



Saugatuck Township

3461 BLUE STAR HIGHWAY
P.O. BOX 100
SAUGATUCK, MI 49453
PHONE (269) 857-7721
www.SaugatuckTownship.org

BUILDING PERMIT APPLICATION

PERMIT # _____

LOCATION OF PROJECT

ADDRESS: _____ CITY: _____ PARCEL # 0320- _____
ZONING DISTRICT: _____ LOT SIZE: _____

OWNER INFORMATION

PROPERTY OWNER: _____ OWNER PHONE: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
EMAIL ADDRESS _____

ARCHITECT OR ENGINEER INFORMATION

BUSINESS NAME _____ CONTACT PERSON _____
MAILING ADDRESS _____ PHONE _____
CITY _____ STATE _____ ZIP _____
EMAIL ADDRESS _____

CONTRACTOR INFORMATION

BUSINESS NAME _____ CONTACT PERSON _____
MAILING ADDRESS _____ PHONE _____
CITY _____ STATE _____ ZIP _____
EMAIL ADDRESS _____
CONTRACTOR LICENSE # _____ EXP _____ FEDERAL ID _____

SEWAGE DISPOSAL **WATER SUPPLY** **VALUE OF IMPROVEMENT: \$** _____
PRIVATE _____ PRIVATE _____
PUBLIC _____ PUBLIC _____
PERMIT FEES: \$ _____

WORK DESCRIPTION: _____

CONTRACTOR AFFIDAVIT: 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 #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.

Contractor Signature: _____ **Date:** _____

HOMEOWNER AFFIDAVIT: I hereby certify that the work described on this permit application shall be done by myself in my own single family dwelling in which I am living or are about to occupy. All work shall be done in accordance with all applicable codes and shall not be enclosed or covered up until it has been inspected and approved by the Building Official. I will assume responsibility to arrange for necessary inspections.

Homeowner Signature: _____ **Date:** _____



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ZONING PERMIT APPLICATION

PERMIT # _____

Type of Permit

Sign _____
Fence _____
Zoning _____
Building _____

Permit Fees

Zoning Fee: \$85\$ _____
(waived for temp signs)
Sign Fee: \$1.50/sf/side\$ _____
Length _____ # of Sides _____
Width _____

Applicant Information

Name: _____
Address: _____
Telephone: _____
Email: _____

Property Information

Address _____
Parcel # _____
Location of sign/fence (if applicable): _____
Current Zoning: _____ Conforming use? Yes _____ No _____

Sign Permit Application Details:

Sign permit application shall meet the requirement for the Saugatuck Township Zoning Ordinance [Section 40-634](#) and sign requirements for the zoning where sign is located.

Sign permit application requirements shall include:

- Dimensioned drawing of sign
- Site sketch including setbacks

Fence Permit Application Details:

Fence permit application shall meet the requirements for the Saugatuck Township Zoning Ordinance [Section 40-640](#) and fence requirements for the zoning where the fence is located.

Fence permit application requirements shall include:

