



Residential Building Permit/Zoning Compliance Application

NEW HOMES

DIRECTIONS AND PROCESS

- Complete the following application and submit all required materials directly to the Georgetown Township Zoning Department: 1515 Baldwin St, Jenison, MI 49428
 - Phone: 616-457-2340 ext. 221
 - Email: building@georgetown-mi.gov
- The Zoning Department will review your application for zoning compliance.
- Once approved, the Zoning Department will forward your application to PCI (Professional Code Inspections).
- Once approved, PCI will contact you to pick up your permit. They are located at their Baldwin St office: **1913 Baldwin St, Jenison, MI 49428 (same parking lot as Little Caesar’s). 616-667-8803**
- **A Foundation/Wall Survey** is required before any further construction commences. All construction, which includes a foundation of poured walls below the average lot grade shall be surveyed by a license surveyor and a copy of the survey shall be filed with and approved by the Zoning Department before the foundation wall is inspected and before any further construction is commenced upon the foundation. The survey is required to show the following:
 - Measured dimension of setback distances from the foundation to all property lines.
 - Measured dimensions of the foundation.
 - Measured elevation information to show that no building opening shall be constructed below the established Minimum Building Opening (MBO) elevation. On the survey, the established MBO shall be provided along with the as-built MBO.
 - Email the foundation/wall survey to: building@georgetown-mi.gov

CHECKLIST OF DOCUMENTS FOR A COMPLETE APPLICATION

- | | |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Application completed in full | <input type="checkbox"/> Energy Code documents & Manual J&S forms |
| <input type="checkbox"/> Site plan | <input type="checkbox"/> Two (2) sets of physical building plans |
| <input type="checkbox"/> Driveway permit | <input type="checkbox"/> Digital plan emailed or submitted on USB drive |
| <input type="checkbox"/> Soil erosion permit (or proof a permit is not needed) | <input type="checkbox"/> \$200 zoning fee paid |
| <input type="checkbox"/> Truss Data (Truss drawings/roof load data sheet) | <input type="checkbox"/> Water/sewer permit fee paid or well & septic approval |

I HAVE READ THIS CHECKLIST & OBTAINED THE NECESSARY DOCUMENTS FOR MY PROJECT. Signature of Applicant: _____

INFORMATION REGARDING REQUIRED APPLICATION DOCUMENTATION

- **Water/Sewer Fees:** When submitting an application for any new construction, the applicant shall pay water/sewer fees to the Township Office.
 - Base fees for new homes in a plat are **\$5,196**.
 - Please contact us to get a quote for unplatted/metes and bounds parcels.
 - Base fees for a new home in a plat in Blendon Township are **\$7,840**.
 - **There may be an additional \$50 fee for a Storm Sewer Lateral if one is required for your property.**
- **Site Plans** must indicate the following:
 - All structures
 - Location of construction
 - All setbacks (front, sides, and rear) from property lines.
 - Required Minimum Building Opening (MBO)
- **A Driveway Permit** is required before releasing the building permit. Please contact the Ottawa County Road Commission for driveway permits: 616-669-9075
- **A Soil Erosion Permit** may be required for your project.
 - If it is required, we must have it before releasing the building permit. Please contact the Ottawa County Water Resources Commission for soil erosion permits: 616-994-4528
 - If it is not required, please forward the Water Resources Commission's confirmation that you do not need one to building@georgetown-mi.gov
- **Two (2) Sets of Physical Construction Plans/Blueprints** are required. They must include the following:
 - **Residential Homes and Condos:** floor plan, foundation plan (cement information), a cross-section diagram of the walls and completed energy code form and manual J, D&S Forms.
 - **Modular and Mobile Homes:** A floor plan and cement information (pier diagram if not a full basement).
If a modular home, also submit the building system approval slip.
- **Digital File of Plans** in PDF format, either on device (USB) or emailed to: building@georgetown-mi.gov
- **Zoning Fees** paid to the Township. For new construction 1,000 sq. feet and greater: \$200.00
- **Sidewalks** are required to be installed in all new developments. [Click here to read sidewalk specifications.](#)

INTAKE (OFFICE USE ONLY)	____ DATE RECEIVED	____ SOIL EROSION PERMIT
	____ BLDG PERMIT/ZONING COMPLIANCE	____ DRIVEWAY PERMIT
	____ SITE PLAN _____ BLDG PLANS (2)	____ CHECK# \$ _____ ZONING
	____ E-BLDG PLANS	\$ _____ WATER/SEWER

Building Permit/Zoning Compliance

PROPERTY INFORMATION

ADDRESS		OWNER NAME	
PARCEL NUMBER		ZONING DISTRICT	
PLAT NAME		LOT NUMBER	

CONTRACTOR INFORMATION

NAME			
CONTRACTOR ADDRESS			
PHONE		EMAIL	
BUILDER LICENSE NO.		EXPIRATION DATE	
INSURANCE INFORMATION (OR REASONS FOR EXEMPTIONS):		SELF-EMPLOYED NO EMPLOYEES	<input type="checkbox"/>
FEDERAL EMPLOYER ID NUMBER			
WORKERS COMP. INSURANCE CARRIER			
MESC EMPLOYER NUMBER			

SUB-CONTRACTORS

ELECTRICAL CO. NAME		PHONE	
ADDRESS			
MECHANICAL (HVAC) CO. NAME		PHONE	
ADDRESS			
PLUMBING CO. NAME		PHONE	
ADDRESS			

APPLICANT INFORMATION (APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES APPLICABLE TO THIS APPLICATION.)		SAME AS CONTRACTOR?	<input type="checkbox"/>
NAME			
ADDRESS			
PHONE		EMAIL	

