



## WILLIAMSTOWN TOWNSHIP

4990 NORTH ZIMMER ROAD

WILLIAMSTON MI 48895

PHONE: 517-655-3193

FAX: 517-655-3971

IN ORDER TO OBTAIN A BUILDING PERMIT FOR AN ACCESSORY BUILDING OR ADDITION TO ACCESSORY, THE FOLLOWING DOCUMENTS ARE REQUIRED:

- COMPLETED BUILDING PERMIT APPLICATION
- PROOF OF OWNERSHIP
- COPY OF CURRENT BUILDERS LICENSE (or have one on file at Township Office)
- SIGNED INSURANCE ADDENDUM (commercial buildings are exempt)
- TWO SETS OF BLUEPRINTS (In addition: if structure is OVER 3500 SQ FT, blueprints must be sealed by an architect licensed in the State of Michigan)
- A COMPLETE SITE PLAN THAT INCLUDES THE FOLLOWING:
  - Location of proposed Building/Addition with distance from proposed Building/Addition to FRONT, BACK and BOTH SIDE property lines
  - Location of all existing structures on the site and their distance from the proposed Building/Addition
  - TOTAL SQUARE FOOTAGE OF ALL EXISTING ACCESSORY BUILDINGS (including detached garages)
  - Location of all bodies of water (creeks, ponds, wetlands, etc) on the site and their distance from proposed Building/Addition
  - Location of all underground or overhead utilities, well and septic drain field
  - Directional North
  - Road location
  - Site plan may be hand-drawn, but **MUST** be representative of actual site
- SOIL EROSION PERMIT OR WAIVER - REQUIRED/ISSUED BY THE INGHAM COUNTY DRAIN COMMISSION (*PROJECTS THAT INVOLVE GRADING OF SOIL*) - (676-8395)
- HEALTH PERMIT (WELL AND SEPTIC) – REQUIRED/ISSUED BY THE INGHAM COUNTY HEALTH DEPT (*PROJECTS INCLUDING A BATHROOM*) - (887-4312)
- DRIVEWAY PERMIT (AGRICULTURAL BUILDING ON VACANT LAND ONLY) – REQUIRED/ISSUED BY INGHAM COUNTY ROAD COMMISSION (800-968-9733)
- APPLICATION FEE

**BUILDING PERMIT APPLICATION**  
**TOWNSHIP OF WILLIAMSTOWN PLEASE PRINT**  
 PHONE (517) 655-3193 / FAX (517)655-3971

B.P. No.
Final Date

Date \_\_\_\_\_

- Application for:  Prin. Res.    Remodel    Addition    Demolition    Repair    Sign  
 Deck    Pool    Reroof    Grading    Other    Accessory

Describe work: \_\_\_\_\_

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

Legal Descr.: \_\_\_\_\_ Lot No. \_\_\_\_\_ Subdivision \_\_\_\_\_

I understand that this is an application for a permit and does not guarantee approval or issuance of said permit.

Owner	Mailing Address	ZIP	Phone
Contractor	Mailing Address	ZIP	Phone License No.
Architect or Designer	Mailing Address	ZIP	Phone Registration No.
Engineer	Mailing Address	ZIP	Phone Registration No.

Size of Structure or Addition	Valuation of Work \$	Permit Fee
-------------------------------	----------------------	------------

**NOTICE**

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION IS NOT COMMENCED WITHIN 6 MONTHS, OR IF WORK OR CONSTRUCTION IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.

A TRUE COPY OF THE PLANS OF SAID BUILDING ARE ATTACHED. IT IS UNDERSTOOD THAT ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATION CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

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

Water & Sewer:  Private    Public

Water Permit No. \_\_\_\_\_

Sewer Permit No. \_\_\_\_\_

Sewer Final Inspection \_\_\_\_\_

Soil Erosion Permit No. \_\_\_\_\_

Driveway Permit No. \_\_\_\_\_

Zoning District \_\_\_\_\_ Occupancy Group \_\_\_\_\_ Sidwell No. \_\_\_\_\_

Building Site Plan Approved By \_\_\_\_\_ Date \_\_\_\_\_

Permit to be sent to:  Owner    Contractor

Application Accepted By: \_\_\_\_\_ Date \_\_\_\_\_

Fee Received \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Receipt No. \_\_\_\_\_

Existing Structure or Use  Conforming    Nonconforming

If Nonconforming Assessed Value of Structure: \_\_\_\_\_

(Building Official)

Approved    Denied

Building Permit No. \_\_\_\_\_ Date of Issue \_\_\_\_\_

Proposed Construction or Use  Conforming    Nonconforming

If Nonconforming Variance  Approved

Approved w/Conditions Date \_\_\_\_\_

SPECIAL CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Use Permit  Approved

