

BUILDING PERMIT APPLICATION
City / Township of Watervliet
Troy Gano, Building Inspector • (269) 930-2453
4959 M-140 Hwy • Watervliet, MI 49098
 Phone: (269) 463-5113 • Fax: (269) 463-4808
 watervliettownship@comcast.net

Permit Number:

Department of Building, Inspections, and Zoning

Zoning of Property	Property ID # 11-21-	Authority: P.A. 230 of 1972, as amended Completion mandatory to obtain permit Penalty: Permit cannot be issued	
Estimated Value of Construction:	Permit Fee (may call for fee amount):	Plan review fee: (call if you wish):	Total Fees:
Estimated Start Date:	Plan Review Fee: required for most residential over \$50,000; all commercial excluding signs and repairs: 65% of permit	Address needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fees paid receipt number: (office use)

Please ask whether any of the following are required in addition to this permit: (this will be based on the scope of work):

Driveway permit:	Soil Erosion permit:	Septic permit:	Zoning Compliance:	Site Plan Review	DEQ:	Plumbing: Inspector info above	Mechanical: Inspector info above	Electrical: Inspector info above
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I. JOB LOCATION: Building department should attach county sheet to verify information.

Name of owner/agent:		Is a drawing available for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
Address (street # and name) of applicant:	City:	State:	Zip Code:
Cell phone number	Business phone number	Fax Number	Email address

II. CONTRACTOR/APPLICANT INFORMATION: Please provide copies of license and insurance certificates at time of application.

Check one: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	Name of Contractor/Home Owner	MI Residential license #	Expiration Date
Address (street # and name) of applicant:	City:	State:	Zip Code:
Cell phone number	Home or Business phone number	Fax Number	Email address
Workman's Comp Insurance Carrier	Federal Employee ID#	MESCC Employer number (or reason for exemption)	

III. DESIGN PROFESSIONAL INFORMATION: Please provide copies of license and insurance certificates at time of application

Check one: <input type="checkbox"/> Architect <input type="checkbox"/> Engineer	Name	MI license #	Expiration Date
Address (street # and name) of applicant:	City:	State:	Zip Code:
Cell phone number	Business phone number	Fax Number	Email address

IV. PROJECT DESCRIPTION: (PLEASE BE AS COMPLETE AS POSSIBLE; use separate piece of paper if necessary)

Please state what is being done: Use the space below and separate piece of paper if necessary. Site plan is required with a new structure, addition, or structure. Include drawings of structures or additions.

V. Applicant Signature

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 structure. Violators of section 23a are subject to civil fines.	
Signature of Licensee or Homeowner (Homeowner signature indicates compliance with Section VI homeowner affidavit below.) X _____	Date X _____

VI. Homeowner Affidavit

I hereby certify the work described on this permit application shall be installed by myself in my home in which I am living or about to occupy. All work shall be installed in accordance with the current Building Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Inspector. I will cooperate with the Inspector and assume the responsibility to arrange for necessary inspections before covering work completed.

NO WORK IS TO TAKE PLACE UNTIL ALLOWED BY BUILDING INSPECTOR

PLEASE PROVIDE THE FOLLOWING INFORMATION WITH YOUR PERMIT APPLICATION

1. Site plan (1 copy, scaled) showing location of new and existing structures with distances accurately depicting distance to lot lines. You may use another sheet for this purpose. **This is the most important document you will submit to this office.** If work involves new construction and/or the enlargement or expansion of an existing building/structure, a site plan is required with this application
2. Septic permit (1 copy (pink)) or statement of intent to connect to available sewer. Call office for rates and permit.
3. Two sets of drawings. One set will be returned to you after review marked 'reviewed for code compliance'. These should include foundation plans, floor plans, cross section drawing, and elevations (enough detail to construct).
4. Application fee (call). That value should include all mechanical costs, site plan improvements and value of construction. Electrical work, mechanical work, and plumbing work all require additional permits.
5. Request an address if you do not have one already by filing an 'address request form'. Please include a site plan showing drive location. Stake the location of your driveway at your drive entrance for determining your address in accordance with 911 address grid.
6. Provide a copy of your residential builder's license when working on residential projects if you are not the homeowner signing homeowner affidavit.
7. Always provide phone, fax, and cell information to make it easy for us to contact you and mail you permits.
8. Application will be reviewed for zoning compliance. You may be asked to fill out a zoning compliance form.
9. For new houses only, we need a homestead affidavit filled out so as to transfer that benefit to you at time of Certificate of Occupancy.
10. Ask your insurance agent to send us a copy of your insurance certificate (contractors).
11. Copy of well permit from the Berrien County Health Department is needed to verify potable water prior to move-in.
12. Copy of driveway permit from the Road Commission for Berrien County for new drive cuts on public roads is required prior to issuing a building permit.
13. Copy of soil erosion permit: If work involves soil disruption within 500' of a lake, river, body of water, or waters of the state (drain district or storm culverts), a soil erosion permit will be required from the Berrien County Drain Commissioner prior to permit issuance.

Please fill out a zoning compliance form if you are building a shed, putting up a fence, building an agricultural building without building permit or if you are building a deck. You may also be asked to fill out a zoning compliance form to determine compatibility for new structures.

A building permit application should be filled out for anything needing building permits per ordinance requirements. This includes signs, sheds over 200 square feet (or sheds more than one story high and other than storage usage).

Architect information and stamp is required for residences greater than 3,500 square feet of habitable space or for projects not listed under residential (Michigan Residential Code) definition.

If you are a homeowner, you have the right to do your own work. Please consider the homeowner affidavit and its specific language carefully before you sign it. If you hire someone who is not licensed, and sign as homeowner, you have no recourse in event of liability, workman's comp, failure of the structure, etc. Ask if you don't understand this. You give up the right to file a complaint against the license (residential) of the contractor as recourse in event of fraud or poor work. Again, key phrases: "Installed by myself"; "In my own home"; "In which I am living or am about to occupy".

Please bring information required, with application and fees, to the Watervliet Charter Township Hall. An application is not complete without fees. The building permit application will be processed. If appropriate, the plans will be reviewed. The permit will be mailed to you as soon as possible after any outstanding building code issues are resolved.

Plumbing, electrical, and mechanical permits are required when work is done in those disciplines. When required, they will be issued under the jurisdictional authority of Watervliet Charter Township, with inspector phone numbers listed on the front page of this form.

"Section 23a of the State Construction Code Act of 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."

Permit revised date: 2018.09.12