



Building Permit Application

8555 Kalamazoo Avenue SE • Caledonia MI 49316

Phone: 616 698-6640 • Fax: 616 698-2490

John Stuyfzand – Building Official • 616 433-8560

www.gainestownship.org

Application Date:

Authority: 1972 PA 230

Completion: Mandatory to obtain permit

Penalty: Permit cannot be issued

Location of Project

Address:	
City:	Zip:
Permanent Parcel Number (PPN): 41-22-	

Identification

Owner/Agent:		
Street Address:		
City:	State:	Zip:
Phone:	Cell:	E-Mail:

Applicant

Business Name:			
Address:			
City:		State:	Zip:
Phone:		Cell:	Contact E-Mail:
Is the Applicant the ☐ Contractor ☐ Owner ☐ Architect or Engineer	Contact Name:	License Number:	Expiration Date:
Federal ID:	Workers Comp Carrier:		MESC #

Type of Job (Description of proposed use)

Residential. This section <u>must</u> be included and contain a general description of the project.			Project value excluding land: <i>Market value information is requested for marketing purposes only.</i>
☐ Single Family	☐ Multi-Family	☐ Post Frame Building	☐ Mfg'd Home Setup
☐ Two Family	☐ Attached Accessory Bldg	☐ Addition	☐ Alteration
Commercial. Plan review is required. A general description of the project <u>must</u> be included. The review will take between four and six weeks from the date of submission and there will be an additional fee billed by the reviewer.			Project value excluding land: <i>Market value information is requested for marketing purposes only.</i>
Use Group:		Construction Type:	Square Feet:
Type of Improvement:			
☐ New Building	☐ Alteration	☐ Demolition	☐ Sign
☐ Addition	☐ Foundation Only	☐ Relocation	

Application Signature

Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523A of the Michigan Compiled laws, prohibits a person from conspiring to circumvent the licensing requirements of the State relating to persons who are to perform work on a residential building or a residential structure.

The applicant named on this application is responsible for the payment of all fees and charges applicable to this application. 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 the proposals submitted and approved herein, and all applicable laws of the Charter Township of Gaines and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Signature of Licensee or Owner:

Name (Signature)	Date:
Name (Printed)	

Required Approvals (For completion by the Township):

Description:	Required	Approved	Approved By:	Notes:
Zoning Site Plan Approval				
Footing Drain / Storm Water Certification				
Set Back and Minimum Building Opening Requirements				
Sidewalk Requirement				
Driveway Permit				Kent County Permits Department 1500 Scribner Ave NW Grand Rapids MI 49504 616 242-6900
On-Site Septic / Public Sewer Permit				
Well / Public Water Permit				
Soil Erosion and Sedimentation Permit				www.kentcountyroads.net Residential Soil Application (Submit with \$100 and a Site Plan)
Energy Forms				
Truss Drawing / Roof Loading Data Sheet				
Plan Review				Subject to Field Inspection
Building Permit No:	Commercial Plan Review Fee:		Permit Fee:	Total Fees:
Approval Signature:			Date:	

Any completed application shall be granted, in whole or in part, or denied within ten (10) business days, except in case of an unusually complicated building or structure, action shall be taken within fifteen (15) days. The term completed application shall mean an application which has had all required reviews and approvals, including Building Plan Review, prior to submission to the Building Department.



**GAINES
CHARTER
TOWNSHIP**

Gain More.

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Ph: 616 698-6640 • Fax: 616 698-2490
www.gainestownship.org

FILE NO.

Application for Zoning Approval

Project Address		
Owner Name		
Owner Address	Street Address	City, State, Zip
Parcel Number(s):	41-22-	41-22-
Description of Proposed Project/Use		

Applicant/Contact		
Applicant/Contact Address	Street Address	City, State, Zip
Contact Info	Home / Office / Cell	E-Mail

"I" hereby certify to the correctness and knowledge of the information submitted and hereby agree to comply with the terms and requirements of all applicable Township ordinances. I also grant Township staff permission to enter onto the subject property in review of this application.

