

# RESIDENTIAL PERMIT APPLICATION CHECKLIST (Return with Application)

Property address/location of proposed work: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Before a permit may be issued all of the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- \_\_\_\_\_ 1. ZONING APPROVAL DOCUMENTATION, (provided by AGS unless listed on reverse)
- \_\_\_\_\_ 2. LOT DIAGRAM, on back of first page of application (required for ALL applications – NEW HOMES, ADDITIONS, INTERIOR REMODEL, GARAGES & ACCESSORY BUILDINGS, & STRUCTURES)
- \_\_\_\_\_ 3. BLUE PRINTS OR DRAWINGS – wall section, foundation plan, and floor plan required on all applications. See reverse for further information. Two (2) complete sets of drawings are required with any permit application. (Three (3) complete sets in the Village of Augusta, Paw Paw, and Schoolcraft, and the Townships of Almena, Charleston, Paw Paw, and Ross)
- \_\_\_\_\_ 4. MICHIGAN UNIFORM ENERGY CODE COMPLIANCE – for all site-built, new residences, documentation must be provided demonstrating compliance with the energy code.
- \_\_\_\_\_ 5. PROOF OF OWNERSHIP (provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...) **RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PRE-MANUFACTURED. THE RECORDING DATE OF THIS DEED MUST BE PRIOR TO 4/1/97.**
- \_\_\_\_\_ 6. PROPERTY TAX I.D. NUMBER
- \_\_\_\_\_ 7. SANITATION & WATER SUPPLY PERMITS (County Health Department and/or Sewer & Water Authority)\*
- \_\_\_\_\_ 8. DRIVEWAY/SIDEWALK PERMIT – County Road Commission, MDOT, City or Village\*
- \_\_\_\_\_ 9. Is the Structure within 500 feet of water (lake, river, stream, County drain)? YES/NO  
If YES A SOIL EROSION PERMIT IS REQUIRED.
- \_\_\_\_\_ 10. Is property located in wetlands or floodplain? YES/NO  
No building permit may be issued if in a flood plain without DEQ\* approval
- \_\_\_\_\_ 11. OTHER PERMITS EVENTUALLY NECESSARY:  
\_\_\_\_\_ Electrical \_\_\_\_\_ Mechanical \_\_\_\_\_ Plumbing \_\_\_\_\_ Sign  
Applicant or licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

## RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any plumbing, electrical, mechanical, or building permits.

ASSOCIATED GOVERNMENT SERVICES OFFICE HOURS are 8:00 a.m. – 4:30 p.m., Monday thru Friday. An ANSWERING DEVICE operates 24 hours a day at 1-800-627-2801 to receive requests for forms and inspections. A representative is also available at regularly scheduled hours in CITY, VILLAGE, OR TOWNSHIP HALL. HOME OFFICE is located at 100 East Cass St., Schoolcraft. By MAIL at P.O. Box 662, Schoolcraft, Mi. 49087

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