

## BUILDING PERMIT INFORMATION SOUTH HAVEN TOWNSHIP

THE FOLLOWING INFORMATION IS NEEDED TO OBTAIN A BUILDING PERMIT:

1. A complete building permit application form showing:
  - a. A detailed site diagram
  - b. Owner/contractor/jobsite information
  - c. Agent Authorization (*if builder obtains permit*)
2. A complete zoning compliance permit application
3. Three sets of plans to scale (one will be returned to be kept on the jobsite)  
Include in the plans:
  - A: Foundation Plan detailed
  - B: All significant elevations (side views)
  - C: Floor plans – including, but not limited to: use of all rooms and dimensions; window and door sizes; stairway structural details (*if applicable*); deck structural details (*if applicable*)
  - D: Cross section of one wall from footing to peak
  - E: Identify north elevation as (N)
  - F: Indicate snow-loading capacity. Be sure to show all dimensions
  - G: Energy code insulation values
  - H: Items required prior to rough-in: 1) Manufacturers truss diagrams  
2) Mechanical Design Criteria (Manual S & J)
4. Environmental health permit - is necessary for a septic & well system or an approval from the local municipal water/sewer authority  
VanBuren Co. Health Dept 269-621-3143
5. Proof of ownership – A copy of your deed or land contract or a tax bill receipt
6. Soil Erosion & Sedimentation Control Permit – a permit may be required if your jobsite is within 500' of a lake, river, stream, creek or county drain or if your project disturbs one acre or more 269-657-8241
7. Driveway Permit – the Van Buren County Road Commission requires a permit or waiver for construction 269-674-8011 or MDOT

### GENERAL INFORMATION

The building inspector is available at the Township Hall on Tuesday 10:00am-12:00pm. Hall phone 269-637-3305 and at Michigan Township Services M-F 8-9am Office: 111 Grand Street, Allegan MI 49010 Phone 1-800-626-5964 Fax 269-673-9583. Email - [mtsallegan@frontier.com](mailto:mtsallegan@frontier.com)

Township Hall - 09761 Blue Star Hwy

The zoning administrator is available at the Township Hall on Tuesdays 9-12pm and Thursday 1:30-4pm. Hall phone 269-637-3305 email [shtwp.zoninga@gmail.com](mailto:shtwp.zoninga@gmail.com) and available at Michigan Township Services MWThF 8-12; 1-5 1-800-626-5964  
[mtsallegan@frontier.com](mailto:mtsallegan@frontier.com)

Electrical, Mechanical and Plumbing permits must be obtained separately; they are not included with the building permit

-Electrical and Mechanical contact Michigan Township Services at  
1-800-626-5964 applications available [www.michigantownshipservices.org](http://www.michigantownshipservices.org)

-Plumbing permits contact State of Michigan at 517-241-9313



# AND PLAN EXAMINATION

**RETURN COMPLETED FORM TO: BUILDING DEPARTMENT  
111 GRAND STREET  
ALLEGAN, MI 49010**

**Phone 269-673-3239 or 1-800-626-5964 Fax: 269-673-9583**

**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, AND VI.  
NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING,  
MECHANICAL, AND ELECTRICAL WORK PERMITS**

<b>I PROJECT INFORMATION</b>				
PROJECT NAME		ADDRESS		
CITY	VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN		AND		
ESTIMATED PROJECT COST		PROPERTY TAX ID NUMBER		
<b>II. IDENTIFICATION</b>				
<b>A. OWNER OR LESSEE</b>				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
<b>B. ARCHITECT OR ENGINEER</b>				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
LICENSE NUMBER			EXPIRATION DATE	
<b>C. CONTRACTOR</b>				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
BUILDERS LICENSE NUMBER			EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION				
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION				
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION				
<b>III. TYPE OF IMPROVEMENT AND PLAN REVIEW</b>				
<b>A. TYPE OF IMPROVEMENT</b>				
1. <input type="checkbox"/> NEW BUILDING	3. <input type="checkbox"/> ALTERATION	5. <input type="checkbox"/> DEMOLITION	7. <input type="checkbox"/> FOUNDATION ONLY	9. <input type="checkbox"/> RELOCATION
2. <input type="checkbox"/> ADDITION	4. <input type="checkbox"/> REPAIR	6. <input type="checkbox"/> MOBILE HOME SET-UP	8. <input type="checkbox"/> PREMANUFACTURE	10. <input type="checkbox"/> SPECIAL INSPECTION
<b>B. REVIEW(S) TO BE PERFORMED</b>				
<input type="checkbox"/> BUILDING	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> FOUNDATION