Approved w/Conditions Date \_\_\_\_\_

Site Plan  Approved

Approved w/Conditions Date \_\_\_\_\_

NOTE: ALL CONSTRUCTION SHALL COMPLY WITH THE PROVISIONS OF THE MICHIGAN RESIDENTIAL CODE OF \_\_\_\_\_ (Year)

**INSURANCE ADDENDUM TO BUILDING PERMIT APPLICATIONS**

(To be filed by Residential Builders or Licensed Applicant)

1. License Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

2. Insurance Carrier(s) providing worker's disability compensation insurance to applicant \_\_\_\_\_

Or reason for exemption \_\_\_\_\_

3. IRS Employer Identification Number \_\_\_\_\_

Or reason for exemption \_\_\_\_\_

4. MESC Employer Number \_\_\_\_\_

Or reason for exemption \_\_\_\_\_

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.

Printed name of Applicant \_\_\_\_\_

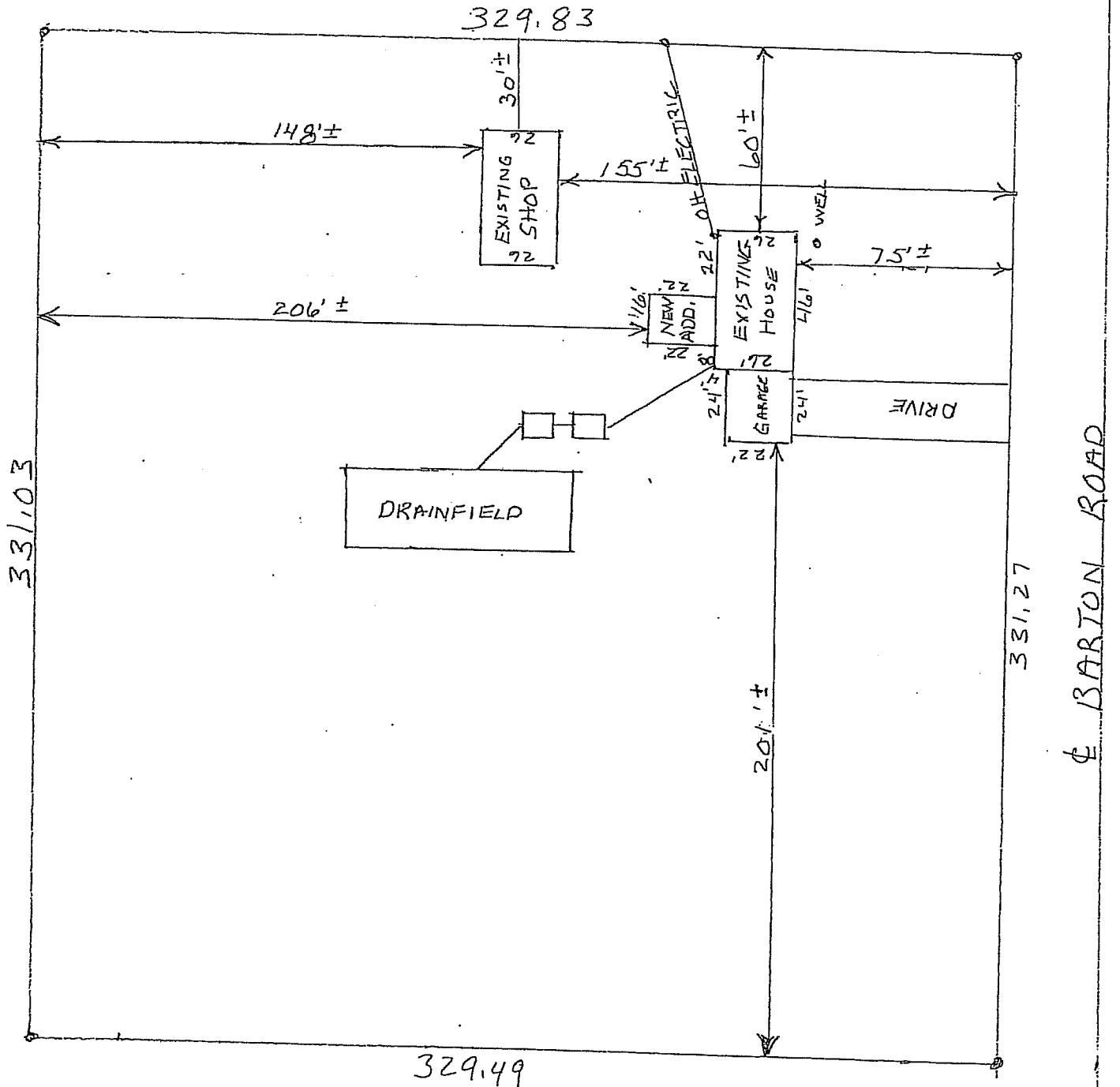
Signature of Applicant \_\_\_\_\_

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

(Form for compliance with Public Act 135 of 1989 – 11-2-89)

