

BUILDING PERMIT APPLICATION

ALAMO TOWNSHIP

Building Department

7901 North 6th Street □ Kalamazoo, MI 49009

(269) 382.3366 (voice) □ (269) 552.4733 (fax) □ www.alamotownship.org

Property Address: _____		Parcel Number: _____	
Zoning: _____		PLOT PLAN	
1. TYPE OF IMPROVEMENT <input type="checkbox"/> New Building <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/ Non-Residential <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Moving (relocation) <input type="checkbox"/> Garage/Accessory Building <input type="checkbox"/> Pool <input type="checkbox"/> Sign <input type="checkbox"/> Other (list) _____		Lot size (sq. ft. or acres) _____ Frontage _____ Depth _____ Setbacks: Front _____ Side _____ Side _____ Rear _____ New Construction: Basement (sq. ft.) _____ Garage (sq. ft.) _____ 1 st Floor (sq. ft.) _____ 2 nd Floor (sq. ft.) _____ # of baths _____ Outbuildings <input type="checkbox"/> yes <input type="checkbox"/> no # _____ Dimensions: _____	
2. CONSTRUCTION VALUATION <input type="checkbox"/> \$ _____ Reviews to be performed <input type="checkbox"/> Building Tap Fee _____ <input type="checkbox"/> Plumbing <input type="checkbox"/> Energy <input type="checkbox"/> Mechanical Tap Fee <input type="checkbox"/> Electrical <input type="checkbox"/> Heating Fuel _____ <input type="checkbox"/> A/C (Check if none <input type="checkbox"/>)		Two (2) sets of plans must be submitted when drawings exceed this space.	
	Name	Mailing Address	Phone
Owner			Cell:
Contractor	License #: _____ Expiration Date: _____	MESC Employer #: _____ Federal ID #: _____	Cell:
	Worker's Compensation Carrier: _____		Fax:
Architect			Cell:
The owner of this building and the undersigned agree to conform to all applicable laws of Alamo Township and the State of Michigan.			
Signature of Applicant		Address (if not already listed)	Date
Section 23a of the State Construction Codes Act 230 of 1972 as amended, 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 perform work of residential structures. Violators of Section 23a are subject to civil fines.			
DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY			
Approved by:	Permit Fee	Permit Number	Date

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BUILDING PERMIT REQUIREMENTS**

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THE FOLLOWING ARE THE MINIMUM REQUIREMENTS TO OBTAIN A BUILDING PERMIT.

1. Completed building permit application form.
2. Site Plan/Plot Plan must include the following:
 - a. All property line dimensions.
 - b. All setback distances (front, rear, sidelines and location of existing buildings on the property)
 - c. Address of property and parcel number.
 - d. Owner of property.
 - e. North arrow.
 - f. Name of streets
3. Complete building plans (2 sets) for house, addition or alteration, per State of Michigan rules and regulations, including complete details of footings, foundation, basement, floors, walls, trusses, decks, roof, etc.
4. When work is to be done by a licensed contractor, Public Act 135 information must be completed.
5. Driveway permit, if required, must be obtained from the Kalamazoo County Road Commission.
6. Well and septic permits must be submitted with plans, when applicable.
7. Building value of the project.
8. Additional permits are required for electrical, mechanical and plumbing work.
9. Land division approval if property is split.
10. Copy of address assignment application, when appropriate.

**PERMITS WILL BE ISSUED AFTER ALL PLANS HAVE BEEN REVIEWED, APPROVED AND ALL APPLICABLE FEES PAID.
ALL BUILDINGS MUST BE CONSTRUCTED IN ACCORDANCE WITH APPROVED PLANS AND ALL APPLICABLE COSTS.**

THE FOLLOWING INSPECTIONS ARE REQUIRED, WHERE APPLICABLE:

1. Footing inspections: After excavation is complete and all forms and reinforcing steel is in place and before concrete is placed.
2. Foundation inspection: After foundation walls are poured and damp proofed before walls are backfilled.
3. Radon: Underground/under slab (if applicable)
4. Frame/rough-in inspection: After all framing is complete and all rough electrical, mechanical and plumbing work (concealed) is completed.
5. Final inspection: To be made after the building is complete and ready for occupancy.

**ADDITIONAL INSPECTIONS MAY BE REQUIRED –
YOU WILL BE ADVISED OF THESE AT THE TIME THE PERMIT IS ISSUED.**

Initials of person filing for the Building Permit: _____

Initials

Date