

**CITY OF ZEELAND
COMMUNITY DEVELOPMENT DEPARTMENT
21 SOUTH ELM ST.
ZEELAND, MI 49464**

**Requirements for obtaining Building Permits
from the**

CITY OF ZEELAND

Residential Structures

(One-and two-family residential with less than 3,500 square feet of habitable space)

- Application for Building Permit and Plan Examination
- Minimum of two (2) sets of plans that include the following:
 - Site plan
 - Foundation details
 - Roof and wall details
 - Building elevations
 - Straight line floor plan with all applicable dimensions for interior alterations and all additions

Commercial Structures

(Including one-and two-family residential with more than 3,500 square feet)

- Application for Building Permit and Plan Examination.
- Three (3) sets of plans and specifications, with original signature and seal of an architect or professional engineer registered in the state of Michigan.

Mobile and Pre-manufactured Homes

- Application for Building Permit and Plan Examination.
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation.
- Site plan.
- For Michigan approved pre-manufactured units:
 - Two (2) copies of the Building System Approval Report
 - Approved plans

Instructions for Completing the Application

Page 1

Complete all applicable sections.

Note: If the homeowner is doing the construction, enter "homeowner" in the contractor information space in section II(C).

Page 2

Enter all information as required.

Requirements for obtaining Building Permits *continued*

Page 3

Section VI must be completed by the permit applicant and signed.

Section VII must be completed by the City of Zeeland for zoning (environmental) approval. For some projects, a Land Use Permit may be substituted for a Building Permit. Note: Be sure to complete items (G) and (H) and indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

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Complete if applicable.

Building Permit Fees

The following information will be needed to calculate permit fees for new buildings and additions:

- Total square footage of the structure.
- Use group (i.e., “R-3” use group for single-family dwellings; “U” use group for detached garages, pole barns, etc.).
- Type of construction (i.e., “5b” for wood frame construction).

Building Permit Fee Schedule

Base Building Permit Fee: \$50.00

+ A \$5.00 additional Building Permit Fee for each \$1,000 in project value up to \$500,000 in project value

+ A \$4.00 additional Building Permit Fee for each \$1,000 in project value over \$500,000

Note: The project value is the total value of the improvement, including excavation, building, plumbing, electrical, mechanical, and architectural costs.

For Commercial/Industrial/Public Facility Projects only:

+ Plan Review Fee which is 65% of the total Building Permit Fee.

If the building permit application and plans are submitted without payment, the application will be placed on hold. Upon receipt of the payment the building permit will be processed.

When to Call for an Inspection

Call the inspector’s telephone number listed on the building permit at least two (2) days prior to the time an inspection is needed. A minimum of three (3) inspections are required on most structures. It is the permit holder’s responsibility to call for inspections, prior to any construction being covered/concealed.

Foundation Inspection

An inspection is to be made before the placement of the footings. The building inspector may want to perform a wall, waterproofing, and drain tile inspection prior to backfill.

Rough Inspection

The rough inspection is to be made after the roof, all framing, fire stopping, and bracing are in place, and the electrical, mechanical, and plumbing rough inspections are completed and approved and before the insulation is installed.

Final Inspection

The final inspection is to be made upon completion of the building or structure and before occupancy occurs.

**BUILDING PERMIT APPLICATION
CITY OF ZEELAND
21 SOUTH ELM ST. ZEELAND, MI 49464
616-772-0872 - FAX 616-772-0880**

THE CITY OF ZEELAND WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.

**AUTHORITY: P.A. 230 OF 1972 AS AMENDED
COMPLETION: MANDATORY TO OBTAIN PERMIT
PENALTY: PERMIT CANNOT BE ISSUED**

I. PROJECT INFORMATION

PROJECT DESCRIPTION	PROJECT COST
PROJECT STREET ADDRESS	
BETWEEN	

II. IDENTIFICATION

A. OWNERS OR LESSEE

NAME	
CITY	ADDRESS

B. ARCHITECT OR ENGINEER

NAME		ADDRESS	
CITY	STATE	ZIP	PHONE
			FAX
LICENSE NUMBER			EXPIRATION

C. CONTRACTOR

NAME		APPLICANT NAME	
CITY	STATE	ZIP	PHONE
			FAX
BUILDERS LICENSE NUMBER			EXPIRATION
FEDERAL EMPLOYER NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			

