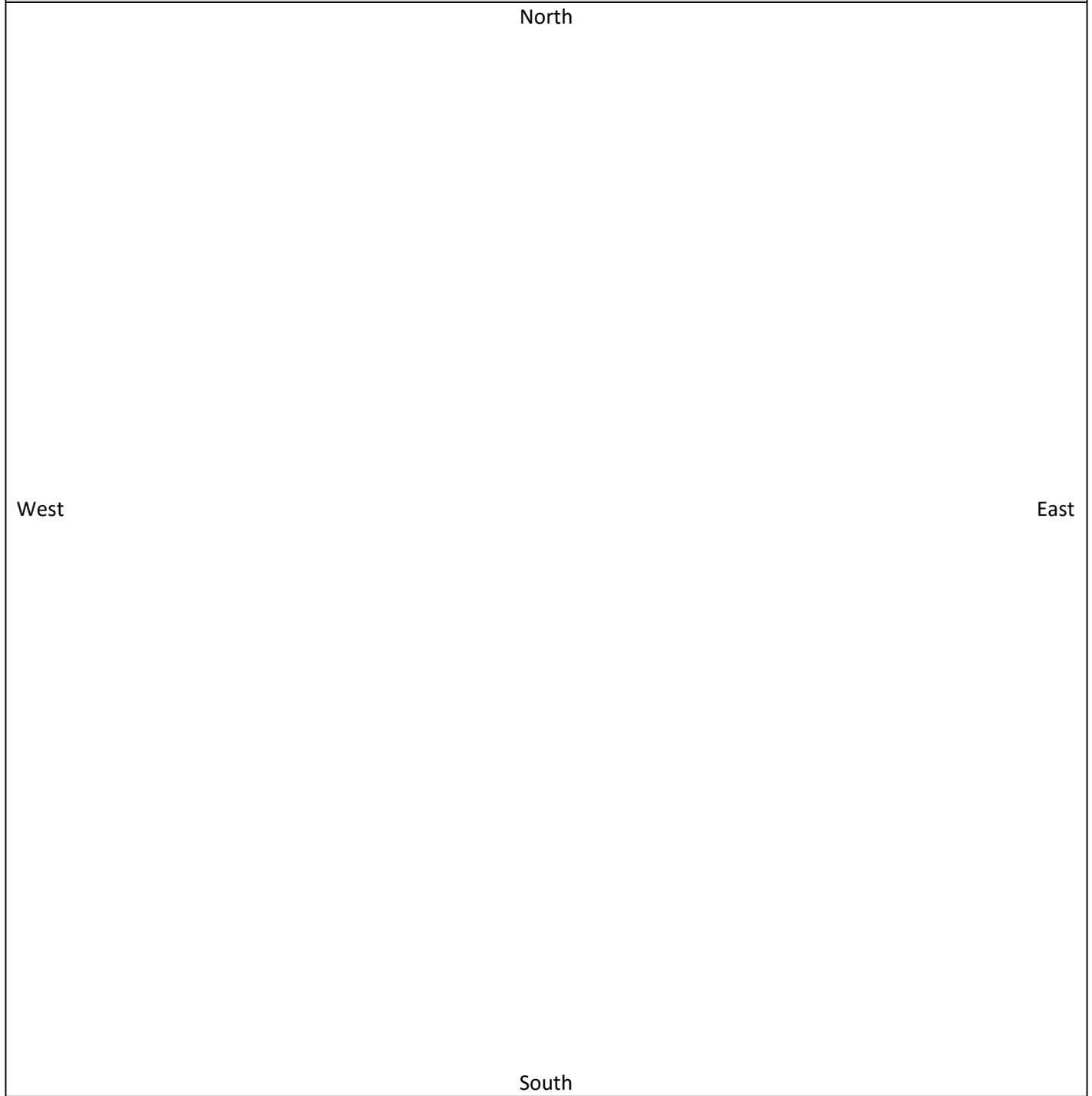
IX. Site Plan with Setbacks (or attach a site plan and/or survey)

North

West

East

South



Inspector's Signature

Date



GRAND HAVEN CHARTER TOWNSHIP

CONTRACTOR REGISTRATION APPLICATION

COMPANY INFORMATION

Are there other applications on file for this company OR one of its licensees? Yes No Unknown

Company Name: _____

Street Address: _____

City/State/Zip: _____

Name of Owner: _____

Business Phone: _____ Business Fax: _____

Cell Phone: _____

Company Email: _____

Federal ID# (if applicable): _____ ***No Social Security Numbers please**

Company Type: Sole Proprietor Corporation LLC Partnership

Contractor Type: Building Electric Manufactured Housing Mechanical Plumbing
 Repairs

Workers Compensation Carrier: _____

UIA Employer #: _____

LICENSEE INFORMATION

A PHOTO ID AND COPIES OF ANY LICENSES LISTED WILL BE REQUIRED TO COMPLETE YOUR REGISTRATION.

| License Type | License Holder Name | License # | Expiration Date | License Holder Email <i>(optional – allows us to send you updates of interest)</i> | Verified By (GHT Use Only) |
|--------------|---------------------|-----------|-----------------|---|----------------------------|
| Master | | | | | |
| Contractor | | | | | |

