

# APPLICATION FOR SPARTA TOWNSHIP BUILDING PERMIT

160 E. Division St., Sparta MI 49345  
Phone: (616)887-8863 Fax: (616)887-3823  
www.spartatownship.org

<u>BUILDING INSPECTOR</u> Casey Patterson 616-887-8863	<u>ELECTRICAL INSP</u> Colt Jacobs 616-318-2964	<u>PLUMBING INSP</u> David Cooley 616-447-0878	<u>MECHANICAL INSP</u> David Cooley 616-447-0878
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**Mon 3:00 – 4:30 pm**  
**Tues 8-10am & 2-4 pm**

DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_

BUILDING SITE ADDRESS: \_\_\_\_\_ PP # 41-05-\_\_\_\_-\_\_\_\_-\_\_\_\_

BETWEEN WHAT CROSS STREETS: \_\_\_\_\_ AND \_\_\_\_\_

**APPLICANT/CONTRACTOR:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ ZIP: \_\_\_\_\_

**OWNER'S NAME IF DIFFERENT THAN ABOVE:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

## **BUILDING INFORMATION**

LOT SIZE: \_\_\_\_\_ SQUARE FOOT OF BUILDING: \_\_\_\_\_

BUILDING DIMENSIONS: \_\_\_\_\_ FT WIDE BY \_\_\_\_\_ FT LONG \_\_\_\_\_ FT HIGH

ESTIMATED COST: \$ \_\_\_\_\_ TYPE OF BUILDING: \_\_\_\_\_  
(house, garage, pole bldg, etc)

TYPE OF FOUNDATION: \_\_\_\_\_

**\*\*\* ADDITIONAL INFORMATION MUST BE SUBMITTED WITH THIS APPLICATION \*\*\***  
**SEE BUILDING PERMIT INFORMATION CHECKLIST**

Fees are determined as follows:

- Base fee - \$100.00
- Permit fee – per \$1000 of estimated cost/value \$ 3.00
- Mechanical, Electrical & Plumbing fees – determined by permits

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

\_\_\_\_\_  
Name Phone # \_\_\_\_\_

\_\_\_\_\_  
Address Fax # \_\_\_\_\_

\_\_\_\_\_  
Cell # \_\_\_\_\_

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, 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 building or a residential structure. Violators of Section 23a are subject to civil fines.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Application Date

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**Local governmental agency to complete this section below**

**Environmental control approvals**

**Approved**

**Zoning** \_\_\_\_\_  
**Soil Erosion** \_\_\_\_\_  
**Flood Zone** \_\_\_\_\_  
**Water Supply** \_\_\_\_\_  
**Septic System** \_\_\_\_\_  
**Variance Granted** \_\_\_\_\_  
**Other** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Building Permit #** \_\_\_\_\_

**Approved by:**

**Issue Date** \_\_\_\_\_

**Permit Fee** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_



**SPARTA TOWNSHIP  
STATEMENT OF UNDERSTANDING**

I the undersigned agree and understand it is my responsibility as applicant for this permit to call the township inspectors for all inspections. Final Inspections are necessary before the Certificate of Occupancy can be issue by the Township.

Failure to do so will result in a citation answerable in 63<sup>rd</sup> District Court – Rockford, MI 49341. The fine for such a violation is not less than \$100 nor more than \$500 for the first offense.

PERMIT TYPE:

Building \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

GENERAL CONTRACTOR: (if applicable)

Applicant Signature

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name)

Date \_\_\_\_\_

**SPARTA TOWNSHIP  
KENT COUNTY, MICHIGAN**

160 E. Division St., Sparta MI 49345  
Phone (616)887-8863 Fax (616)887-3823  
www.sparta-township.com

**Michigan Energy Code**

Date: \_\_\_\_\_

Type of Structure: \_\_\_\_\_

Job Address: \_\_\_\_\_  
\_\_\_\_\_

Attic Insulation: \_\_\_\_\_ inches (blown-in or batt) R value \_\_\_\_\_

Sidewall Insulation: \_\_\_\_\_ inches (blown-in or batt) R value \_\_\_\_\_

Home will have thermal windows:  Double  Triple pane

Wall Sheathing type: \_\_\_\_\_

This structure meets Energy Code Requirements

\_\_\_\_\_ Builder

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<b>BUILDING PERMIT INFORMATION CHECKLIST</b>
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The following materials and documents are required in order for you to obtain a Building Permit:

**1. COMPLETED ZONING APPLICATION**

- A. Zoning application must be approved before a building permit will be issued
- B. A detailed site diagram

**2. COMPLETED BUILDING PERMIT APPLICATION**

- A. Must be completed in full

**3. PROOF OF PARCEL OWNERSHIP**

- A. Permanent Parcel # and address from Kent County Road Commission indicating that your parcel is legally split