- Dimensioned drawing of fence
- Site sketch including setbacks

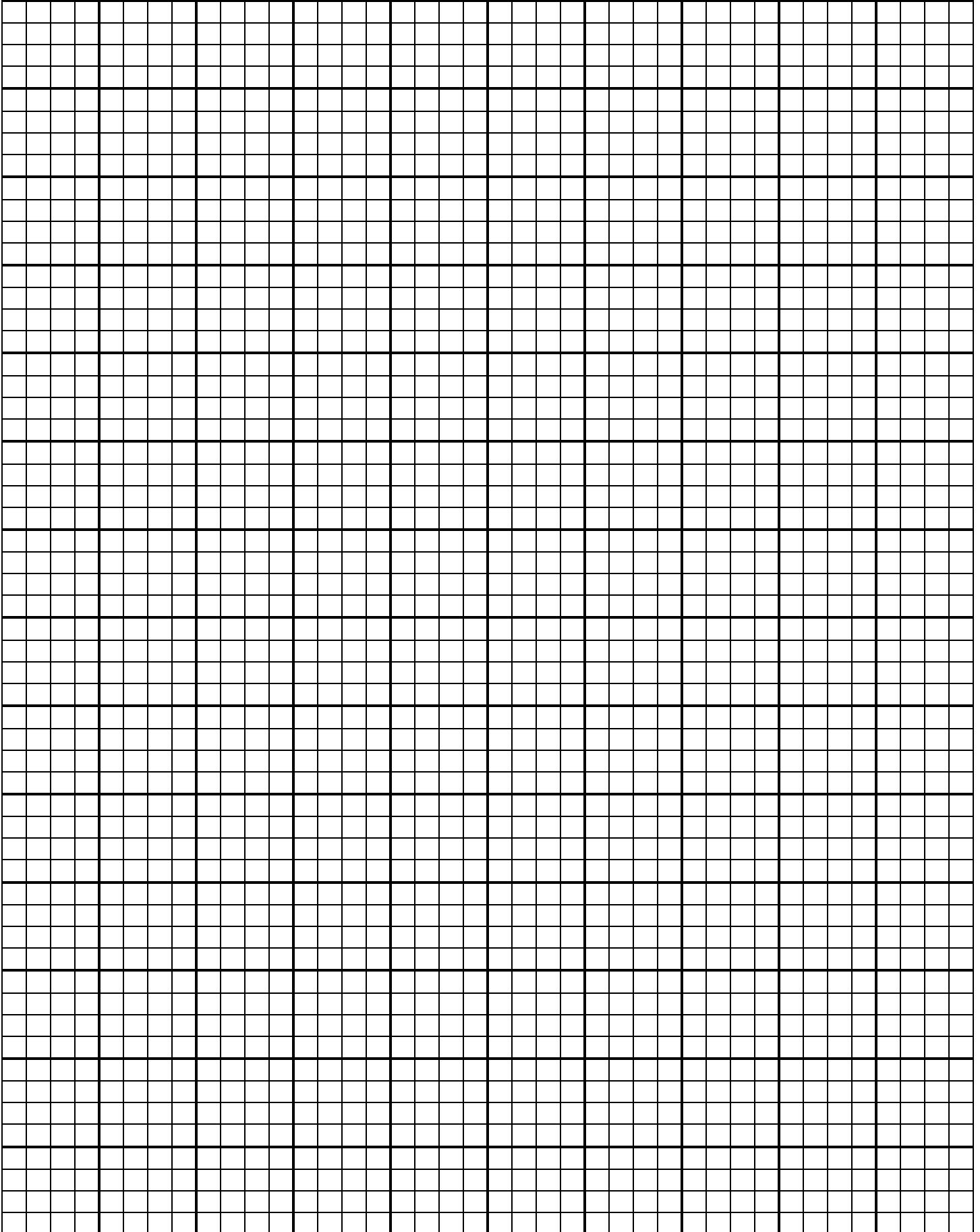
Zoning Permit Application Requirements:

- A detailed site plan. (A survey may be necessary for boundary line fences or small lots of record where setbacks are critical.)

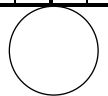
Applicant Signature: _____ Date: _____

Approved By: _____ Date: _____

SITE PLAN WORKSHEET



INDICATE DIRECTION OF NORTH WITHIN THE CIRCLE:





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REQUIREMENTS NEEDED TO OBTAIN A BUILDING PERMIT

1. Filled out Building Permit application form.
2. Accurate Site Plan that is drawn to Scale including:
 - a. Lot size
 - b. Proposed construction with dimensions
 - c. Setbacks from road right-of-way, side yards, and rear yard
 - d. Position of: well, septic system, driveway, electrical and gas equipment, etc.

(Current survey sheet that is overdrawn, the back of the permit application, or a separate sheet of paper can be used for the diagram)
3. Two complete sets of building plans printed; **one set of digital plans emailed to marens@saugatucktownship.org**.

One set of plans will be returned to you after plan review and should be on the job site at all times for reference by contractors and inspectors. (Residence over 3500 sq. ft. or a commercial or industrial building requires sealed plans by an architect or engineer. Contact individual inspectors to determine if electrical, plumbing, or mechanical plan review is required.) If manufactured trusses are used in the project, please submit truss diagrams prior to rough-in inspection.
4. A written statement from the Saugatuck Township Fire Chief or Fire Safety Officer regarding compliance with the Township Board adopted and enforced Fire Codes. A detailed site plan showing the width of the driveway and availability of water supply should be submitted to the Fire District. For more information contact the Saugatuck Township Office or Saugatuck Township Fire District at (269) 857-3000.
 - a. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders, and a clearance of not less than 13 feet, 6 inches.
 - b. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.
 - c. The required turning radius of a fire apparatus access road shall be determined by the code official.
 - d. Dead-end fire apparatus access roads in excess of 150 Feet in length shall be provided with an approved area for turning around fire apparatus. (Sample drawings are available)
 - e. Grade of the fire apparatus access road shall be less than 10% unless otherwise approved by the fire chief.
 - f. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are constructed.
5. A copy of Well and Septic Permits from the Allegan County Health Dept. (269) 673-5411.