III. TYPE OF IMPROVEMENT AND PLAN REVIEW

A. TYPE OF IMPROVEMENT

1. NEW BUILDING 3. ALTERATION 5. MOBILE HOME SET-UP 7. FOUNDATION ONLY 9. RELOCATION
 2. ADDITION 4. REPAIR 6. DEMOLITION 8. PREMANUFACTURE 10. SPECIAL INSP

B. REVIEW(S) TO BE PERFORMED

- BUILDING ELECTRICAL MECHANICAL PLUMBING FOUNDATION

IV. PROPOSED USE OF BUILDING

A. RESIDENTIAL

1. ONE FAMILY
 2. TWO OR MORE FAMILY
 NO. OF UNITS _____
3. HOTEL-MOTEL
 NO. OF UNITS _____
4. ATTACHED GARAGE
5. DETACHED GARAGE
6. OTHER

B. NON-RESIDENTIAL

7. AMUSEMENT
 8. CHURCH, RELIGION
 9. INDUSTRIAL
 10. PARKING GARAGE
11. SERVICE STATION
 12. HOSPITAL, INSTITUTIONAL
 13. OFFICE, BANK, PROFESSIONAL
 14. PUBLIC UTILITY
15. SCHOOL, LIBRARY, EDUCATIONAL
 16. STORE, MERCANTILE
 17. TANKS, TOWERS
 18. OTHER

DESCRIPTION OF WORK: DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. 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 PLAN; IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE AND WORK BEING DONE.

V. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME

1. MASONRY, WALL BEARING 2. WOOD FRAME 3. STRUCTURAL STEEL 4. REINFORCED CONCRETE 5. OTHER

B. PRINCIPAL TYPE OF HEATING FUEL

1. GAS 2. OIL 3. ELECTRICITY 4. COAL 5. OTHER

C. TYPE OF SEWAGE DISPOSAL

1. PUBLIC OR PRIVATE COMPANY 2. SEPTIC SYSTEM

D. TYPE OF WATER SUPPLY

1. PUBLIC OR PRIVATE COMPANY 2. PRIVATE WELL OR CISTERN

E. TYPE OF MECHANICAL

1. WILL THERE BE AIR CONDITIONING? YES NO 2. WILL THERE BE FIRE SUPPRESSION? YES NO

F. DIMENSIONS/DATA

	EXISTING	ALTERATIONS	NEW
1. NUMBER OF STORIES _____			
2. USE GROUP _____			
3. CONST. TYPE _____			
4. NO. OF OCCUPANTS _____			
5. FLOOR AREA:			
BASEMENT _____			
1 ST & 2 ND FLOOR _____			
3 RD -10 TH FLOOR _____			
11 TH -ABOVE _____			
TOTAL AREA _____			

G. NUMBER OF OFF-STREET PARKING SPACES

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	PHONE	E-MAIL	
ADDRESS	CITY	STATE	ZIP CODE

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/HER 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 section 23a are subjected to civil fines.

SIGNATURE OF APPLICANT _____

PLAN REVIEW FEE ENCLOSED \$ _____

OR CITY ACCOUNT NUMBER _____

BUILDING PERMIT FEE ENCLOSED \$ _____

OR CITY ACCOUNT NUMBER _____

VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> YES <input type="checkbox"/> NO				
B - FIRE DISTRICT	<input type="checkbox"/> YES <input type="checkbox"/> NO				
C - POLLUTION CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
D - NOISE CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
E - SOIL EROSION	<input type="checkbox"/> YES <input type="checkbox"/> NO				
F - FLOOD ZONE	<input type="checkbox"/> YES <input type="checkbox"/> NO				
G - WATER SUPPLY	<input type="checkbox"/> YES <input type="checkbox"/> NO				
H - SEPTIC SYSTEM	<input type="checkbox"/> YES <input type="checkbox"/> NO				
I - VARIANCE GRANTED	<input type="checkbox"/> YES <input type="checkbox"/> NO				
J - OTHER	<input type="checkbox"/> YES <input type="checkbox"/> NO				

VII. VALIDATION-FOR DEPARTMENT USE ONLY

USE GROUP _____
 TYPE OF CONSTRUCTION _____
 SQUARE FEET _____

BASE FEE _____
 NO. OF INSPECTIONS _____

APPROVAL SIGNATURE _____

TITLE _____

DATE _____