

# Laketon Township Residential/Commercial New Construction Permit Application

2735 W. Giles Rd., N. Muskegon, MI 49445 PH (231) 744-2454 FAX (231) 744-2506

## SPECIAL NOTES – PLEASE READ!

- **MDEQ PERMITS/APPROVALS MAY BE NECESSARY FOR CONSTRUCTION ON WATERFRONT PROPERTY, PROPERTIES WITH WETLANDS, CRITICAL DUNES OR PROJECTS WITHIN CERTAIN DISTANCES OF LAKES, STREAMS OR OTHER BODIES OF WATER. PLEASE BE SURE TO SECURE ANY REQUIRED MDEQ PERMITS BEFORE APPLYING FOR A PERMIT FROM LAKETON TOWNSHIP.**
- **NO WORK** (including excavation) shall begin before a permit is issued. **An investigation fee will be charged if any work (other than clearing) begins prior to the permit being issued.**
- All applicants are subject to a seven (7) day processing period, starting on the date all required items are received by this office.
- **AUTHORITY:** P.A. 230 OF 1972, AS AMENDED.
- **COMPLETION:** Mandatory to obtain a permit, application must be completed and signed or permit will not be issued.
- **PENALTY:** WRITTEN ORDER TO STOP CONSTRUCTION.

Laketon Township will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

## Applicant to complete all items in sections I, II, III, IV, V, & VI

Note: Separate applications must be made to the appropriate division for plumbing, mechanical, and electrical work permits.

### PLEASE PRINT ALL INFORMATION

#### Section I – Location of Building

Job Address: \_\_\_\_\_  
House Number & Street City State Zip Code

Legal Desc. – Tract/Lot Number: \_\_\_\_\_  
\_\_\_\_\_

#### Section II – Identification

##### A.Owner/Lessee Information:

Name: \_\_\_\_\_ Phone Number:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Email Address: \_\_\_\_\_ Preferred method of contact? Email or phone

##### B.Architect or Engineer Information:

Name: \_\_\_\_\_ Phone Number:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

##### C.Contractor Information:

Name: \_\_\_\_\_ Phone Number:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Email Address: \_\_\_\_\_ Preferred method of contact? Email or phone

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

#### Section III – Type of Improvement and Plan Review

##### A.Type of Improvement:

- New Bldg    Addition    Alteration    Repair    Wrecking    Relocations  
 Foundation ONLY    Mobile Home Set-up    Premanufactured

# Laketon Township Residential/Commercial New Construction Permit Application

## B. Reviews to be Performed:

- Building     Plumbing     Mechanical     Electrical     Energy

## Section IV – Proposed use of Building

### A. Residential – (for “wrecking” show most recent use)

- One family dwelling     Multi-family dwelling (# of units\_\_\_\_)     Attached garage  
 Detached garage     Hotel/ Motel (# of units\_\_\_\_)     Other

### B. Non-Residential – (for “wrecking” show most recent use)

- Amusement     Service Station     School, Library, Educational  
 Church     Hospital/Institutional     Store/Mercantile  
 Industrial     Office/Bank/Professional     Tanks/Towers  
 Parking Garage     Public Utility     Other

Non- residential describe in detail proposed use of building. eg: 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 etc. If use of existing building is being changed, enter proposed use. \_\_\_\_\_

\_\_\_\_\_

## Section V – Selected Characteristics of Building

### A. Principal type of frame:

- Masonry, wall bearing     Structural Steel     Other\_\_\_\_\_  
 Wood frame     Reinforced Concrete