The Health Dept. also assigns house numbers to new residences; ask for an application for new address.
6. A copy of a driveway permit from the Allegan County Road Commission if the project is on a public road and there is no existing driveway. Call (269) 673-2184.
7. A copy of permit from the DEQ (Dept. of Environmental Quality) may be required if the project is in the High-Risk Erosion Area (Lake Michigan). Call (269) 567-3561.
8. The following permits are also required depending upon the scope of the project:
 - a. Plumbing, Electrical, Mechanical, Zoning Permits - Saugatuck Township Office (269) 857-7721

b. Earth Change Permit - Allegan County Health Department (269) 673-5411. An Earth Change Permit is required whenever an earth change will take place within 500 feet of a lake/stream/waterway/county drainage system and/or disturbs one or more acres of land.

9. Payment of applicable fees.

10. A copy of the water analysis for VOM (Volatile Organic Materials) if the parcel(s) is not serviced by a public water supply. See Water Well Test Procedures at www.saugatucktownship.org.

If the project is in compliance with the Saugatuck Township Zoning Ordinance, plan review is approved, and the above requirements are submitted, a building permit will be issued. Permits may take up to 10 days depending upon the complexity of the project. Failure to obtain permits prior to construction may result in fines or the removal of the structure. An occupancy permit will be issued prior to use or occupancy of the building and after all final inspections are completed and approved by each individual inspector.

REQUIRED INSPECTIONS

THE CONTRACTOR, PROPERTY OWNER, AND/OR AGENT IS RESPONSIBLE FOR CONTACTING THE PROPER INSPECTOR AT EACH STAGE OF THE CONSTRUCTION PROCESS. PLEASE CALL THE INSPECTOR PRIOR TO THE NEXT CONSTRUCTION STAGE AND ALLOW SUFFICIENT TIME TO COMPLETE THE INSPECTION. CALL THE SAUGATUCK TOWNSHIP OFFICE AT (269) 857-7721 TO REQUEST BUILDING INSPECTIONS.

CONVENTIONAL CONSTRUCTION (House-Garage-Addition-Accessory Building)

1. Footing Forms (Before pouring concrete)
2. Foundation walls (After forms are removed, coating applied, drain tile added but before backfill)
3. Rough-in Electrical (Before covered) **
4. Rough-in Plumbing (Before covered) **
5. Rough-in Mechanical (Before covered) **
6. Rough-in Framing (After rough-in electrical, mechanical, and plumbing but before insulation and wall covering)
7. Insulation Inspection
8. Final inspections by all inspectors (When project is completed)

