

BUILDING DEPARTMENT
 175 E. Adams St. Ionia, MI 48846
 Phone: (616)527-5374 Fax: (616)527-0863

PERMIT APPLICATION CHECKLIST – (Return with Application)

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Res. New Construction | <input type="checkbox"/> H.U.D. Approved Home | <input type="checkbox"/> MI Res. Approved Home | <input type="checkbox"/> Res. Addition |
| <input type="checkbox"/> Res. Alteration | <input type="checkbox"/> Res. Accessory Structure | <input type="checkbox"/> Res. Detached Structure | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Comm. New Construct. | <input type="checkbox"/> Comm. Addition | <input type="checkbox"/> Comm. Remodel | |
| <input type="checkbox"/> Comm. Change of Use | | | |

Project address/location of proposed work: _____

Owner's Name: _____

Contractor's Name: _____

Before a permit may be issued, all of the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

1. * **ZONING & LOCAL ORDINANCE APPROVAL DOCUMENTATION** must be obtained from the following jurisdictions, if applicable: Townships: Boston, Danby, Keene, Orange, Orleans, Otisco, Portland; Villages: Clarksville, Lake Odessa, Pewamo, Saranac; City: Ionia and City of Belding.
2. **RESIDENTIAL SITE PLAN** on back of first page of application. (Required for **ALL** applications – NEW HOMES, ADDITIONS, INTERIOR REMODEL, GARAGES AND ACCESSORY BUILDINGS AND STRUCTURES). Diagram requirements listed separately.
3. **BLUE PRINTS OR DRAWINGS** –Site plan, exterior elevations, wall section, foundation plan, and floor plan required on all applications. See reverse for further information. Two (2) complete sets of drawings are required with all permit applications. **Commercial project plans and homes over 3500 sq. ft. MUST** be signed and sealed.
4. **MICHIGAN UNIFORM ENERGY CODE COMPLIANCE** – for all on-site-built construction, new residences, additions, documentation must be provided demonstrating compliance with the energy code.
5. **PROOF OF OWNERSHIP** (Provide a copy of one of the following documents: recent tax bill which verifies owner(s) and legal description of parcel, assessor's card, recorded deed or other recorded document which contains current owner's name, unrecorded land contract in its entirety)
6. **PROPERTY TAX I.D. NUMBER**
- 7.* **SANITATION & WATER SUPPLY PERMITS** (County Health Department and/or Sewer & Water Authority)*
- 8.* **DRIVEWAY/SIDEWALK PERMIT** – County Road Commission, MDOT, or Village *
- 9.* Is the Structure within 500 feet of water (lake, river, stream, county drain) **OR** is the excavated area equal to or greater than 1 acre? **YES / NO**
If YES a SOIL EROSION PERMIT IS REQUIRED from the DRAIN COMMISSION.*
- 10.* Is property located in wetlands or floodplain? **YES / NO**
 No building permit may be issued if in a flood plain without DNRE* approval.
11. **ADDRESS NUMBERS.** All address numbers require documentation from Ionia County Department of Equalization.
12. **Airport Zoning** is required. Airport zoning is exempt in some areas.

- ___ 13. **COMMERCIAL PERMIT ONLY: COUNTY DRAIN COMMISSION** approval for all commercial applications.
- ___ 14. **DEMOLITION PERMIT ONLY: PROOF OF UTILITY DISCONNECTIONS:** documentation from utility companies servicing structure that services have been removed for demolition.
 ___ Electric Service
 ___ Gas Service
 ___ Water/Sewer Service
- ___ 15.* **DEMOLITION PERMIT ONLY:** Regulated/controlled materials (i.e. contaminated materials, asbestos, underground storage tanks, etc.) are present on the site. YES / NO
 If YES, appropriate authorities must be contacted, and material disposed properly.*
 If you have a well you MUST check with Environmental Health BEFORE demolition is executed.
- ___ 16. **OTHER PERMITS EVENTUALLY NECESSARY:**
 ___ Electrical ___ Mechanical ___ Plumbing ___ Sign
 Applicant or licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

RESPONSIBILITIES OF APPLICANTS

Addition or improvement to an existing structure that is located in a flood plain where the construction is equal to 50 % or more of the original value requires approval from the Ionia Construction Board of Appeals prior to issuance of a building permit per Sec. R105.3.1.1 of the Michigan Residential Building Code.

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

I understand Public Act 230 Section 10 that requires that I obtain a building permit prior to starting construction and Section 13 of Public Act 230 that requires I obtain a certificate of occupancy from the Building Department prior to occupying a structure.

It is a violation of Ionia County Ordinance 97-01 to start construction or occupy a structure without the proper permits. Fines and prosecution costs could be up to \$1,000 plus jail time.

BUILDING DEPARTMENT OFFICE HOURS are 8:00 am to 5:00pm, Monday through Friday.

Signed: _____ Date: _____

****NOTE:** Blue prints and drawings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Include wall section/cross-section drawing showing material dimensions and specification from footing to rafters, as well as floor plan indicating all room dimensions, window, door, and stair openings. All structures containing pre-manufactured members (roof trusses, floor trusses, laminated beams, etc.) require sealed diagram from the manufacturer; forward to our office at time of delivery.

**PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN
COMPLETING APPLICATIONS.**