**4. SURVEY DRAWINGS OF JOB SITE IF AVAILABLE**

**5. TWO COMPLETE SETS OF CONSTRUCTION PLANS DRAWN TO SCALE  
(one set will be returned to be kept at the job site) PLAN SHALL INCLUDE:**

- A. Foundations with depth of footing
- B. All significant elevations (front & side views)
- C. Floor plans for all floors, including basement
- D. Cross-section of one wall from footing to peak
- E. North elevation identified as (N)

**6. A SEPTIC/WATER WELL PERMIT MUST BE OBTAINED FROM:**

**Kent County Health Department**  
700 Fuller NE, Grand Rapids MI 49505  
(616)632-6927

**7. DRIVEWAY/HIGHWAY PERMIT FROM:**

**Kent County Road Commission-** (616)242-6920

**8. A TRUSS DIAGRAM**

Engineered truss diagrams are required for any plans that call for engineered trusses. The diagram can be obtained from your truss supplier.

## 9. ENERGY CODE CALCULATIONS

State law requires a minimum level of energy efficiency in new residential structures.  
(see Michigan Energy Code sheet attached)

## 10. SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT

State law requires a permit if your job site is within 500 feet of a lake or stream, or if over (1) acre of land is cleared. Permits are obtained from the Kent County Road Commission at (616) 242-6910.

Your building permit is subject to zoning approval based on local zoning ordinance provisions. Normally a building permit may be obtained when all documents and materials are presented to the building inspector and zoning approval is granted.

It is the permit holder's responsibility to arrange access to the inspection site. Please see attached list to schedule an inspector:

Building Inspector, Casey Patterson	(616) 887-8863
Electrical Inspector, Colt Jacobs	(616) 318-2964
Plumbing Inspector, David Cooley	(616) 447-0878
Mechanical Inspector, David Cooley	(616) 447-0878

**ANY QUESTIONS – CALL THE SPARTA TOWNSHIP OFFICES AT (616) 887-8863**  
**MONDAY, TUESDAY, THURSDAY 8:00 AM – 5:00 PM**  
**WEDNESDAY 8:00 AM – 6:00 PM**  
**CLOSED FRIDAY**

You must have your permit before any construction begins. There will be an administration fee charged if work is started before application is made. Permit is issued by the Building Inspector.

You will have to call for inspections during the building process – Please call at least 48 hours before you need the inspection.

Occupancy Permit is issued upon completion of the final inspection. You are not to move into your house unless this permit has been issued. This is in accordance with the Michigan State Building Code.

## PERMIT HOLDER RESPONSIBILITIES

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder:

1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
2. The permit must be posted and visible from the road.
3. The location must be identified by a street number or a sign indicating the owner's or contractor's name (hand painted #'s or signs are fine)

## INSPECTIONS

There are a number of inspections required in each of the four codes (building, electrical, mechanical & plumbing); therefore, you must call the inspectors when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required visual inspections are:

### BUILDING:

- FOOTING - between the time the forms for the footings are set and before any sills are attached. We would like to inspect prior to any concrete being poured, because if the forms are in the wrong place it is much cheaper to move forms than concrete. If you do not have an approval of the forms, you pour at YOUR OWN RISK.
- FOUNDATION - before back filling when the walls are complete; damp proofed or waterproofed, and the foundation drains are completely installed
- ROUGH-IN – when framing is complete, BEFORE dry walling and AFTER electrical, plumbing and mechanical inspections
- FINAL – when project is complete and ready for occupancy and AFTER electrical, plumbing and mechanical final inspections

### ELECTRICAL:

- TEMPORARY SERVICE – when temporary service is complete and ready for hook-up
- PERMANENT SERVICE – when permanent service is completed and ready for hook-up
- ROUGH-IN – BEFORE insulating or dry walling, when wiring which will be hidden is complete
- FINAL – when all fixtures are set, plates are on and the building is ready to be occupied

### MECHANICAL:

- UNDERGROUND – if anything is to be covered by dirt or concrete
- ROUGH-IN – anything in walls (including ducts or chimneys) BEFORE dry walling
- FINAL – when furnace and/or air conditioning is completed and operating and you are ready to occupy

### PLUMBING:

- UNDERGROUND – when pipes are all run in ground, BEFORE you backfill or pour concrete
- ROUGH-IN – when pipes are all run in wall, BEFORE dry walling, also drainage lines in ceiling of basement BEFORE covering
- FINAL – when fixtures are all set and operating and you are ready to occupy

Please, remember each job is different and goes at a different pace. Therefore, we have no idea when you are ready for any inspections unless you call and let the inspectors know. Also, please make sure that you are actually ready for inspection. **If an inspection is called for and the job is not ready, a re-inspection fee will be charged.**