

APPLICATION FOR SPARTA TOWNSHIP BUILDING PERMIT

160 E. Division St., Sparta MI 49345
Phone: (616)887-8863 inspector@spartatownship.org

BUILDING INSPECTOR

Steve Boluyt
616-437-7201

Wed 9AM – 1PM

ELECTRICAL INSP

Jim Thorington
616-255-6502

PLUMBING INSP

Vince Milito
616-340-1058

MECHANICAL INSP

Vince Milito
616-340-1058

This application must be completed in full otherwise the application process will be delayed.

DATE: _____

PP # 41-05-____-____-____

BUILDING SITE ADDRESS: _____

BETWEEN WHAT CROSS STREETS: _____ AND _____

APPLICANT/CONTRACTOR: _____

ADDRESS: _____ PHONE: _____

LICENSE #: _____

E-MAIL ADDRESS: _____

OWNER'S NAME IF DIFFERENT THAN ABOVE: _____

ADDRESS: _____ OWNER'S PHONE #: _____

SIGNATURE: _____ DATE: _____

BUILDING INFORMATION

LOT SIZE: _____ SQUARE FOOT OF BUILDING: _____

BUILDING DIMENSIONS: _____ FT WIDE BY _____ FT LONG _____ FT HIGH

ESTIMATED VALUE: \$ _____ TYPE OF FOUNDATION: _____

PROJECT DESCRIPTION: _____
(house, garage, pole building, deck, etc.)

***** 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 value | \$ 3.00 |
| ➤ Mechanical, Electrical & Plumbing fees | Determined by permits |
| ➤ Renewal or reinspection fee - | \$ 75.00 |
| ➤ Administration fee - | \$75.00 per hour |
| ➤ Plan Review | To be determined |

(Revised 5/2025)

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

Local governmental agency to complete this section below

Environmental control approvals

Zoning _____
Soil Erosion _____
Flood Zone _____
Water Supply _____
Septic System _____
Variance Granted _____
Other _____

Approved

Building Permit # _____

Approved by:

Issue Date _____

Permit Fee _____

Signature

Title

SPARTA TOWNSHIP BUILDING DEPARTMENT

AFFIDAVIT

In compliance with P.A. 383 of 1965 (Residential Builders, Maintenance and Alteration Contractors Law), and amendment of Section 16A, By P.A. 153 of 1967.

STATE OF MICHIGAN

COUNTY OF KENT

I, _____, _____
(Name) (Address)

(City, State, Zip) (Phone#)

Hereby execute this affidavit for the attached permit testifying to a legal exemption for a license number as prescribed in the above Public Act and Amendment.

By signing this statement, I assume the following responsibilities:

1. The work regulated by this permit must meet zoning and building code regulations. If a violation exists, the **Holder of the Permit** must improve it to acceptable standards.
2. All insurance liability is assumed by the **Permit Holder**.
3. The responsibility for injury to workers also falls on the Permit Holder as homeowner's policies **Do Not** normally cover worker's compensation claims.
4. All electrical, mechanical and plumbing work done under the attached permit will be done under my supervision.
5. The construction work covered by this permit will be for my own use or occupancy and will be located on property owned by me.

Signed: _____

Date: _____

**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 issued by the Township.

Failure to do so may result in a citation answerable in 63rd District Court – Grand Rapids, MI 49525. 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

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

2015 Michigan Energy Code Compliance Worksheet

Builder: _____ Job Address: _____

Check the method of compliance. (Provide additional documents for methods 2 and 3)

1. ☐ **Building Envelope: (R-value prescriptive – complete form)**

	Type of Insulation	R-Value	Required R-Value
Wall assembly			R-20 or 13 + 5
Fenestrations			R-3.125 (U=.32)
Roof/Ceiling			R-38
Floors over unconditioned spaces			R-30
Slabs on grade			R-10, 2 ft.
Crawl space walls			R-15/ 19
Basement walls - cavity			R-13
Basement walls - continuous			R-10

2. ☐ **Total UA alternative** (must meet ASHRAE fundamentals)
3. ☐ **Performance-based compliance** (must meet mandatory requirements)

Please note some of the mandatory requirements: (for all requirements see the 2015 MRC – Chapter 11)

1. A permanent certificate listing the installed R and U values must be applied to the electrical panel.
2. The building thermal envelope shall be sealed to limit infiltration. This must be completed prior to the insulation inspection. A blower door test of less than 4 ACH is required.
3. Building framing cavities shall not be used as ducts or plenums.
4. Duct leakage testing is required where located outside the thermal envelope.
5. A minimum of 75% of lamps in fixtures must be high efficacy.

Builder: _____ Date: _____

Note: 1. An inspection will be required after wall insulation and before drywall.

2. For blown attic insulation an installers certificate showing initial thickness, coverage area, and number of bags used must be provided before final inspection.

3. A certificate of occupancy will not be issued until the requirements of this code are met.

**SPARTA TOWNSHIP
KENT COUNTY, MICHIGAN**

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

BUILDING PERMIT INFORMATION CHECKLIST
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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 otherwise the application process will be delayed.***

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 and size 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, Steve Boluyt	(616) 437-7201
Electrical Inspector, Jim Thorington	(616) 255-6502
Plumbing Inspector, Vince Milito	(616) 340-1058
Mechanical Inspector, Vince Milito	(616) 340-1058

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

You must have your permit before any construction begins. There may 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 – inspection is needed prior to any concrete being poured. 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 wall/insulation and AFTER electrical, plumbing and mechanical inspections have been approved.
- FINAL – when project is complete and ready for occupancy and AFTER electrical, plumbing and mechanical final inspections are approved.

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 dry wall/insulation, 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 wall/insulation.
- 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 wall/insulation, also drainage lines in ceiling of basement BEFORE covering.
- FINAL – when fixtures are all set, 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.**