

BIG RAPIDS CHARTER TOWNSHIP
14212 NORTHLAND DRIVE
BIG RAPIDS, MI 49307
(231) -796 - 3603
Fax: (231) 796 - 2533
www.bigrapidstowship.net
zoning@bigrapidstowship.net

**Requirements for Obtaining Building Permits
from
Big Rapids Charter Township Building Department**

Residential Structures

(One-and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Building Permit Application
- Minimum of two (2) sets of plans that include the following
 - Foundation and floor plans
 - Roof and wall section
 - Building Elevations
 - Site Plan
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

Commercial Structures

(Including One-and Two-Family Residential with *more* than 3,500 square feet of calculated floor area)

- Building Permit Application
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation.
- Site Plan

Instructions for Completing Application

Page 1 of the application: Complete all applicable sections. Note section II(c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and **signed**.

Section VII. Must be completed by the local governmental agency for zoning (Big Rapids Charter Township), environmental approval (district health department). Note (g) and (h). Indicate whether a well or septic approval is required. The county district health department issues well and septic permits. Driveway permit approval required from Mecosta County Road Commission for all new driveway cuts. Drain Commission approval required from Mecosta County Drain Commissioner when appropriate.

Building Permit Fees

Building permit fees may be obtained from the Big Rapids Charter Township Building Inspector.

You will need to furnish the following information when calling

- Total square footage of the structure
- Use group (i.e., "R-3" use group for single-family homes, "U" use group for detached garages, pole barns, etc.)
- Type of construction ("5B" for wood frame construction).

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the building permit fee.

When to Call for an Inspection

Please call Big Rapids Charter Township Building Permit Department (231-796-3603) prior to the time you need an inspection (normally building permit inspections are scheduled for Wednesday mornings).

Foundation Inspection

Footing Inspection – Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection – Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Rough Inspection

The rough inspection is to be made after the roof, all framing, fire stopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, plumbing, boiler and elevator or permit numbers, the plan review submission number. A Certificate of Occupancy cannot be issued until all fees are paid, permits are final and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.

**BIG RAPIDS CHARTER TOWNSHIP
APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION**

14212 Northland Drive
Big Rapids, MI 49307
Phone: 231-796-3603 Fax: 231-796-2533
www.bigrapidstowship.net
zoning@bigrapidstowship.net

Authority: P.A. 230 of 1972 as amended Completion: Mandatory to obtain permit Penalty: Permit will not be issued
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**APPLICANT TO COMPLETE ALL ITEMS IN SECTIONS I, II, III, IV, V AND VI.
NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL, AND ELECTRICAL PERMITS.**

I. PROJECT INFORMATION				
SECTION NO.:		PARCEL CODE NUMBER:		
		54-05-		
PROJECT NAME		ADDRESS		
CITY	VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN		AND		
II. IDENTIFICATION				
A. OWNER OR LESSEE				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
B. ARCHITECT OR DESIGNER				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
LICENSE NUMBER		EXPIRATION DATE		
C. CONTRACTOR (Contractors are required to be registered with the Township)				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION				
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION				
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION				
III. TYPE OF IMPROVEMENT AND PLAN REVIEW				
A. TYPE OF IMPROVEMENT				
1. NEW BUILDING	3. ALTERATION	5. DEMOLITION	7. FOUNDATION ONLY	9. RELOCATION
2. ADDITION	4. REPAIR	6. MOBILE HOME SET-UP	8. REMANUFACTURE	10. SPECIAL INSPECTION
B. REVIEW(S) TO BE PERFORMED				
BUILDING	ELECTRICAL	MECHANICAL	PLUMBING	FOUNDATION

