

COVERT TOWNSHIP

73943 E. Lake St. PO Box 35 Covert, MI 49043

Email: officemanager@coverttwp.com

Phone: (269) 764-8986

Fax: (269) 764-1771

Authority: 1972 PA 230
 Completion: Mandatory to
 obtain permit Penalty: Permit
 cannot be issued

Permit # _____

Fee _____

Method of Payment _____

Receipt # _____

**MAKE CHECK OR MONEY ORDER PAYABLE TO
 COVERT TOWNSHIP**

BUILDING PERMIT & PLANS EXAMINATION APPLICATION

I. Project Information					
JOB Address			Name of Owner		
Name of City, Village or Township in which job is located: <input type="checkbox"/> City <input type="checkbox"/> Village <input checked="" type="checkbox"/> Township OF: Covert				County	Zip Code
Between			And		
II. Identification					
A. Owner or Lessee					
Name		Address		City	
State, Zip	Telephone	Work/Cell Phone	Fax	Email	
B. Contractor					
Name		Address		City	
State, Zip	Telephone	Work/Cell Phone	Fax	Email	
Builders License #		Expiration Date	Federal Employer ID # (or reason for exemption)		
Workers Comp Insurance Carrier (or reason for exemption)			MESC # (or reason for exemption)		
C. Architect or Engineer					
Name		Address		City	
State, Zip	Telephone	Work/Cell Phone	Fax	Email	
License #			Expiration Date		
III. Type of Improvement					
<input type="checkbox"/> New	<input type="checkbox"/> Interior Alteration/Remodel	<input type="checkbox"/> Metal Roofing Only	<input type="checkbox"/> Foundation Only		
<input type="checkbox"/> Addition	<input type="checkbox"/> Exterior Alteration/Remodel	<input type="checkbox"/> Roofing Re-Deck & Shingles	<input type="checkbox"/> Demolition		
<input type="checkbox"/> Siding Only	<input type="checkbox"/> Mobile Home/Pre-manufactured	<input type="checkbox"/> Roofing Shingles Only	<input type="checkbox"/> Special Inspection		
IV. Proposed Use of Building					
A. Residential					
<input type="checkbox"/> One Family Home		<input type="checkbox"/> Deck/Porch <u>Circle One</u> (Attached/Detached) <u>Circle One</u>		<input type="checkbox"/> Pool(Above/Below Ground)	
<input type="checkbox"/> Two Family Home		<input type="checkbox"/> Outbuilding (Barn/Shed/Carport) <u>Circle One</u>		<input type="checkbox"/> Other _____	
<input type="checkbox"/> More than Two Family Home		<input type="checkbox"/> Garage (Attached/Detached) <u>Circle One</u>			
B. Non-Residential					
<input type="checkbox"/> Amusement		<input type="checkbox"/> Service Station		<input type="checkbox"/> School, Library, Educat.	
<input type="checkbox"/> Church, Religion		<input type="checkbox"/> Hospital, Institutional		<input type="checkbox"/> Store, Mercantile	
<input type="checkbox"/> Industrial		<input type="checkbox"/> Office, Bank, Professional		<input type="checkbox"/> Tanks, Towers	
<input type="checkbox"/> Parking Garage		<input type="checkbox"/> Public Utility		<input type="checkbox"/> Other _____	

Non-Residential: Describe in detail proposed use of building, E.G., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

V. Selected Characteristics of Building

A. Principal Type of Foundation and Frame

Foundation: Basement Pour/Block (Circle One) Crawl Space Pour/Block (Circle One) Piers Other _____
 Frame: Masonry Wood Structural Steel Reinforced Concrete Other _____

B. Principal Type of Heating Fuel

Gas Oil Electricity Coal Other _____

C. Type of Sewage Disposal

City Sewer Septic System

D. Type of Water Supply

City Water Private Well or Cistern

E. Type of Mechanical

Will there be Air Conditioning? Yes No Commercial Question: Will there be Fire Suppression? Yes No
 Will there be a fire place? Yes No Will it be masonry? Yes No Type of fuel burned in fire place: Wood Gas

F. Dimensions/Data (Include only project dimensions of altered, remodeled or new square footage)

Will any part of the basement be finished? Yes No If so, how much? _____ Square Feet

Number of Stories _____

NEW OR REMODELED OR ALTERED PROJECT INFORMATION

Height of Project _____		Project Length	Project Width	Square Feet
No. of Bedrooms _____ (<u>Circle One</u>) (New/Altered)	Basement Area	_____	_____	_____
	1 st Floor Area	_____	_____	_____
No. of Full Baths _____ (New/Altered)	2 nd Floor Area	_____	_____	_____
	3 rd Floor & Above	_____	_____	_____
No. of 1/2 Baths _____ (New/Altered)	Outbuilding/Other _____	_____	_____	_____
	Deck/Porch (Attached/Detached)	_____	_____	_____
	Garage (Attached/Detached)	_____	_____	_____
				Total Sq. Ft. _____

G. Number of Off Street Parking Spaces FOR COMMERCIAL USE ONLY

Enclosed _____ Outdoors _____

VI. Applicant Information

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name	Address	City
State, Zip Code	Telephone (including area code)	Federal Employer ID# (or reason for exemption)

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. I will cooperate with the Building Inspector and assume responsibility to arrange for necessary inspections.

