



**BUILDING PERMIT APPLICATION**  
**City of Zeeland**

**Community Development Department**  
 21 S ELM ST - ZEELAND, MI 49464  
 Phone 616-772-0872 - Fax 616-772-0880  
 buildinginspector@cityofzeeland.com  
 www.cityofzeeland.com

Date: \_\_\_\_\_ Project: \_\_\_\_\_ Permit #: \_\_\_\_\_

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.

**1. JOB LOCATION**

Job Address	Has a plan review been completed for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required		
Name of Owner/Agent	Owner/Agent Phone		
Address	City	State	Zip
Email			

**2. CONTRACTOR/OWNER INFORMATION**

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name	License No	
Address		City	State    Zip
Phone	Email		

**3. ARCHITECT OR ENGINEER**

Name [Company or Contact]	Phone		
Address	City	State	Zip
Email			

**4. TYPE OF PROJECT**

Class of work (check all that apply) <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other	If this address is located in Shopping Area Redevelopment Board district, does this project require <b>SARB</b> approval? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Description of work</b>   	

**5. PROJECT VALUE**

<b>State the total value of the improvement</b> including excavation, building, plumbing, electrical, mechanical, and architectural costs [subject to Building Official approval]	<b>Job Value</b> <b>\$</b>	Building Official Approval
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**NO WORK IS TO START PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT**

- o 4 sets of stamped plans and a pdf file must be submitted for commercial/industrial projects  
 2 sets of plans must be submitted for residential projects.
- o Separate permits are required for Electrical, Mechanical and Plumbing work
- o Project started without a permit may be subject to additional administrative fee of \$100

**6. APPLICANT SIGNATURE**

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

APPLICANT NAME: \_\_\_\_\_

## 7. 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 in project value**

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

**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. Please make checks payable to "City of Zeeland".

### **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.