# SITE PLAN EXAMPLE

- all set backs
- accurate lot dimensions
- underground or overhead utilities
- legible





# WILLIAMSTOWN TOWNSHIP

4990 Zimmer Rd

Williamston, MI 48895

Phone: 517.655.3193 Fax: 517.655.3971

## BUILDING PERMIT FEE SCHEDULE

### **REROOF**

- Residential – no stripping, no repairs \$140.00
- Residential – stripping, redecking or structural repairs \$185.00
- Commercial (to be determined by Meridian Township)

### **SETBACK**

\$65.00

### **PORCHES & DECKS**

- Up to 500 sq ft \$140.00
- Over 500 sq ft \$190.00

### **SWIMMING POOLS (all above ground pools 24" or taller, all in ground pools)**

- Residential (Single Family Home) \$90.00
- Commercial (to be determined by Meridian Township)

### **ACCESSORY BUILDINGS / DETACHED GARAGES**

- Up to 1200 sq ft \$165.00
- Over 1200 sq ft \$190.00
- Solar Panels \$165.00

### **ADDITIONS & REMODELS**

- Residential (Single Family Home) \$230.00
- Commercial (to be determined by Meridian Township)

### **DEMOLITION**

- Residential / Agricultural \$65.00
- Commercial (to be determined by Meridian Township)

### **OUTDOOR WOOD BURNING FURNACE**

- Residential \$140.00

### **SIGNS (free standing & wall signs)**

- Wall signs up to 100 sq ft \$90.00
  - Per sq ft, or fraction thereof, over 100 sq ft \$ 1.00
- Free standing Signs up to 25 sq ft \$90.00
  - Per sq ft, or fraction thereof, over 25 sq ft \$ 1.00
- Temporary Grand Opening Signs \$60.00

### **RIGHT OF WAY**

- Commercial \$100.00

## BUILDING PERMIT FEE SCHEDULE

### ONE & TWO FAMILY DWELLINGS

- Residential (New Construction)

VALUATION

### PART (1) – DETERMINING VALUATION FOR NEW CONSTRUCTION:

<u>ITEM</u>	<u>COST PER SQ FT</u>
Living Areas (including finished basements)	\$60.00
Three Season Room	\$50.00
Unfinished Basement Area	\$12.00
Attached Garage Area	\$20.00

**\*The building official may adjust the above noted costs in those instances where special architectural or structural features result in higher or lower unit cost.**

### PART (2) - DETERMINING PERMIT FEE USING VALUATION:

<u>NEW CONSTRUCTION &amp; STRUCTURAL REPAIR</u>	<u>PERMIT FEE</u>
For valuations up to and including \$5,000	\$70.00
For each \$1,000 or fraction thereof above \$5,000	\$ 5.00

### ADDITIONAL FEES

- Re-inspection (initial inspection failure / repeat visit) \$45.00
  - Ensure job is ready for inspection **before** calling in to avoid a re-inspection fee.
  - **Re-inspection fees must be paid before inspection will be scheduled.**
- Starting work without permit  
(Cost of original permit + administrative fee equal to cost of original permit)

## BUILDING PERMIT EXPIRATION

The BUILDING PERMIT will be valid for 180 days from the ISSUE DATE.

Upon request, the permit can be extended for an additional 180 days, provided an inspection has been done by the Township Building Inspector within the original 180 days.

If an inspection has not been done by the Township Building Inspector within the original 180 days, an extension is not guaranteed, but will be considered upon request & discussion with the Building Inspector.

If the permit is extended, work may continue. If the permit is not extended, it is considered EXPIRED and work cannot continue until a new permit is applied for and issued.

The NEW PERMIT FEE will be adjusted to reflect the value of the work remaining to complete original project.

An inspection MUST be done within the 180 day extension, or the permit will be CANCELLED.

If the APPLICANT wishes to CANCEL the permit, a written request must be made to the Township office. Only upon receipt of this request will a refund of the remaining building permit fee be given.

\*NOTE: Many Homeowner Insurance Companies require proper inspections (building, electrical, etc.) to insure your home and to process your claims. It is to your benefit to have all inspections made.

Building Inspector  
Williamstown Township  
655-3193