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 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:

VII. Local Government Agency to Complete This Section					
ENVIRONMENTAL CONTROL APPROVALS					
	Required	Approved	Date	Number	By
Zoning	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Soil Erosion	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Flood Zone	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Water Supply	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Septic System	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Driveway	<input type="checkbox"/> Yes <input type="checkbox"/> No				
VIII. Validation-For Department Use Only					
Use Group _____		Review to be Performed _____			
Type of Construction _____		Number of Inspections _____			
Square Feet _____		Bldg Permit Fee _____		Plan Exam Fee _____	
Type of Foundation _____					
Approval Signature:					
Title			Date		

THIS APPLICATION IS FOR BUILDING PROJECTS - BOTH RESIDENTIAL AND COMMERCIAL

ISSUED PERMITS EXPIRE 180 DAYS FROM THE ISSUED DATE. NO REFUNDS WILL BE GIVEN FOR EXPIRED PERMITS. AN ADMINISTRATIVE FEE OF \$75.00 AS WELL AS THE APPLICATION FEE AND COST OF PLAN REVIEW (IF APPLICABLE) WILL BE RETAINED FOR CANCELLED/TERMINATED PERMITS OR APPLICATIONS.

BUILDING PERMIT FEES ARE CALCULATED BY THE BUILDING INSPECTOR.

REINSPECTIONS OF DOCUMENTED CODE VIOLATIONS ARE SUBJECT TO A \$100.00 REINSPECTION FEE - PAYABLE PRIOR TO SCHEDULING THE REINSPECTION

MAKE CHECK PAYABLE TO COVERT TWP

RETURNED CHECKS ARE SUBJECT TO FEES IN ACCORDANCE WITH THE APPROPRIATE MUNICIPALITY'S RETURNED CHECK POLICY.

**COVERT TOWNSHIP
Building Inspection Department**

HOMEOWNER BUILDING PERMIT POLICY

The Michigan Licensing Law under ACT 229, Section 339.2402 Residential Builders, and PA 230 of 1972, give an “owner of the land in fee” (MCL 125.1512 (2)) an exemption to act as his or her own general contractor.

(Example): The owner may obtain a building permit for construction on his or her own property, even if a licensed or unlicensed individual or company may be significantly involved.

AS THE PERMIT HOLDER YOU, THE OWNER INCUR ALL LIABILITY AND ALL OF THE RESPONSIBILITIES THAT THE LICENSED CONTRACTOR WOULD NORMALLY ASSUME.

- Covert Township cannot assist you in any case of action against any individual that (you) the owner hires to perform work under the building permit you obtained.
- You, the owner, could be held liable for any damages that occur on the job, whether it is by the builder or subcontractor employees.
- You, the owner, could be held liable for any injury that occurs on the job whether it is to the builder or subcontractor employees.
- In the event of an occurrence beyond the builder’s control, which causes the builder to be unable to complete the work, the owner will be legally responsible for the completion of the job, under the permit you obtained.
- It is you the Homeowner that has the responsibility to have a complete understanding of the current Building Codes.
- The property owner or the owner’s agent, in lieu of a licensed contractor, may only obtain a building permit.
- **THE PERMIT HOLDER MUST BE ON SITE AT ANY TIME THAT THE CONSTRUCTION OR IMPROVEMENTS ARE IN PROGRESS.**

I, _____ have read and understand the above information and will adhere
(print name)
to all rules and regulations submitted in this policy. I certify, under penalty of law that the referenced property is owned in fee by myself.

(Signature)

(Date)

Property address _____ Tax ID # _____

COVERT TOWNSHIP

73943 E. LAKE STREET - P.O. BOX 35

COVERT, MICHIGAN 49043

PHONE: (269) 764-5138 • FAX: (269) 764-1771

BUILDING PERMIT REQUIREMENTS

BUILDING PERMITS are required for every excavation, construction, moving, alteration or change in type of use or occupancy. **(INCLUDES BUT NOT LIMITED TO):** demolitions, decks, screen porches, swimming pools, hot tubs, gazebos, roofs, doors & windows, etc...)