Signature	
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*Please complete the appropriate Worksheet as part of your application packet (see Staff for more information) for:
Planning Commission, Zoning Board of Appeals requests, Land Divisions, Combinations or Lot Line Adjustments.*

Township Use Only

Current Zoning District: RL-14 RL-10 R-3 R-4 C-1 C-2 O-S I-1 I-2 PUD A-R A-B			
One/Two Unit Residential ☐	Zoning Board of Appeals ☐	Planning Commission ☐	Land Combination ☐
Site Plan Review ☐	Rezoning / PUD Rezoning ☐	PUD Amendment ☐	Land Division ☐
Subdivision / Site Condo Review ☐		Special Use Permit ☐	Lot Line Adjustment ☐
Other: ☐		Required Sidewalks: Yes ☐ No ☐	
Approved ☐	Approved with Conditions ☐	Denied ☐	Withdrawn ☐
Zoning Administrator:			Date:

Site Plan

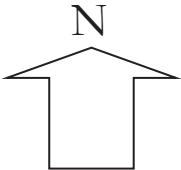
Please Show:

- The property lines and their dimensions.
- The location, dimensions, setbacks, minimum building openings and distance between all existing and proposed structures.
- The gross floor area, listed by floor level, including basements.
- The location of all roads bordering or private drives/easements on the property.
- The location of all bodies of water, easements, utility lines, sidewalks, drives, septic systems, drain, and other improvements.

Please Note: Setbacks must be measured from the edge of the street right of way (which is not the edge of the pavement) or from the edge of an access easement. Staff reserves the right to determine whether or not an application is complete.

Place site plan in this area *(failure to do this may result in an incomplete application)*

Gross Floor Area Calculations



Main Floor: _____ Second Floor: _____ Basement: _____ Total: _____ Garage: _____



**APPLICATION
FOR
WATER AND SEWER
SERVICE**

FOR TOWNSHIP USE ONLY

WATER PERMIT NO. W _____

SEWER PERMIT NO S _____

DATE RECEIVED: _____

IDENTIFICATION: (Please indicate if owner and applicant are the same)

OWNER:	APPLICANT/BUILDER:
MAILING ADDRESS:	MAILING ADDRESS:
CITY:	CITY:
STATE: ZIP:	STATE: ZIP:
PHONE: FAX:	PHONE : FAX:

PROPERTY INFORMATION: New Construction: ☐ **Existing:** ☐

PROPERTY ADDRESS:	DEVELOPMENT NAME:
CITY:	LOT NO.: BLDG. NO.:
STATE: ZIP:	FRONTAGE:
PERMANENT PARCEL NO: 42-22- _____ - _____ - _____ ACREAGE: _____	

PROPOSED USE: Water ☐ **Sewer** ☐ **Sub Meter** ☐ **Well Meter** ☐ **Fire Protection** ☐

REQUESTED METER SIZE: 1" ☐ 1 ½" ☐ 2" ☐ ☐ COMMERCIAL USE ☐ INDUSTRIAL USE	☐ RESIDENTIAL USE: ☐ ONE-FAMILY ☐ MULTI-FAMILY (No Units: _____) ☐ GROUP HOUSING (TYPE: _____)
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APPLICANT SIGNATURE: (Below) (Please be sure that application form is completed)

PER SECTION 1104 OF THE GAINES CHARTER TOWNSHIP WATER & SEWER ORDINANCE, "THE OWNER OF A PREMISES TO BE CONNECTED TO THE WATER SYSTEM OR SEWER SYSTEM SHALL BE BOUND BY THE TERMS OF THE APPLICATION AND THE PERMIT ISSUED PURSUANT TO THE APPLICATION. IF THERE IS A SUBSEQUENT CHANGE IN THE PLUMBING SYSTEM WITHIN THE PREMISES OR OTHER CHANGE IN CIRCUMSTANCES WHICH MATERIALLY AFFECTS THE USE BY THE CUSTOMER OF THE WATER SYSTEM (MEASURED IN VOLUME OR DEMAND) OR SEWER SYSTEM (MEASURED IN VOLUME OR STRENGTH OF SEWAGE), THEN, AS A CONDITION TO THE CONTINUED USE OF THE WATER SYSTEM OR THE SEWER SYSTEM, AN UPDATED APPLICATION OR AN AMENDMENT TO THE APPLICATION ON FILE, MUST BE SUBMITTED TO THE TOWNSHIP AND ADDITIONAL RATES AND CHARGES, IF APPLICABLE, MUST BE PAID UPON THE ISSUANCE OF A NEW PERMIT TO CONNECT."

