

COMMERCIAL PERMIT APPLICATION CHECKLIST

(Return with Application)

Permit application for (job address): _____

Owner's Name: _____

Contractor's Name: _____

Before a permit may be issued, all of the following documentation (Items 1-6) must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- _____ 1. SITE PLAN APPROVAL, or other zoning approval as required.
- _____ 2. SITE PLAN DRAWING (As approved in item #1 – submitted with construction drawings).
- _____ 3. VARIANCE APPROVAL, if applicable.
- _____ 4. TWO (2) SETS OF SEALED DRAWINGS AND SPECS.
- _____ 5. P.A. 135 DISCLOSURE (Licensing information located on the Commercial Application).
- _____ 6. PLAN REVIEW (will be conducted by this office).

The following may also be required. The applicant is responsible for obtaining the following referenced permits or waivers (Items 7-12).

- _____ 7. Curb or Sidewalk Cut.
- _____ 8. Sign or Billboard Permit.
- _____ 9. Demolition Permit.
- _____ 10. Soil erosion control permit (applies when located within 500 feet of a lake, river or county drain OR the excavated area is 1 acre or greater).
- _____ 11. Storm sewer connection and/or sanitary sewer tap.
- _____ 12. Public health permits (public pools, food service, commercial laundry, etc.)

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any plumbing, electrical, mechanical or building permits.

BUILDING DEPARTMENT OFFICE HOURS are 7:30 AM to 5:30 pm, Monday through Thursday. The building department can be reached by calling Texas Charter Township at 269-375-1591. A representative is also located in the Almena Township Hall on Wednesdays from 11:00 am to 12:00 pm.

Signed _____ Date _____
(applicant signature)

* See reverse for address and phone number of appropriate agencies

Blue prints and drawings for commercial construction must be sealed by a State licensed architect or engineer, and must contain sufficient detail to perform a plan review for conformance with the State Building Code. Include wall section/cross-section drawing showing material dimensions and specifications from footing to rafters, as well as floor plan indicating all room dimensions, window, door, and stair openings, as well as demonstrating barrier free compliance. All structures containing pre-manufactured members (roof trusses, floor trusses, etc.) require sealed diagram from the manufacturer, forward to our office at time of delivery.

(1) ZONING APPROVALS:

SANITATION PERMIT (7) DRIVEWAY PERMIT (8) SOIL EROSION PERMIT (9)

District Health Department	County Road Commission	Soil Erosion and
57418 CR 681, Suite A	325 W. James St.	Sedimentation Control
Hartford, MI 49057	PO Box 156	219 E. Paw Paw St.
Phone: 269-621-3143	Lawrence, MI 49064	Paw Paw, MI 49079
	Phone: 269-674-8011	Phone: 269-657-8230
	Fax: 269-674-3770	

(8) Michigan Department of Transportation (MDOT) (269) 337-3926
(Driveways on Michigan or U.S. Highways)

(10) Michigan Department of Environmental Quality (MDEQ)
Plainwell Office (269) 685-6851
Lansing Office (517) 373-3930

PLEASE CALL THE BUILDING
DEPARTMENT OF TOWN HALL
SHOULD YOU REQUIRE FURTHER
ASSISTANCE IN COMPLETEING
APPLICATIONS