



5255 Alpine Ave., N.W.  
Cornstock Park, MI 49321

Make copies as necessary  
**ALPINE TOWNSHIP**

**CONSTRUCTION/ALTERATION PERMIT**

Department of Building Safety  
Phone: (616) 784-9090 Fax: (616) 784-1234  
Web Address: [www.alpinetwp.org](http://www.alpinetwp.org)  
Office Hours: 7:00am-4:00pm Monday-Friday

For Office Use Only

Please fill out this form completely and then print, sign and email, mail or drop off to the Township for processing.

Date work completed by: \_\_\_\_\_

**I. SITE INFORMATION PLEASE PRINT OR TYPE**

|                                  |      |       |     |   |
|----------------------------------|------|-------|-----|---|
| Street Address including Suite # | City | State | Zip | Use (check one)<br><input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL |
|----------------------------------|------|-------|-----|---|

|   |                         |   |
|---|-------------------------|---|
| Homeowner or Business where the work is being performed | Resident/Business Phone | Scope of work<br><input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> REPAIR <input type="checkbox"/> REPLACE |
|---|-------------------------|---|

**II. APPLICANT INFORMATION** Applicant is (check one)  CONTRACTOR  HOMEOWNER (See "Homeowner Affidavit" below)

|      |         |                         |                 |
|------|---------|-------------------------|-----------------|
| Name | Phone # | Contractor Registration | Expiration Date |
|------|---------|-------------------------|-----------------|

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Address (Street # / Name / Direction) | MESC. Employer ID (or exemption) |
|---------------------------------------|----------------------------------|

|      |       |     |                                    |
|------|-------|-----|------------------------------------|
| City | State | Zip | Federal Employer ID (or exemption) |
|------|-------|-----|------------------------------------|

|       |  |
|-------|--|
| Email | Workers Compensation Insurance Carrier |
|-------|--|

**III. PLAN REVIEW REQUIRED**

Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal, except:  
A single Family Home not exceeding 3,500 square feet in habitable floor area.  
Ordinary minor repairs to structure not modifying, rearranging or changing any portion thereof or Public works not exceeding \$15,000.

**IV. DESCRIPTION OF WORK (Fill out all that apply)**

|   |  |                                |
|---|--|--------------------------------|
| Type of Project:  | Construction Type:   | Use Group:                     |
| Is the parcel with 500' of a lake, stream, or designated wetlands? <input type="checkbox"/> YES <input type="checkbox"/> NO | Site Plan Included: <input type="checkbox"/> YES <input type="checkbox"/> NO |                                |
| Building Sq. Foot:  | Garage Sq. Foot:   | Finished Basement Square Foot: |
| Accessory Building Square Foot:   | Other Square Foot:   | <b>Project Value:</b>          |

**V. HOMEOWNER AFFIDAVIT**

I hereby certify the proposed work described on this permit application shall be under my direct supervision in my own house in which I am living or about to occupy. All work shall be installed in accordance with the current Michigan Construction Codes and shall not be enclosed, covered up, and the construction area shall not be occupied until it has been inspected and approved.

**VI. APPLICATION SIGNATURE (Homeowner signature indicates compliance with section V. Above)**

Section 23a of the State Construction 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 this state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.

|   |                                 |      |
|---|---------------------------------|------|
| Licensee or Homeowner Name (please print) | Licensee or Homeowner Signature | Date |
|---|---------------------------------|------|

**BELOW FOR OFFICE USE ONLY**

|   |   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
|---|---|-------------|-------|------------------|-------|----------------|-------|----------------------------|-------|-------------------|-------|-----------------|-------|--------------------------|-------|---------------|-------|
| Building Department Value:  | Fees Required   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| Planning/ Zoning Approval and Date:   |   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| Building Official Approval and Date:  |   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| Comments:   |   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| Permit fees are based upon declared construction value or calculated construction value based on the Bureau of Construction Codes State of Michigan Fee Schedule. Whichever value is a higher amount. |   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| <b>BUILDING PERMIT NUMBER:</b>  | <table border="1"> <tr><td>Permit Fee:</td><td>_____</td></tr> <tr><td>Plan Review Fee:</td><td>_____</td></tr> <tr><td>Stop Work Fee:</td><td>_____</td></tr> <tr><td>Additional Inspection Fee:</td><td>_____</td></tr> <tr><td>Alpine Sewer Fee:</td><td>_____</td></tr> <tr><td>NKSA Sewer Fee:</td><td>_____</td></tr> <tr><td>Contractor Registration:</td><td>_____</td></tr> <tr><td><b>TOTAL:</b></td><td>_____</td></tr> </table> | Permit Fee: | _____ | Plan Review Fee: | _____ | Stop Work Fee: | _____ | Additional Inspection Fee: | _____ | Alpine Sewer Fee: | _____ | NKSA Sewer Fee: | _____ | Contractor Registration: | _____ | <b>TOTAL:</b> | _____ |
| Permit Fee:   | _____   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| Plan Review Fee:  | _____   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| Stop Work Fee:  | _____   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| Additional Inspection Fee:  | _____   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| Alpine Sewer Fee:   | _____   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| NKSA Sewer Fee:   | _____   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| Contractor Registration:  | _____   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |
| <b>TOTAL:</b>   | _____   |             |       |                  |       |                |       |                            |       |                   |       |                 |       |                          |       |               |       |