1. **Two sets of construction documents showing:** foundation/footing plan, wall sections, wind & snow loads, height of structure, square footage, floor plan, window & door schedule, egress windows, smoke alarms, carbon monoxide detectors, 2009 Michigan Uniform Energy Code (MIJEC) compliance by prescriptive or third-party certification (performance), and any additional information as requested by the Building Official or Zoning Administrator. All drawings must be to scale with scale noted on plans.
2. **Two complete sets of architectural plans** signed and sealed by a Michigan registered design professional are **required if over 3,500 sq. ft.** All drawings must be to scale **with scale noted on plans.**
3. **Proof of water and sewer service**
 - a. Municipal Water and Sanitary Sewer Tap Fees **paid in full.**
 - b. If a well and septic are needed, copies of the permits issued from the Van Buren County Health Department are required.
4. MDEQ **Permit** or clearance from the same if property is located in a **Critical Dune** or **High-Risk Erosion** area.
5. Van Buren County Soil Erosion permit or clearance.
6. **Plan Review and Building Permit fee paid in full.**
7. **Provide** Truss layout and design drawings for ALL engineered trusses.
8. **Provide installation instructions** for ALL engineered beams such as LVLs, etc...

Zoning Permits are required for one-story detached accessory structures if the floor area does not exceed 200 sq. ft., **fences, and agricultural buildings.**

A completed site plan either on the space provided on the application form or a separate sheet showing the location of the structure and existing structures on the property. Front, rear, and side setbacks must be shown, distances of new structures from existing structures and percentage (%) of lot coverage. In some cases, a survey may be required.

PROCEDURES FOR ADMINISTRATION AND ENFORCEMENT OF CODES

Permit applications are reviewed and approved by the Building Official. No permit is issued until this has been done. All zoning questions and issues are reviewed and approved by the Township Zoning Administrator. As plans are reviewed, any violations are identified and resolved prior to issuance of the permit.

Permits are issued in writing by the Covert Township Building Department. Files are maintained by the same.

All inspections shall be scheduled by calling 269-764-5138, and leave a detailed message, including permit number, job address, contractor name. If the jobsite is secured, please leave entry instructions. Please allow a minimum of **24 hrs. prior, or one business day notice** for each requested inspection.

Final inspections and approvals are issued by the Inspectors and filed in the Building Dept. of Covert Township. Certificates of Occupancy are issued by the Building Official. Electrical, Mechanical and Plumbing construction shall be done by separate permit, also to be filed with the Covert Township Building Department.

Electrical Inspector: Chauncey Hackenberg ... 269-729-9244

Plumbing Inspector: Mike Field ... 269-348-4386

Mechanical Inspector: Walter DeVisser ... 269-427-7543

Building Official: Ted Hanson, 269-419-9420 (not for inspection requests)

Zoning Administrator: Alton Neal ... 269-223-0970

Excerpts from the Michigan Residential Code

When a permit is required: Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit ***R105.1***

Application for permit: To obtain a permit, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required by Section R106.1.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the building official.

By whom application is made: Application for a permit shall be made by the *owner* or lessee of the building or structure, or agent of either or by the *registered design professional* employed in connection with the proposed work. If the application is made by a person other than the *owner* in fee, it shall be accompanied by an affidavit of the *owner* or the qualified applicant or a signed statement of the qualified applicant witnessed by the code official or his designee to the effect that the proposed work is authorized by the *owner* in fee and that applicant is authorized to make such application. The full names and addresses of the *owner*, lessee, applicant and the responsible officers, if the *owner* or lessee is a corporate body, shall be stated in the application.

All Contractors must hold valid licenses issued by the State of Michigan. To check on a valid license or builder visit www.michigan.gov/dleg for the Department of Labor and Economic Growth Licensing Services and other State of Michigan information.

Description of work: The application shall contain a general description of the proposed work, location of the proposed work, the occupancy of all parts of the building or structure and of all portions of the site or *lot* not covered by the building or structure, and such additional information as required by the code official.

Construction documents: The application for permit shall be accompanied by not less than one set of construction documents and other related information. The code official is permitted to waive the requirements for filing construction documents when the scope of the work is of a minor nature. When the quality of the materials is essential for conformity to this code, specific information shall be given to establish such quality, and this code shall not be cited, or the term "legal" or its equivalent used as a substitute for specific information.

Site Plan: The application for permit shall be accompanied by a site plan showing to scale the size and location of all new construction and all existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot.

Private sewage disposal system: The site plan shall indicate the location of a private sewage disposal system where a public sewer is not available.

Engineering details: The code official may require to be filed adequate details of structural, mechanical and electrical work, including computations, stress diagrams and other essential technical data. All engineering plans and computations shall bear the signature and seal of the engineer or architect responsible for the design as required by Section 106.