### B. Principal type of heating fuel:

- Gas     Oil     Electricity     Coal     Other\_\_\_\_\_

### C. Type of sewage disposal:

- Public or Private Company     Septic System

### D. Type of water supply:

- Public or Private Company     Private Well or Cistern

### E. Type of mechanical:

- Air Conditioning  Yes  No    Elevator  Yes  No

### F. Dimensions:

Number of Stories \_\_\_\_\_    Floor area: 1<sup>st</sup> & 2<sup>nd</sup> Floor \_\_\_\_\_  
3<sup>rd</sup> – 10<sup>th</sup> Floor \_\_\_\_\_  
11<sup>th</sup> & above \_\_\_\_\_  
Total Land Area \_\_\_\_\_    Total Floor Area \_\_\_\_\_  
Enclosed Parking Spaces \_\_\_\_\_    Outdoor Parking Spaces \_\_\_\_\_

# Laketon Township Residential/Commercial New Construction Permit Application

## Section 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: \_\_\_\_\_ Address: \_\_\_\_\_  
Street address City State Zip Code

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

Federal ID Number/Social Security Number: \_\_\_\_\_

Value of Proposed Work: \_\_\_\_\_

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 of the information on this application is accurate to the best of my knowledge.

**SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972, ACT230 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 BUILDING OR A RESIDENTIAL STRUCTURE. VIOLATORS OF SECTION 23A ARE SUBJECTED TO CIVIL FINES.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Section VII – For Department Use ONLY

	Required			Approved	Date	By
	Yes	No	N/A			
A.- Zoning	___ Yes	___ No	___ N/A	_____		
B.- Fire District	___ Yes	___ No	___ N/A	_____		
C.- Pollution Control	___ Yes	___ No	___ N/A	_____		
D.- Noise Control	___ Yes	___ No	___ N/A	_____		
E.- Soil Erosion	___ Yes	___ No	___ N/A	_____		
F.- MDEQ Permit	___ Yes	___ No	___ N/A	_____		
G.- Flood Zone	___ Yes	___ No	___ N/A	_____		
H.- Water Supply	___ Yes	___ No	___ N/A	_____		
I.- Septic System	___ Yes	___ No	___ N/A	_____		
J.- Variance Granted	___ Yes	___ No	___ N/A	_____		
. - Other	___ Yes	___ No	___ N/A	_____		

## Section VIII – For Department Use Only

Notes and/or stipulations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Laketon Township**  
**Residential/Commercial New Construction Permit Application**  
**PERMIT FLAT FEE SCHEDULE – REVISED – EFFECTIVE April 1, 2018**

**Please note:** the permit fees below are for small maintenance/repair type jobs which only require one inspection – other/larger projects such as decks, buildings, homes, additions etc are still value based – see below:

<b>RESIDENTIAL FLAT FEE PERMITS ONLY:</b>	<b>FEE:</b>
Minimum Permit Fee (regardless of value of work) – includes 1 inspection	\$75.00
Re-Shingle – includes 1 inspection	\$75.00
Re-Siding – includes 1 inspection	\$75.00
Replace all windows/doors – includes 1 inspection	\$75.00

<b>MISCELLANEOUS:</b>	<b>FEE:</b>
Additional Inspections (for each inspection needed beyond the original number of inspections covered by the permit issued)	\$57.00
<b>Special Note:</b> if the inspector is called to do an inspection and the work does not pass inspection or the job is not ready or he cannot get into the structure to perform the inspection – an additional inspection fee will be charged each time he must re-visit the job site.	

**If work starts before a permit is issued:** The Township reserves the right to administer an investigation fee equal to the permit fee if work is started before an approved permit is received.

**Cancellation/Refund Policy:** A 20% cancellation fee will be charged if no inspections have been performed on the permit being cancelled. If inspections have been performed the permit is subject to the 20% cancellation fee plus \$57.00 for each inspection performed.

**VALUE BASED PERMIT FEES (PERMIT FEES ARE ROUNDED TO THE NEAREST DOLLAR):**

Value of project	Permit Fee
\$1 to \$500	Minimum fee: \$75.00
\$501 to \$2,000	Minimum fee: \$75.00
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof
\$500,001 to \$1 million	\$3233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof
Over \$1 million	\$5608.75 for the first \$1 million plus \$3.65 for each additional \$1,000 or fraction thereof

**This revision shall take effect on April 1, 2018.**