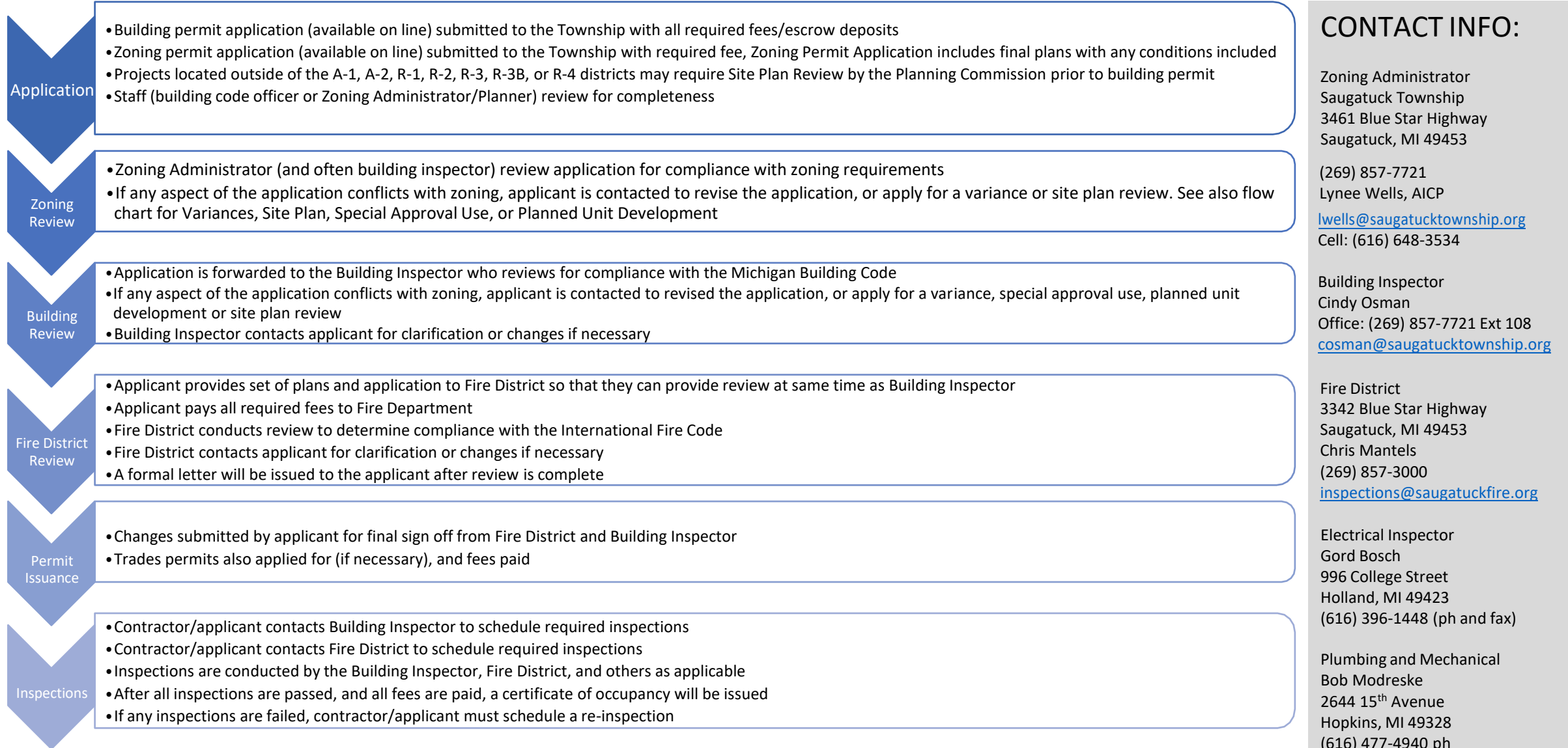
PRE-MANUFACTURED CONSTRUCTION (Modular/Double wide)

1. Footing forms - Slab forms - pillar forms (Before pouring of concrete)
2. Rough-in electrical, plumbing and mechanical (Before block or skirting) **
3. Rough-in building - Piers and tie downs (Before block or skirting)
4. Final inspection by all inspectors (When project is completed)

POLE CONSTRUCTION (Barns - Utility Buildings)

1. Post Holes (Before concrete and posts are set in place)
2. Rough-in frame (Before covering)
3. Final (When project is complete)

** Occasionally plumbing, electrical, and mechanical systems may be encased in concrete; please contact the appropriate inspector for approval prior to covering.



CONTACT INFO:

Zoning Administrator
Saugatuck Township
3461 Blue Star Highway
Saugatuck, MI 49453

(269) 857-7721
Lynee Wells, AICP
lwells@saugatucktownship.org
Cell: (616) 648-3534

Building Inspector
Cindy Osman
Office: (269) 857-7721 Ext 108
cosman@saugatucktownship.org

Fire District
3342 Blue Star Highway
Saugatuck, MI 49453
Chris Mantels
(269) 857-3000
inspections@saugatuckfire.org

Electrical Inspector
Gord Bosch
996 College Street
Holland, MI 49423
(616) 396-1448 (ph and fax)

Plumbing and Mechanical
Bob Modreske
2644 15th Avenue
Hopkins, MI 49328
(616) 477-4940 ph
(269) 793-7140 fax

For on-line forms visit www.saugatucktownship.org, and Click the *Permits & Forms* menu

To view the zoning map and ordinance, visit www.saugatucktownship.org, and click on Departments, Planning & Zoning