PROJECT INFORMATION				
PROJECT VALUATION (INCLUDE LABOR; EXCLUDE LOT VALUE)			\$ _____	
TYPE OF HOME:			PROJECT DESCRIPTION:	
<input type="checkbox"/>	SINGLE FAMILY HOME			
<input type="checkbox"/>	STAND-ALONE CONDO			
<input type="checkbox"/>	TWO-FAMILY HOME (DUPLEX)			
<input type="checkbox"/>	TWO-FAMILY CONDO			
<input type="checkbox"/>	MULTI-FAMILY (APARTMENTS, TRIPLEX+)			
<input type="checkbox"/>	TRIPLEX (OR MORE) CONDO			
<input type="checkbox"/>	MODULAR			
<input type="checkbox"/>	MOBILE HOME			
BUILDING DIMENSIONS				
WIDTH _____ FT	LENGTH _____ FT	TOTAL SQ FT. _____	HEIGHT _____ FT	
# OF STORIES _____	1 ST FLOOR _____ FT ²	2 ND FLOOR _____ FT ²	3 RD FLOOR _____ FT ²	
FINISHED BASEMENT _____ FT ²		UNFINISHED BASEMENT _____ FT ²		
GARAGE _____ FT ²		3-SEASON ROOM _____ FT ²		
PORCHES/DECKS _____ FT ²		PORCHES/DECKS _____ FT ²		
MISC (PLEASE STATE STRUCTURES [POOL, GAZEBO, ETC] AND SQ. FT.)				
SETBACKS	A SITE PLAN MUST BE SUPPLIED WITH YOUR APPLICATION SHOWING ALL THE APPROPRIATE DISTANCES TO LOT LINES, EXISTING AND FUTURE STRUCTURES, ROADWAYS, AND ANY OTHER INFORMATION REQUIRED TO PROVE COMPLIANCE WITH THE GEORGETOWN ZONING AND GENERAL ORDINANCES.			
FRONT _____	REAR _____	SIDE _____	SIDE _____	OTHER _____
IS ANY PART OF THE PROJECT WITHIN THE 100 YEAR FLOOD PLAIN?			YES	NO
IS ANY PART OF THE PROJECT LOCATED IN A REGULATED WETLAND?			YES	NO
IS THE EXCAVATED AREA LARGER THAN ONE ACRE, WITHIN 500 FT OF A LAKE, RIVER, STREAM, OR COUNTY DRAIN?			YES	NO
ARE THERE ANY HOUSES, MOBILE HOMES, OCCUPIED OR NOT, ON THIS PROPERTY AT THIS TIME?			YES	NO

SIGNATURES PAGE		PROPERTY ADDRESS:
APPLICANT AGREEMENT		
<p>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.</p> <p>Section 23a of the State Constitution Code Act of 1972, 1972 PA 230, MCL 125. 1523A, 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 sections 23a are subjected to civil fines.</p>		
APPLICANT SIGNATURE:		DATE:
STATE AND LOCAL REGULATIONS AGREEMENT		
<p>I agree to comply with the terms and requirements of local ordinances regarding side yards and building setbacks. It is also understood that all structural, electrical, plumbing, heating, drive approaches, and sidewalks shall be installed to both state and local requirements, and that a certificate of occupancy must be obtained prior to operation or use.</p>		
APPLICANT SIGNATURE:		DATE:
ZONING COMPLIANCE AGREEMENT		
<p>It is the applicant's responsibility to meet the requirements of the Township Zoning and General Ordinances in all respects and to provide the necessary information to the Township for approval. Copies of the ordinance may be obtained from the Georgetown Township website at Georgetown-mi.gov. By signing, permission is granted for the Township staff to enter the subject property for purposes of gathering information to review this request. A zoning compliance certificate must be obtained prior to occupying, operating, or use of the structure. I acknowledge there are no refunds for any reason.</p>		
APPLICANT SIGNATURE:		DATE:
STATEMENT OF INTENT		
<p>I, the owner/contractor of the new home being built at this address, accept responsibility for the following: hook up of the sump-crock and footing drains to storm lead if one is available, and installation of the sidewalks according to the Ottawa County specifications provided to me in this application for building permit. I understand that should the sidewalks be installed incorrectly, it will be my responsibility to correct the problem.</p>		
APPLICANT SIGNATURE:		DATE:
HOMEOWNER'S AFFIDAVIT (FOR HOMEOWNERS PERFORMING THE WORK THEMSELVES)		
<p>I hereby certify the construction work described on this permit application will be installed by myself in my own single-family dwelling in which I am living or about to occupy. All work will be installed in accordance with the building code adopted by the Municipality, and will not be enclosed, covered up, or put into use until it has been inspected and approved by the building inspector. I will cooperate with the building inspector and assume responsibility to arrange for the necessary inspections.</p>		
HOMEOWNER SIGNATURE:		DATE:

OFFICE USE ONLY

	REQUIRED	APPROVED	DATE	NUMBER	BY
ZONING	Y N				
SOIL EROSION	Y N				
FLOOD ZONE	Y N				
WATER SUPPLY	Y N				
SEWER OR SEPTIC	Y N				
OTHER	Y N				
ZONING APPROVAL SIGNATURE					
SIGNATURE:				DATE:	

OFFICE USE ONLY

ITEMS MISSING:

- _____
- _____
- _____
- _____
- _____

DATE CONTACTED: _____ **BY:** **PHONE** **EMAIL**