Amended Construction Documents: Work shall be installed in accordance with the reviewed construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. (Section 106.4)

Time limitation of application: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one free extension of time for an additional period of 180 days. Subsequent extensions are invoiced at \$100.00 each. It is the responsibility of the permit holder to request an extension BEFORE THE PERMIT EXPIRES.

Attention: Contractors, Builders and Owners:

It is your responsibility as the permit holder to know what codes apply, to know the codes and, when to call for inspections. Failure to do so may result in a stop work order and/or fine.

The following inspections may be required:

- 1. Footings**
- 2. Foundation Walls**
- 3. Rough Electric**
- 4. Rough Plumbing**
- 5. Rough Mechanical**
- 6. Framing**
- 7. Insulation**
- 8. Final Electric**
- 10. Final Plumbing**
- 11. Final Mechanical**
- 12. Final Occupancy**

OR AS DETERMINED BY THE BUILDING OFFICIAL

Upon completion of ALL of the above a **final building inspection is required.**

Upon satisfactory completion, a *certificate of occupancy will be issued.*

Covert Township Building Permit Minimum Information Requirements

The following information is required for **MOST** building permits. Projects with a smaller scope may not require all of this information. All contractors, including homeowners, shall have a current edition of the applicable building code(s). Other information may be required.

MINIMUM SIZE OF DRAWINGS SUBMITTED IS 18" x 24"

Once appropriate submittals are received, plan review will be completed as soon as possible. It is illegal to start construction without a valid permit. Please allow 7 – 10 working days for review and permit issuance.

If homeowner is the contractor, homeowner building permit policy and affidavit must be completed in full.

Foundation details showing depth and size of footings, foundations and slabs; any reinforcement, and method of securing reinforcement. Indicate finished height above grade.

Wall and floor details showing framing members, sole plates, top plates, headers (including king and jack stud configuration), and load path(s) to foundations.

INCLUDE ALL REQUIRED DOCUMENTATION TO SHOW COMPLIANCE WITH WALL BRACING REQUIREMENTS.

Refer to section 602.10 and 106.1.3 in 2015 Michigan Residential Code. GARAGE PORTAL WALL SECTIONS REQUIRE SPECIAL ATTENTION!!

All information required to indicate compliance with Michigan Energy Code Company name and certifications for blower door test.

Roof details showing rafters, rafter ties, ceiling joists, ridge beams, roof covering, ice and water shield

Identification of all rooms and window/door sizes and mounting height

Complete Site Plan showing lot, all structures on lot, sidewalks, drives, and all dimensions

Installation instructions for any engineered items (LVLs, I joist, etc.)

Truss Drawings or Truss Design Data Sheet (must be provided at application) All Lumber details shall show size, species, and grade

Any of the following applicable documents MUST accompany the application

Covert Township water and sewer application OR Van Buren County Private Well Permit OR Van Buren County Private Sewage Disposal Permit; Van Buren County Drain Commission Permit or waiver; Van Buren County Road Department Permit; MDEQ Permit or waiver

INCOMPLETE APPLICATIONS WILL BE RETURNED

Covert Township Building Inspection Department

HOMEOWNER BUILDING PERMIT POLICY

The Michigan Licensing Law under ACT 229, Section 339.2402 Residential Builders, gives a homeowner an exemption to act as his or her own general contractor.

(Example): The homeowner may obtain a building permit for construction on his or her own property, even if a licensed or unlicensed contractor may be significantly involved.

If, you the homeowner choose to act as your own contractor and obtain the required building permit (PLEASE READ THE FOLLOWING):

AS THE PERMIT HOLDER YOU, THE HOMEOWNER INCUR ALL OF LIABILITY AND ALL OF THE RESPONSIBILITIES THAT THE LICENSED CONTRACTOR WOULD NORMALLY ASSUME.

- Covert Township cannot assist you in any case of action against any contractor that (you) the Homeowner hires to perform work under the building permit you obtained.
- You, the Homeowner, could be held liable for any damages that occur on the job, whether it is by the builder or subcontractor employees.
- You, the Homeowner, could be held liable for any injury that occurs on the job whether it is to the builder or subcontractor employees.
- In the event of an occurrence beyond the builder's control, which causes the builder to be unable to complete the work, the Homeowner will be legally responsible for the completion of the job, under the permit you obtained.
- It is you the Homeowner that has the responsibility to have a complete understanding of the current Building Codes.
- If this is not your principal resident, the property owner may only obtain a building permit. All other permits are obtained by licensed contractors.

I, _____ have read and understand the above information and will adhere (print name) to all rules and regulations submitted in this policy. I certify, under penalty of law that the referenced property is my principal homestead and that I claim no similar exemption for any other property in any other locations.

(Signature)

(Date)

Property address _____ Tax ID # 07- _____