## VII. RETAIN A COPY OF YOUR RESPONSIBILITIES FOR FUTURE REFERENCE

GENERAL: Before the inspector can begin jobsite inspection, the following must be done by the permit holder:

1. The permit must be posted and visible from the road.
2. The site location must be identified by a street number or sign and include the Owner's or Contractor's name (hand lettered numbers or signs are acceptable).
3. Access to the site must be passable. Rescue vehicles (such as Ambulances and Emergency Response Vehicles) must be able to access the site in case of an emergency. Driveways or approaches must be maintained. Inspections will not be performed without passable site access.

## VIII. PERMIT EXPIRATION

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 DAYS after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 DAYS after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION.**

## IX. REQUIRED INSPECTIONS

There are a number of inspections required in each of the four common codes (building, electrical, mechanical, plumbing); therefore, you must contact us when you ready ready for each type of inspection. Work must not proceed beyond the required inspection before the construction is inspected and approved. If work is covered before the inspection is performed, you will be required to expose the work for inspection.

**The required inspections are:**

### **BUILDING:**

**Footing/Formwork:** After forms are set and reinforcements is placed but prior to concrete or mortar (in the case of masonry walls) is placed.

**Post Holes:** In the case of post and beam construction, after the holes are dug but prior to concrete or backfill.

**Backfill:** After the foundation is complete, damp or water proofed and foundation drains are installed but prior to backfill.

**Rough-in:** When framing is complete and electrical, mechanical, and plumbing rough-ins have been performed and approved but prior to insulation or drywall being installed.

**Ceiling:** In commercial construction, after support structure and fixtures are installed but before ceiling pads or drywall ceiling is installed.

**Energy Code Compliance:** Where applicable, after the Blower Door test has been completed and documented and the Energy Code Compliance statement is posted on the electrical panel.

**Final:** After electrical, mechanical, and plumbing finals have been performed and approved but prior to any occupancy or storage or personal or business property within the structure.

### **ELECTRICAL:**

**Service:** When temporary or permanent service is complete and ready for to be energized.

**Underground:** If applicable, after all trenching and under slab work is complete but prior to backfill or work being covered.

**Rough-in:** When all wiring, boxes, and panel boards/equipment boxes have been installed and all connections are ready for finished product but prior to insulation, drywall, and final fixtures being installed.

**Ceiling:** In commercial construction, after support structure and fixtures are installed but before ceiling pads or drywall ceiling is installed.

**Final:** After the electrical system is complete and energized.

### **MECHANICAL:**

**Underground:** If applicable, after all trenching and under slab work is complete but prior to backfill or work being covered.

**Pressure Test:** When piping (gas or suppression) is pressurized but prior to work being covered.

**Rough-in:** When mechanical ventilation, concealed ducts, returns, piping, etc. has been installed but prior to insulation and drywall.

**Ceiling:** In commercial construction, after suppression piping and heads are installed or after overhead mechanical work is installed but before ceiling pads or drywall is installed.

**Final:** When the mechanical system is complete, all manufacturer's instructions have been adhered to and a copy is on-site and the system has been balanced and activated.

### **PLUMBING:**

**Underground:** If applicable, after all trenching and under slab work is complete but prior to backfill or work being covered.

**Rough-in:** When piping, drains, vents, and other plumbing work has been installed but prior to insulation and drywall.

Where applicable, Building Storm Water piping and/or Building Sewer connections are required to be inspected prior to final

**Final:** When the plumbing system is complete; all piping is complete and all fixtures have been installed and the system has been pressurized.

### **MISC.**

**Trenching:** When any piping, gas lines, or electrical lines are placed in a trench but prior to the trench being backfilled.

Each construction project is different and will have its own timetable for completion. **It is the responsibility of the permit applicant to make sure all inspections are requested and performed in a timely manner.**