IV. SELECTED CHARACTERISTICS OF BUILDING			
A. PRINCIPAL TYPE OF FRAME & FOUNDATION			
1. MASONRY, WALL BEARING 2. WOOD FRAME 3. STRUCTURAL STEEL 4. REINFORCED CONCRETE 5. OTHER 6. CONCRETE ___ INCHES THICK 7. BLOCK ___ INCHES THICK & ___ HIGH 8. WOOD ___ INCHES THICK			
B. PRINCIPAL TYPE OF HEATING FUEL			
9. GAS 10. OIL 11. ELECTRICITY 12. COAL 13. OTHER			
V. DIMENSIONS/DATA			
A. BASEMENT			
SIZE: SQUARE FEET _____ Full Walkout Crawl Space Slab Use: Habitable ___ SF			
B. BUILDING			
NUMBER OF STORIES _____ OVERALL SIZE: LENGTH _____ X WIDTH = _____ SQUARE FEET 1 ST FLOOR SQUARE FEET _____ 2 ND FLOOR SQUARE FEET _____ OTHER _____			
C. GARAGE DIMENSIONS			
SIZE WIDTH _____ X LENGTH _____ = _____ SQUARE FEET 2 ND FLOOR/LOFT _____			
D. PORCHES & DECKS			
PORCHES: UNENCLOSED _____ SQ FT ENCLOSED _____ SQ FT SCREEN GLASS DECK: #1 _____ SQ FT #2 _____ SQ FT BALCONY _____ SQ FT OTHER _____ SQ FT			
E. HOT TUBS & SWIMMING POOLS			
HOT TUB/SPA SIZE: _____ WEIGHT FILLED: _____ PERSON CAPACITY: _____ SWIMMING POOL: IN GROUND ABOVE GROUND DIMENSIONS: LENGTH _____ X WIDTH _____ X DEPTH _____ (Please provide drawings and details of barrier on a separate sheet.)			
F. FIREPLACES & CHIMNEYS			
CHIMNEYS: NUMBER _____ TYPE _____ FIREPLACES: NUMBER _____			
G. ADDITIONS & CONVERSIONS & OTHER CHANGES			
#1: SIZE: WIDTH _____ X LENGTH _____ = TOTAL SQUARE FEET _____ #2: SIZE: WIDTH _____ X LENGTH _____ = TOTAL SQUARE FEET _____			
CONVERSIONS: #1: FROM _____ TO _____ = TOTAL SQUARE FEET _____ CONVERSIONS: #2: FROM _____ TO _____ = TOTAL SQUARE FEET _____			
OTHER: #1: DESCRIPTION _____ SIZE: WIDTH _____ X _____ LENGTH _____ = _____ SQUARE FEET OTHER: #2: DESCRIPTION _____ SIZE: WIDTH _____ X _____ LENGTH _____ = _____ SQUARE FEET			
H. TYPE OF SEWAGE DISPOSAL			
14. PUBLIC OR PRIVATE COMPANY 15. SEPTIC SYSTEM			
I. TYPE OF WATER SUPPLY			
16. PUBLIC OR PRIVATE COMPANY 17. PRIVATE WELL OR CISTERN			
J. TYPE OF MECHANICAL			
18. WILL THERE BE AIR CONDITIONING? YES NO 19. WILL THERE BE FIRE SUPPRESSION? YES NO			
K. NON-RESIDENTIAL			
20. AMUSEMENT 24. SERVICE STATION 28. SCHOOL, LIBRARY, EDUCATIONAL 21. CHURCH, RELIGION 25. HOSPITAL, INSTITUTIONAL 29. STORE, MERCANTILE 22. INDUSTRIAL 26. OFFICE, BANK, PROFESSIONAL 30. TANKS, TOWERS 23. PARKING GARAGE 27. PUBLIC UTILITY 31. OTHER			
NONRESIDENTIAL-DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE. _____ _____			
L. NUMBER OF OFF STREET PARKING SPACES			
22. ENCLOSED _____ 23. OUTDOORS _____			

VI. APPLICANT INFORMATION**APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.**

NAME		TELEPHONE NO.	
CELL NO.		FAX NO.	
ADDRESS	CITY	STATE	ZIP CODE
FEDERAL I.D. 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**DATE**

PLAN REVIEW FEE ENCLOSED \$ _____	BUILDING PERMIT FEE ENCLOSED \$ _____
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VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION**ENVIRONMENTAL CONTROL APPROVALS**

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A. ZONING	YES NO				
B. FIRE DISTRICT	YES NO				
C. POLLUTION CONTROL	YES NO				
D. NOISE CONTROL	YES NO				
E. SOIL EROSION	YES NO				
F. FLOOD ZONE	YES NO				
G. WATER SUPPLY	YES NO				
H. SEPTIC SYSTEM	YES NO				
I. VARIANCE GRANTED	YES NO				
J. OTHER	YES NO				

DO NOT WRITE ON THIS PAGE
VIII. VALIDATION - FOR DEPARTMENT USE ONLY

USE GROUP _____ BASE FEE _____
TYPE OF CONSTRUCTION _____ NUMBER OF INSPECTIONS _____
SQUARE FEET _____

FEE CALCULATIONS:

BUILDING VALUES

NOTES

APPROVAL SIGNATURE

TITLE

DATE

IX. Site Or Plot Plan – For Applicant Use

A large grid of graph paper, consisting of 20 columns and 30 rows of small squares, intended for drawing a site or plot plan.

THE DEPARTMENT WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.