**IV. PROPOSED USE OF BUILDING****A. RESIDENTIAL**

1.  ONE FAMILY  
 2.  TWO OR MORE FAMILY  
 NO. OF UNITS \_\_\_\_\_
3.  HOTEL, MOTEL  
 NO. OF UNITS \_\_\_\_\_
4.  TWO OR MORE FAMILY
5.  DETACHED GARAGE
6.  OTHER

**B. NON-RESIDENTIAL**

7.  AMUSEMENT  
 8.  CHURCH, RELIGION  
 9.  INDUSTRIAL  
 10.  PARKING GARAGE
11.  SERVICE STATION  
 12.  HOSPITAL, INSTITUTIONAL  
 13.  OFFICE, BANK, PROFESSIONAL  
 14.  PUBLIC UTILITY
15.  SCHOOL, LIBRARY, EDUCATIONAL  
 16.  STORE, MERCANTILE  
 17.  TANKS, TOWERS  
 18.  OTHER

DESCRIBE IN DETAIL PROPOSED PROJECT AND USE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**V. SELECTED CHARACTERISTICS OF BUILDING****A. PRINCIPAL TYPE OF FRAME**

1.  MASONRY, WALL BEARING  
 2.  WOOD FRAME  
 3.  STRUCTURAL STEEL  
 4.  REINFORCED CONCRETE  
 5.  OTHER

**B. PRINCIPAL TYPE OF HEATING FUEL**

6.  GAS  
 7.  OIL  
 8.  ELECTRICITY  
 9.  COAL  
 10.  OTHER

**C. TYPE OF SEWAGE DISPOSAL**

11.  PUBLIC OR PRIVATE COMPANY  
 12.  SEPTIC SYSTEM

**D. TYPE OF WATER SUPPLY**

13.  PUBLIC OR PRIVATE COMPANY  
 12.  PRIVATE WELL OR CISTERN

**E. TYPE OF MECHANICAL**

15. WILL THERE BE AIR CONDITIONING?  YES  NO  
 16. WILL THERE BE FIRE SUPPRESSION?  YES  NO

**F. DIMENSIONS / DATA**

	WIDTH	LENGTH	HEIGHT		
17. NUMBER OR STORIES	_____	21. FLOOR AREA:	EXISTING	ALTERATIONS	NEW
18. USE GROUP	_____	BASEMENT	_____	_____	_____
19. CONST. TYPE	_____	1ST & 2ND FLOOR	_____	_____	_____
20. NO. OF OCCUPANTS	_____	3RD - 10TH FLOOR	_____	_____	_____
		11TH - ABOVE	_____	_____	_____
		TOTAL AREA	_____	_____	_____

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

22. ENCLOSED \_\_\_\_\_
23. OUTDOORS \_\_\_\_\_

**VI. APPLICANT INFORMATION**

NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

FEDERAL I.D. NUMBER/SOCIAL SECURITY NUMBER \_\_\_\_\_

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.

**SIGNATURE OF APPLICANT**

PLAN REVIEW FEE ENCLOSED \$ \_\_\_\_\_

BUILDING PERMIT FEE ENCLOSED \$ \_\_\_\_\_

**VII. BUILDING DEPARTMENT USE ONLY**

**ENVIRONMENTAL CONTROL APPROVALS**

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> YES <input type="checkbox"/> NO				
B - FIRE DISTRICT	<input type="checkbox"/> YES <input type="checkbox"/> NO				
C - POLLUTION CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
D - NOISE CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
E - SOIL EROSION	<input type="checkbox"/> YES <input type="checkbox"/> NO				
F - FLOOD ZONE	<input type="checkbox"/> YES <input type="checkbox"/> NO				
G - WATER SUPPLY	<input type="checkbox"/> YES <input type="checkbox"/> NO				
H - SEPTIC SYSTEM	<input type="checkbox"/> YES <input type="checkbox"/> NO				
I - VARIANCE GRANTED	<input type="checkbox"/> YES <input type="checkbox"/> NO				
J - OTHER	<input type="checkbox"/> YES <input type="checkbox"/> NO				

**VII. VALIDATION - FOR DEPARTMENT USE ONLY**

USE GROUP \_\_\_\_\_ BASE FEE \_\_\_\_\_

TYPE OF CONSTRUCTION \_\_\_\_\_ NUMBER OF INSPECTIONS \_\_\_\_\_

SQUARE FEET \_\_\_\_\_

APPROVAL SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_

# BUILDING APPLICATION / ZONING

Site Plan: **(Please read carefully and complete)**. Use the space below, or on a separate sheet of paper, to draw a diagram showing all of the following items.