I hereby certify, as owner, that I agree to conform with all the requirements of the Gaines Charter Township Water & Sewer Ordinance and that all information submitted on this application is accurate to the best of my knowledge; or if not the owner, 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 with the understanding that I agree to conform with all requirements of the Gaines Charter Township Water & Sewer Ordinance and that all information submitted on this application is accurate to the best of my knowledge.

PER SECTION 601 (c) OF THE GAINES CHARTER TOWNSHIP WATER & SEWER ORDINANCE – "ANY PERSON WHO APPLIES FOR AND RECEIVES SERVICE FROM THE SYSTEM OR OWNS REAL PROPERTY IN THE TOWNSHIP SHALL BE DEEMED TO HAVE GIVEN CONSENT FOR ALL SUCH ACTIVITIES INCLUDING ENTRANCE UPON THE PERSON'S PROPERTY.

SIGNATURE

PRINT NAME

DATE

Building Requirements

1. Must conform to the 2015 Michigan Building Code and 2015 Michigan Residential Code.
2. All foundations must have membrane on the outside.
3. Stone and drain tile must be installed around the perimeter of footings unless otherwise approved by the Building Official.
4. All wood in contact with concrete shall be wolmanized.
5. All hallways and stairways shall be a minimum of 36" from finish wall to finish wall.
6. A separation wall shall be installed between the garage and house with ½" drywall with the seams taped and mudded.
 - a. Example: If the whole garage is dry walled, it is not necessary to put the drywall up to the peak between the house and the garage.
7. All attic spaces shall be accessible. Accessibility not allowed in closets except walk-in closets.
8. A 22" x 30" scuttle hole is required and the cover shall be either ¾" plywood or 5/8" drywall.
9. Upon doing the final inspection, house numbers shall be on the house in contrasting colors.
10. During construction, house numbers must be posted visible from the street along with the building permit.
11. All openings to stairways, basements, and any open bridge or balcony must have temporary guardrails around them during construction.
12. Per the 2015 Michigan Mechanical Code, no gas appliances allowed in bathrooms or toilet room.
13. ***Mechanical fasteners are required on all roof trusses.***
14. A truss loading compliance form needs to be submitted with the permit application or final truss plans if available.

Footing Drain / Storm Water Certification

Property Location: _____

A sump / storm water **Discharge Permit** is required for **all** new home construction. Attachment of an existing or a new sump / drainage system to a storm lateral also requires a permit. The builder, a licensed plumber, an excavator or the owner may apply for the permit.

A sump / drainage system consists of a sump pit, sump pump and discharge to an approved:

- a. storm lateral, (must be used when available). This will incur a \$40 Storm Inspection Fee.
- b. an approved discharge location. The Building Department must pre-approve the location when a storm lateral is not available.

Any exception to these rules must be pre-approved by the Building Department prior to construction.

I hereby certify that the sump pump discharge from the property listed below will be hooked to the storm lateral. I also certify that **no footing drains or storm water connections of any kind will be made to the sanitary sewer system serving the property.**

Name (Signature) _____ Title _____

Name (Printed) _____ Date _____

Note: An occupancy permit will **not** be issued until the building inspector has checked the method of disposal for footing drains, down spouts etc.

Foundation Requirements

Setback and Minimum Building Opening

Property Location: _____

Gaines Township requires a **Certified Survey** of your property after the foundation is poured and ***before framing can begin***. This survey must verify proper setbacks and minimum building openings (M.B.O.). All new structures require this survey to insure the structure is legally placed on the property.

Special Note:

Building Features over thirty (30) inches in height must also be within the minimum front and side yard setback requirements. Initial building placement must take these building features into consideration prior to setting footings or pouring walls. Any structure with a roof must meet setback requirements.

Exceptions: Bow windows, bay windows or chimneys without a foundation can encroach up to two (2) feet into the side yard.

Name (Signature)

Title

Name (Printed)

Date

Note: An occupancy permit will **not** be issued until the building inspector has checked the method of disposal for footing drains, down spouts etc.

