

Important Notice

For Building Permit Applicants

The following procedures are in place for the issuance of building permits and will need to be completed and returned to: **PROFESSIONAL CODE INSPECTIONS (PCI)**, located at:
1575 142nd AVE, DORR, MI.

1. **An application for building permit must be completed in its entirety.** Applicant should take particular note of Section 12 of the application regarding the site or plot plan. In addition to indicating the location of the building and the plot itself, applicant must add the setbacks for front, side and back yards as proposed on their application. **Any questions, please call PCI at 616-877-2000.**
2. The completed application, along with **two (2)** copies of the building plans and (if needed) a copy of the Septic/Sewer and Well Permits must be returned to Professional Code Inspections(PCI), located at 1575 142nd Ave., Dorr, MI 49323. PCI business hours are: 8 am to 5 pm., Monday thru Friday.
3. Upon receipt of the application and the plans, the PCI Zoning Administrator will review and insure that the plan complies with the terms and requirements of the Zoning Ordinances.
4. After review of the plans and the calculation of the building permit fee, PCI will contact the applicant, notifying them that the permit is ready for pickup. (Please make sure the daytime phone numbers of the applicant are correct on the front of the building permit application form.)
5. The completed building permit must be picked up and paid for at the PCI office located at 1575 142nd Ave., Dorr, MI 49323. Permits for Electrical, Mechanical and Plumbing are ordered from the PCI office. Checks must be made out to "Leighton Township".

Submit application and attachments to:

Professional Code Inspections

575 142nd Ave.

Dorr MI 49323

616-877-2000

Jurisdiction:

Leighton Township

Twp. Office:

4451 12th St., Suite A

Wayland MI 49348

Ph: 616-891-8238

Fax: 616-891-2143

•• APPLICATION FOR BUILDING PERMIT ••

1.) LOCATION OF BUILDING

ADDRESS

CITY/VILLAGE

TOWNSHIP

COUNTY

ZIP CODE

BETWEEN
(cross street)

AND
(cross street)

a. IDENTIFICATION: OWNER OR LESSEE

NAME

TELEPHONE NO.

ADDRESS

CITY

STATE

ZIP CODE

2.) CONTRACTOR

NOT APPLICABLE COMMERCIAL ☐

NAME

TELEPHONE NO.

FAX NO.

ADDRESS

CITY

STATE

ZIP CODE

BUILDERS LICENSE NO.

Expiration Date

EMAIL ADDRESS

FEDERAL EMPLOYER ID NUMBER OR
REASON FOR EXEMPTION

SELF EMPLOYED ☐
NO EMPLOYEES

WORKERS COMP. INSURANCE CARRIER
OR REASON FOR EXEMPTION

SELF EMPLOYED ☐
NO EMPLOYEES

MESC EMPLOYER NUMBER OR
REASON FOR EXEMPTION

SELF EMPLOYED ☐
NO EMPLOYEES

3.) SUB-CONTRACTORS:

- (a) ELECTRIC: _____ TELEPHONE NO. _____
ADDRESS: _____
- (b) HEATING/AC: _____ TELEPHONE NO. _____
ADDRESS: _____
- (c) PLUMBING: _____ TELEPHONE NO. _____
ADDRESS: _____

4.) PROJECT DESCRIPTION: COMMERCIAL ☐ RESIDENTIAL ☐

- (a) ☐ NEW BUILDING (b) ☐ ADDITION (c) ☐ ALTERATION (d) ☐ DEMOLITION (e) ☐ RELOCATION of BUILDING ☐ SIGN

- ☐ DET. GAR ☐ SWIMMING POOL ☐ POLE BARN ☐ MODULAR ☐ MOBILE HOME (include year) _____

- (a) ☐ SINGLE FAMILY (b) ☐ TWO FAMILY (c) ☐ MULTI-FAMILY (d) ☐ ATTACHED GARAGE/CARPORT (e) ☐ ACCESSORY STRUCTURE

BRIEF DESCRIPTION OF PROJECT: _____

5.) BUILDING DIMENSIONS

WIDTH _____ FL x LENGTH _____ FL x HEIGHT _____ TOTAL SQ. Ft. _____ NUMBER OF STORIES _____

Square Footage by Floor: 1st Floor _____ 2nd Floor _____ Basement _____ Garage _____ Porch/Deck _____

6.) IS ANY PART OF THE PROPOSED PROJECT WITHIN THE 100-YEAR FLOODPLAIN? YES: ☐ NO: ☐

7.) IS EXCAVATION ON SITE LARGER THAN ONE ACRE, WITHIN 500 FT. OF A LAKE, STREAM, OR COUNTY DRAIN? YES: ☐ NO: ☐ (If yes, a soil erosion permit is required)

8.) PROJECT VALUATION \$ _____ (Include labor, exclude lot value.)

9.) 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 NUMBER

ADDRESS

CITY

STATE

ZIP

FEDERAL I.D. NO./SOCIAL SECURITY NO.

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 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 sections 23a are subjected to civil fines.

SIGNATURE OF APPLICANT

APPLICATION DATE

10.)

HOMEOWNER'S AFFIDAVIT:

I hereby certify the construction work described on this permit application will be installed by myself in my own single-family dwelling in which I am living or about to occupy. All work will be installed in accordance with the building code adopted by The Municipality, and will not be enclosed, covered up, or put into use until it has been inspected and approved by the Building Inspector. I will cooperate with the Building Inspector and assume responsibility to arrange for the necessary inspections.

