



Oshtemo Township Building Department
 7275 W Main St, Kalamazoo, MI 49009
 Phone: (269) 585-4150
 Email: building@oshtemo.org

BUILDING PERMIT APPLICATION

Office Use Only: Affix permit / parcel number barcode. Permit Number:	Authority: 1972 PA 230 Completion: Mandatory to Obtain Permit Application must be completed, signed, and all fees paid prior to permit issuance. Work completed without a permit is illegal and subject to civil fines.
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1. Job Location / Owner Information

Street Address:		
Name of Owner:		
City / State:	Zip Code:	Phone Number:
Email Address:		

2. Type of Job (Check All Applicable)

<input type="checkbox"/> Residential OR <input type="checkbox"/> Commercial (Construction Type: Use Group: Occ. Load:)			
<input type="checkbox"/> New Building	<input type="checkbox"/> Deck	<input type="checkbox"/> Manufactured Home Setup	<input type="checkbox"/> Sign
<input type="checkbox"/> Demolition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Window / Door Replacement	<input type="checkbox"/> Fence
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Addition	<input type="checkbox"/> Re-Roofing	<input type="checkbox"/> Solar Panel Installations
<input type="checkbox"/> Swimming Pool Barrier	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Re-Siding	<input type="checkbox"/> Accessory Structure

3. Description of Work

List Construction Valuation: \$		
Provide a description of the proposed work. For alterations to existing structures, list the area within the structure of the proposed work. Be as specific as possible.		
Total New Square Footage:	Total Altered Square Footage:	
Office Use Only: Affix project barcode label.	Water Source: <input type="checkbox"/> Public Water <input type="checkbox"/> Private Well	Sewage Treatment: <input type="checkbox"/> Public Sewer <input type="checkbox"/> Private Septic

4. Identification

A. Select one of the following; I am the:

<input type="checkbox"/> Owner (Continue to section 7.)	<input type="checkbox"/> Owner's Agent (Fill out all applicable information in sections 4B-C. Continue to section 5.)
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B. Registered Design Professional

Name:		Phone Number:
Street Address:	City, State:	Zip Code:
Email:		
License Number:	Expiration Date:	UIA Number or Reason for Exemption:
FEIN or Reason for Exemption:	Workers Comp. Insurance Carrier or Reason for Exemption:	

C. Contractor

Name:		Phone Number:
Street Address:	City, State:	Zip Code:
Email:		
License Number:	Expiration Date:	UIA Number or Reason for Exemption
FEIN or Reason for Exemption:	Workers Comp. Insurance Carrier or Reason for Exemption:	

5. Proof of Authorization to Obtain Permit

Complete this section only if you ARE NOT the owner of record for the indicated property.

By signing below, I attest that I am the owner's attorney, agent, engineer, architect, or builder pursuant to the provisions of MCL 125.1510(2). I understand that I am required to provide a written instrument demonstrating that I am authorized by the property owner to obtain a permit on their behalf. Acceptable forms of documentation to satisfy this requirement include: An architectural, engineering, or construction contract, power of attorney, or letter of authorization signed by the property owner.

I am including a copy of the following (check one) with this application to satisfy the requirement:

Signed Contract Power of Attorney Letter of Authorization Other (Describe) **New Construction ONLY:**

Initials of Person Completing This Section: _____ Subcontractor for (List Builder) _____

6. Instructions & Disclaimers

- A. The work described in this application shall not commence until the permit for said work has been issued by the Building Department.
- B. No work shall be concealed until it has been inspected and approved.
- C. When ready for inspection, contact the Building Department providing as much advanced notice as possible. Inspection requests require at least 24 hours' notice.
- D. Permits are valid for 180 days from the date of issuance. If work is not completed by the expiration date, you may request an extension. Extensions are granted at the sole discretion of the building official. A permit shall be deemed abandoned if work has not commenced within 180 days after the issuance of the permit. A permit may be closed when no inspections are requested prior to the expiration date of the permit. Closed and abandoned permits will not be refunded, and new permits shall be required should any abandoned work resume.
- E. Submit the completed application and all applicable supporting documentation for review. Please refrain from submitting documents piecemeal. Doing so will delay the processing of your application by our staff.
- F. Once the review of your application is completed, we will calculate the permit fee and assess any 3rd party review fees. You will be notified that the permit is ready for pickup, and you may pay the fee at that time.
- G. Checks may be made payable to "Oshtemo Township". Credit/debit card payments are accepted in-person and online. There is a 3% processing fee assessed by our payment processor for credit/debit card payments. This processing fee is non-refundable. Cash payments are accepted in-person only.
- H. "As Built" plans are required prior to the issuance of a certificate of occupancy for projects that have had changes made to the original drawings.

7. Applicant Signature & Affidavit

- I hereby certify that I am the owner of record or a duly authorized agent for the same for the property indicated within this application. I certify that the specifications and plans are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. All work shall be installed in accordance with the Michigan Building Code and all other applicable codes, standards, and ordinances. Work shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Building Inspector.
- Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523(A), 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.
- Electronic Submissions: By submitting this application and typing your signature (or digitally affixing your signature to this application by other means), you verify and agree that it will be legally binding and enforceable and the legal equivalent of your handwritten signature, pursuant to the Uniform Electronic Transmissions Act, PA 305 of 2000, MCL 450.831 et. seq.

Applicant Signature

Print Name

Date

8. Building Official Approval (OFFICE USE ONLY)

I, the undersigned registered building official, do hereby certify that I have reviewed this application as well as all supporting documentation for the same. I have found it to be in compliance with the provisions of Public Act 230 of 1972, as well as all applicable codes, standards, and ordinances.

Building Official

Date

Staff review conducted; building official review not required. Initials: _____

9. Site Plan – To Be Completed by Applicant

Site plan representations provided below must include all building extensions or projections. Include current buildings and notate the setbacks. Provide dimensions of proposed structures and distances between existing structures. Indicate the direction of North. Sketch area is 30 (width) x 34 (height). Each square is 0.25" x 0.25".

The form consists of a large grid of 30 columns and 34 rows of squares. A vertical line runs down the center, between the 15th and 16th columns. A horizontal line runs across the middle, between the 17th and 18th rows. This divides the grid into four equal quadrants, each measuring 15 squares in width and 17 squares in height. The grid is intended for the applicant to draw site plan details, including building footprints, setbacks, and other site features.

10. Checklists

A. New Construction

- Complete Building Permit Application
- Proof of Authorization to Obtain Permit (See Sec. 5A of application).
- Building Plans –1 Electronic Copy (Must be sealed if commercial or residential over 3,500 sq. ft.)
- Energy Certificate or Affidavit of Compliance
- Driveway Permit – Kalamazoo County Road Commission, 269-381-3170x273, permits@kcrc-roads.com
- Well / Water Permit – Kalamazoo County Health Department or Oshtemo Public Works Department
- Septic / Sewer Permit – Kalamazoo County Health Department or Oshtemo Public Works Department
- Earth Change Permit (If greater than 1 acre moved or if within 500' of a lake, stream, or wetland) – Kalamazoo County Drain Commission, 269-384-8117)
- DEQ Permit (If Required)
- Recorded Deed / Proof of Ownership