

Jamestown Charter Township

2380 Riley St., Jamestown, Mi 49427
Ph. 616-896-8376 / Fax 616-896-7271



BUILDING PERMIT APPLICATION

Please complete all items in Section I, II, III, & IV
Submit all required information for your project
Separate applications must be completed for plumbing, mechanical and electrical permits

I. Project Information

Project Name:		Date:
Address:		Lot #:
City:	State:	Zip:
Parcel #:	70 - 18 - - -	

II. Identification A.

Owner or Lessee:		Telephone:	
Street:	City:	State:	Zip:

B.

Contractor		Telephone:	
Street	City:	State:	Zip:
Builders Lic.#	Exp. Date:	Fax #:	

Federal Employer ID # / Reason for Exemption

Worker Comp. Insurance Carrier/Reason for Exemption

MESC Employer # / Reason for Exemption

III. Type of

A. Improvement

New Home <input type="radio"/>	Garage <input type="radio"/>	Pre-Manufactured <input type="radio"/>
One Family _____	Attached _____	
Two Family _____	Detached _____	Repair <input type="radio"/>
Addition <input type="radio"/>	Demolition <input type="radio"/>	Relocation <input type="radio"/>
Alteration <input type="radio"/>	Accessory Bld. <input type="radio"/>	Addition to Acc. Bld. <input type="radio"/>
Swimming Pool <input type="radio"/>	Special Inspection <input type="radio"/>	Other _____

B. Construction Type _____ Use Group _____

C. Specifications:

Construction:		
Wood Frame <input type="checkbox"/>	Steel Frame <input type="checkbox"/>	Other _____
Masonry <input type="checkbox"/>	Reinforced Concrete <input type="checkbox"/>	_____
Foundation:		
Concrete <input type="checkbox"/>	Wolmanized Wood <input type="checkbox"/>	Other _____
Building Size:		
Width _____	feet	Length _____
		feet

Jamestown Charter Township

Building Permit Application - P. 2

Floor Square Feet	
1st Floor _____ sq. ft.	2nd Floor _____ sq. ft.
3rd Floor _____ sq. ft.	Remodeled Area _____ sq. ft.
Finish Basement _____ sq. ft.	Att. Garage _____ sq. ft.

Estimated cost of erecting, repairing or remodeling
(**including** cost of plumbing, heating, electric wiring and
all material and labor whether by owner or contract):

\$

IV. Applicant Information and Signature

Applicant is responsible for payment of all fees and charges applicable to this application and must provide the following information:

Applicant Name:		Address:	
City:	State:	Zip:	Telephone:

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 the application as his/her authorized agent. We, also, 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 subject to civil fines.

I assume responsibility for contacting the Township for all required inspections required for the permit(s) requested.

Applicant Signature: _____

Jamestown Charter Township

Building Permit Application

P. 3

Check-List

Check-List



Submit	Item
	<p>Water Approval and Sewage Disposal System: Permit is issued by Ottawa County Environmental Health Dept. Telephone # 616.393.5645. If public water or sewer area, proof of paid assessment is required from Twp. Clerk.</p>
	<p>Legal Description - Proof of Ownership: If not already on the Township records, a legal document will be required for a recent transfer of ownership.</p>
<p>Required For ALL Projects</p>	<p>Site Plan: Approved by Zoning Administrator Location of building and sewage system on property (per ordinance setbacks for front, side and rear yards.) Show existing and proposed buildings on the property...size location, etc., along with measurements between buildings and the distance from the proposed structure to all four property lines.</p>
<p>Required For ALL Projects</p>	<p>Building Plans: Floor plans, elevations and a typical wall section which must show all building materials planned, along with the size and spacing of each.</p>
	<p>Truss Design: If floor or roof trusses are used, detailed truss drawings supplied by the truss designer and/or supplier must be submitted at rough inspection or before.</p>
	<p>Cost: Total cost of project, including all labor.</p>
	<p>Builder's License: A copy of the contractor's Michigan State Registered Builder's License.</p>
	<p>Driveway Permit - Ottawa County: Permit must be obtained from the Ottawa County Road Commission for all driveways off public streets-phone 616.842.5400.</p>
	<p>Driveway Permit - Jamestown Township: Permit must be obtained from the Township for all driveways with unique characteristics (Bridges, shared driveways, etc.) or a driveway over 300 feet long.</p>
	<p>Soil Erosion Permit: Required of all properties within 500 feet of a lake or stream.</p>
	<p>Flood Plains & Wetlands: Applies only to some lake and river front property. Information available at the Township Office.</p>
	<p>Michigan Energy Calculations: Verification that they meet State requirements as required by the latest State Energy Code.</p>