SIGNED: _____ DATE _____

11.) LOCAL GOVERNMENT AGENCY TO COMPLETE THIS SECTION

ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED	APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> Yes <input type="checkbox"/> No				
B - SOIL EROSION	<input type="checkbox"/> Yes <input type="checkbox"/> No				
C - FLOOD ZONE	<input type="checkbox"/> Yes <input type="checkbox"/> No				
D - WATER SUPPLY	<input type="checkbox"/> Yes <input type="checkbox"/> No				
E - SEWER OR SEPTIC	<input type="checkbox"/> Yes <input type="checkbox"/> No				
F - OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Notes and Date - For Department Use: _____

VALIDATION

BUILDING PERMIT NUMBER:

ISSUE DATE:

PERMIT FEE:

APPROVED BY:

SIGNATURE _____

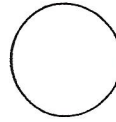
TITLE _____

Zoning: Site Plan: (Please read carefully and complete)

Using the space provided, or on a separate sheet of paper or copy of your survey, draw a diagram showing all of the following items:

1. The dimensions of the lot or acreage (all sides).
2. The location, with distances to lot lines, of all existing and proposed structures.
3. The dimensions of all existing and proposed structures.
4. The distances between all existing structures.
5. The location of all roads bordering or on the property.
6. The location of any power and gas lines on the property.
7. The location of any lakes, rivers, streams, or wetlands on or near the property.
8. The location of any easements on the property.

12.) SITE OR PLOT PLAN – FOR APPLICANT USE
Indicate direction of North within the circle



**(Attach Additional Sheet
If Necessary.)**

13.) PERMANENT PARCEL #: 03-13

14.) BUILDING SETBACKS (Front setback, *as measured in feet*, from the road right of way.)

FRONT: _____ SIDE: _____ SIDE: _____ REAR: _____

15.) Are there any houses or mobile homes, occupied or not, on this property at this time? ____ yes ____ no
If yes, what are your immediate and future plans for the existing dwelling? _____

I AGREE TO COMPLY WITH THE TERMS AND REQUIREMENTS OF LOCAL ORDINANCES REGARDING SIDE YARDS AND BUILDING SETBACKS. IT IS ALSO UNDERSTOOD THAT ALL STRUCTURAL, ELECTRICAL, PLUMBING, HEATING, DRIVE APPROACHES, AND SIDEWALKS SHALL BE INSTALLED TO BOTH STATE AND LOCAL REQUIREMENTS, AND THAT A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED PRIOR TO OPERATION OR USE.

SIGNATURE OF APPLICANT: _____ DATE: _____

FOR OFFICE USE ONLY

APPLICATION REVIEWED BY: _____ DATE: _____
☐ APPROVED ☐ DENIED

Minimum Setbacks Required: Front: _____ 1 Side: _____ 2 Sides: _____ Rear: _____

Leighton Township

Check List for a Building Permit.

Residential Buildings

Things to do before applying for the permit

- ☐ Review the requirements of the Leighton Township Zoning Ordinance to insure that your project meets all the requirements for your zoning district. A copy of the ordinance is available for your inspection at the township offices or a copy may be purchased for \$25.00.
- ☐ Proof of ownership of your parcel. This is usually in the form of a copy of a registered deed or land contract describing your parcel.
- ☐ **Two (2)** complete sets of construction blueprints or scaled drawing are required with the application. A complete set of drawings includes foundation plans, elevations, floor plans, and a cross section of walls.
- ☐ Copies of a septic permit and a well permit from the Allegan County Health Department (616-673-5411). If public sewer or water is available at your site, a copy of the sewer authority connection permit must be provided.
- ☐ A house or building number for the property. If a new one is needed, contact the Allegan County Health Department 269-673-5411.
- ☐ If your project will include any excavation work within 500 feet of a natural waterway (lake, stream, pond, county drain, etc.) you must obtain a soil erosion permit. In Allegan County this permitting process is handled by Michigan Township Services in Allegan at 269-673-3239.
- ☐ On new projects you must obtain a driveway permit issued by the Allegan County Road Commission. Contact the Road Commission at 269-673-2184.
- ☐ For **any new construction or additions**, a copy of a current survey of your property is required, and the inspector must be able to identify the property lines on the site by viewing survey stakes or markers. If you do not have a current survey and/or if there are no discernable survey markers on the site, you will have to obtain a new survey.
- ☐ A building permit application form must be filled out completely and submitted along with the plans and the other information listed above.

Other Items regarding your permit

1. Truss diagrams or truss manufacturers detailed drawings required by all truss manufacturers must be furnished at the time of rough-in inspection.
2. Leighton Township adopted a house-numbering ordinance that established the minimum requirements for identifying your property by house number. A copy of that ordinance is available from the Township office. Note that you will not receive an occupancy permit until all of the requirements of the statutes, building code and the house numbering ordinance are fulfilled.
3. Leighton Township has adopted the State Construction Code, which will apply to all inspections.
4. You will also need to obtain permits for plumbing, electrical and mechanical installation. You can obtain those permits by applying to Profession Code Inspections of Dorr, Michigan. Their phone number is 616-877-2000.

Commercial Buildings

All commercial buildings require formal site plan approval and building plan review before a building permit can be issued. Site plan review requirements are set forth in the Leighton Township Ordinance. Contact the township zoning department for more details.

If you have questions or concerns about any of the items mentioned above, please contact the township supervisor at the Township Hall at 616-891-8238 or the building inspector at PCI 616-877-2000.