1. The dimensions of the lot or acreage. (all sides)
  2. The location, distances to lot lines, of all existing and proposed structures.
  3. The dimensions of all existing and proposed structures.
  4. The distances between all existing structures.
  5. The location of all roads bordering or on the property.
  6. The location of any power and gas lines on property.
  7. The location of any lakes, rivers, streams, or wetland on or near property.
  8. The location of any easements on the property.
  9. A north arrow indicating the direction of north.
- \_\_\_\_\_

\*\*\*\*\*Do not write below this line\*\*\*\*\*

### Required setbacks

Front \_\_\_\_\_ ft. Rear \_\_\_\_\_ ft. Side RT. \_\_\_\_\_ Left \_\_\_\_\_  
Lot width \_\_\_\_\_ ft. Lot area \_\_\_\_\_ Sq. ft. Living Area \_\_\_\_\_  
Dist. Between bldgs. \_\_\_\_\_ ft. Zoning Dist. \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Reason Denied \_\_\_\_\_

**South Haven Charter Township  
Zoning Permit Application & Permit**

**1. Required Information:**

Job address: \_\_\_\_\_

Property Tax No: 80-17- \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner mailing address: \_\_\_\_\_

Owner phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant (if different than owner) name: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Describe proposed project:** \_\_\_\_\_

(i.e. house, addition, pole barn, deck, shed, pool, gate, temp use, etc.)

**3. Site Plan:** Use the other side of this sheet or a separate sheet to draw a site plan showing all the following items:

1. Dimension of the lot (all sides)
2. Location, distance to lot lines, of all existing and proposed structures [Front setback is measured from the right-of-way not the center of the road]
3. Dimensions and distance between all existing and proposed structures
4. Location of roads, including center line and right-of-way
5. Location of lakes, streams, creek, pond, county drain within 500 feet
6. A north arrow indicating direction of north

**4. Proof of ownership:** deed, land contract, tax bill, etc

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date

▶ Fee: varies; res \$50; shed \$10, contact ZA for fee

▶ Submit this completed form, site plan, proof of ownership along with the Building Permit application to Building Department:

Michigan Township Services-Allegan, Inc.

111 Grand St, Allegan MI 49010

1-800-626-5964 email mtsallegan@frontier.com

Note: A site inspection to verify setback may be required prior to approval.

**OFFICE USE ONLY**

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

Zoning Permit Approval

Required regulations

Front: \_\_\_\_\_ Water \_\_\_\_\_ Rear: \_\_\_\_\_ sides: \_\_\_\_\_

Min lot width: \_\_\_\_\_ Min lot area: \_\_\_\_\_ Max lot cover: \_\_\_\_\_

Max Bldg height: \_\_\_\_\_ Min living area: \_\_\_\_\_ Min Dwell width \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Approval Signature

\_\_\_\_\_  
Approval Date

Approval Condition(s): \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Denial Signature

\_\_\_\_\_  
Denial Date

Application denied: reason(s) \_\_\_\_\_

**Michigan Township Services-Allegan. Inc**  
111 Grand Street, Allegan MI 49010  
1-800-626-5964 \* 269-673-3239  
Fax 269-673-9583  
Email [mtsallegan@frontier.com](mailto:mtsallegan@frontier.com)

## Agent Authorization

Date: \_\_\_\_\_

Job Address: \_\_\_\_\_

City or Township: \_\_\_\_\_

This is to inform you that I, (owner name) \_\_\_\_\_,  
as owner of the above referenced property authorize (agent name)  
\_\_\_\_\_, to act as my agent in seeking / obtaining  
various permits and approvals on my behalf.

These include:

- Various Township/City Zoning and Building approvals
- Other County or State permit approvals
- Others as needed

\_\_\_\_\_  
Property Owner Signature and Phone Number

**This completed form must be submitted with a zoning/building permit application. Permits will not be issued without it.**