Sidewalk Installation Requirements

Property Location: _____

The Gaines Charter Township Code of Ordinances Section 34-21 requires the installation of sidewalk in the event a new principal residential building is built, or an existing principal residential building is connected to public sewer. Furthermore, sidewalks will be required in all new residential developments (including but not limited to platted developments, site condominiums, clustered rural developments, and land divisions) as follows:

- A. In developments with a net density exceeding two units per acre.
- B. In other residential developments where the Township Board, at its discretion, deems that they are necessary.

The Township Zoning Administrator will indicate whether sidewalk is required for a proposed residential construction on the Application for Zoning Approval. All required sidewalks shall be constructed to the standards of Section 34-26 of the Gaines Charter Township Code of Ordinances.

Alternatively, there may be unique locations and circumstances where sidewalks may not be appropriate. Therefore, the Township Board of Trustees may, by resolution, authorize a payment in lieu of required sidewalk installation. The applicant shall contact the Township Zoning Administrator for information pertaining to the process for payment in lieu of sidewalk installation requests.

In the event that sidewalk installation is required by ordinance, an occupancy permit will not be issued until:

- a.) A sidewalk constructed to the standards of Section 34-26 of the Township Code of Ordinances has been installed.

OR

- b.) A payment in lieu of sidewalk installation, in an amount approved by resolution of the Township Board, has been received.

I hereby certify that I have read and understand the above information.

Name (Signature)

Title

Name (Printed)

Date

Building Department Codes

Gaines Charter Township is under the State of Michigan International Codes:

1. National Electrical Code 2017 with Part 8 Amendments
2. Michigan Building Code 2015
3. Michigan Residential Code 2015
4. Michigan Rehabilitation Code for Existing Buildings / 2015
5. Michigan Mechanical Code 2015
6. Michigan Plumbing Code 2015
7. Michigan Energy Code 2015

Copies of these codes are available from:

**Michigan Department of Labor and Economic Growth
Bureau of Construction Codes & Fire Safety**

PO Box 30254
Lansing MI 48909
(517) 241-9313

John Stuyfzand, Building Official / Inspector
Gaines Charter Township

Plan Submittal Checklist

Single Family Residences / Remodels / Additions

Building Elevations:

All four exterior elevations.

For additions, show how the new structure is attached to the existing.

Site Plan:

Show the dimensions of all property lines.

Show the location of all existing and proposed structures including distances to lot lines.

For additions:

show location of septic fields and wells

show the location of any power and gas lines

Show the location of any easements.

Foundation Plan & Details:

Foundation plan showing all dimensions and steps in walls and footings.

Location and size of all interior and exterior footings, pads and piers.

Show water proofing membrane.

Show footing drain and stone.

For additions, show how the new is attached to the existing.

Floor Plans:

All plans should be in ¼" scale.

Floor plans for each floor with all dimensions shown and room uses labeled.

If the basement is finished, the basement floor plan needs to be a separate sheet from the foundation plan.

Floor drains in an attached garage must be hooked to the sanitary sewer.

Show locations and dimensions of all exterior decks / porches.

Show locations of all windows and doors.

Show floor joists and truss layouts.

Structural Floor Plans and Details:

Plans for engineered systems – floor and roof systems. Truss drawing or roof loading data sheet is required at time of permit application.

Type, size and spacing of all joists and rafters and plywood.

Layout and spacing of all pre-manufactured trusses.

Type, size and location of each beam, header, purlin and posts / columns.

Details of major framing connections and post base / cap anchors / joist hangers / truss tie downs.

Wall section from the foundation through shingles.

Burning Ordinance

Burning of any construction debris and/or demolition debris is prohibited by ordinance.

For specific regulations regarding burning restrictions, please refer to the Burning Ordinance (*amended in October 2017*) and found on the Township website at:

www.gainestownship.org

Ordinances

Fire Department

Burning Ordinance

Contact Information:

Cutlerville Fire Department

11 – 68th Street SW
Grand Rapids MI 49548

Non-Emergency	616 455-7650
Fax	616 455-0221
EMERGENCY	911

Dutton Fire Department

3471 68th Street SE
Caledonia MI 49316

Non-Emergency	616 541-0119
EMERGENCY	911

Thank you for your cooperation!