



White Pigeon Township

16975 US 12 White Pigeon, MI 49099

Building Permit Request and Instructions Step # 2

Step 2 is the Building Permit or Appeal

If approved, you meet with the Building Inspector to obtain your permit. The original Zoning Inspection Request paperwork goes into the Building Inspector's mailbox noting, "Approved" on it.

If denied, I will read the reasons to you, leave a message on your answering machine with the reasons, or ask that you call the office. You may resubmit a Zoning Inspection Request with a drawing that conforms with the Zoning Ordinances or if you wish to Appeal the decision and seek a variance, you may pick up paperwork in the office, complete and return along with a \$400.00 non-refundable fee to schedule the Appeal's hearing. Please write the check to White Pigeon Township.

If Appeal is approved, you meet with the Building Inspector After the final Appeal Paperwork is complete.

All Buildings Must Be Compatible With Surrounding Zoned District.

**NO BURNING OF CONSTRUCTIONS
MATERIALS!**

**A TICKET MAY BE ISSUED IF CAUGHT
BURNING OF ANY KIND WITHOUT A BURN
PERMIT**

JOE WICKEY
62484 Kuhlmeyer Rd
Centreville, MI 49032
Mobile: 269-816-4951 email: jwickey00@gmail.com

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

- 1. Proof of ownership (provide copies of deed or land contract with tax number).
- 2. Site plan or lot diagram on back of last page of the application. (required of ALL applications: new homes, additions and interior remodel). ** Site plan must show dimensions to all property lines from proposed building.
- 3. Blue prints/drawing: wall section, foundation plan and floor plan required on ALL applications. Two (2) complete sets of drawings are required with any permit applications.
- 4. Estimated cost of project. \$ _____
- 5. Health department permit (Well and/or Septic system).
- 6. Driveway/sidewalk permit: Road commission or jurisdiction.
- 7. Is the structure within 500 feet of water (lake, river, county drain)? []Yes []No. If yes, a soil erosion permit is required.
- 8. Is property located in wetlands or floodplains? []Yes []No
- 9. Zoning approval documentation
- 10. Other permits eventually necessary:
 Electrical Mechanical Plumbing Sign

**Applicant or licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility for the applicant to call for all required inspections 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.

Blue prints and drawings 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. All structures containing premanufactured members (roof trusses, floor trusses, etc.) require a sealed diagram from the manufacturer, forward to our office at time of delivery.

<u>I. Location of building</u>	<u>Property Tax#</u>
Address: _____	
City/Village: _____ Township: _____ Zip Code: _____	
Cross streets between _____ and _____	

<u>II. Identification</u>	
Owner/Lessee	
Name: _____	Phone: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
Architect or Engineer	
Name: _____	Phone: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
License Number: _____	Expiration Date: _____
Contractor	
Name: _____	Phone: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
Builders License Number: _____	Expiration Date: _____
Federal Employer ID Number: _____	
OR reason for exemption: _____	
Workers Comp. Insurance Carrier: _____	
OR reason for exemption: _____	
MESC Employer Number: _____	
OR reason for exemption: _____	

III. Type of Improvement and Plan Review

A. Type of Improvement: Place an [X] to indicate choice.

1. New building 2. Addition 3. Alteration 4. Repair 5. Wrecking
 6. Mobile Home set-up 7. Foundation only 8. Premanufactured 9. Other _____

B. Review(s) to be performed

- Building Plumbing Mechanical Electrical Energy

IV. Proposed use of building

A. Residential- For "wrecking" show most recent use. Place an [X] to indicate choice.

1. One Family 2. Two or more Family (no. of units) _____ 3. Hotel, Motel (no. of units) _____
 4. Attached garage 5. Detached Garage 6. Other _____

B. Nonresidential - For "wrecking" show most recent use. Place an [X] to indicate choice.

7. Amusement 8. Church, Religious 9. Industrial 10. Parking Garage
 11. Service station 12. Hospital, Institutional 13. Office, Bank, Professional
 14. Public Utility 15. School, Library, Educational 16. Store, Mercantile
 17. Tanks, Towers 18. Other _____

Nonresidential- 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 Frame. Place an [X] to indicate choice.

1. Masonry, Wall Bearing 2. Wood Frame 3. Structured Steel
 4. Reinforced Concrete 5. Other _____

B. Principal Type of Heating Fuel. Place an [X] to indicate choice.

6. Gas 7. Oil 8. Electricity 9. Coal 10. Other _____

C. Type of Sewage Disposal. 11. Public or Private Company 12. Septic System

D. Type of Water Supply. 13. Public or Private Company 14. Private Well or Cistern

E. Type of Mechanical. Place an [X] to indicate choice.

15. [] Will there be air conditioning? [] Yes [] No

16. [] Will there be an elevator? [] Yes [] No

F. Dimensions

17. Number of stories _____

18. Floor Area 1st & 2nd floor _____ 3rd-10th floors _____ 11th - above floors _____

Total Area _____ Total Land Area (square feet) _____

G. Number of off street spaces

20. Enclosed _____ 21. Outdoors _____

VI. Applicant Information

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

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Federal I.D. No./Social Security No. (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 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.

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.

Fee Enclosed \$ _____


Signature of Applicant _____ Application Date _____

VII. Validation

Building Permit Number _____ Issue Date: _____ Permit Fee _____

Approved by: _____ Signature: _____

VIII. Site or Plot Plan – For applicant Use

Indicate direction of North  **782-0064**

To obtain other needed permits, please contact as listed below:

ST JOSEPH COUNTY

Sanitation Permit

Health Department
1110 Hill St.
Three Rivers, MI 49093
269-273-2161

Driveway Permit

St. Joseph County Road Commission
20914 M-86
Centreville, MI 49032
269-467-6393

Soil Erosion Permit

Drain Commission
612 East Main St.
Centreville, MI 49032
269-467-5600

Contact information for other necessary permits

Plumbing-	John Dobberteen	269-625-7648
Mechanical-	John Dobberteen	269-625-7648
Electrical-	Ron Bellaire	269-663-3429
Building -	Joe Wickey	269-816-4951

CASS COUNTY

Sanitation Permit

Health Department
302 S. Front St.
Dowagiac MI 49047
269-782-0064

Driveway Permit

Cass County Road Commission
240 North O'Keefe Street
Cassopolis, MI 49031
269-445-8611

Soil Erosion Permit

Cass Co. Conservation District
1127 East State St.
Cassopolis, MI 49031
269-445-8641 EXT. 5

PERMIT APPLICATION CHECKLIST

SANITATION PERMIT

You must visit the White Pigeon Township Sanitary office at 16220 Indian Prairie Rd. to get permission to install public sewer or to be told if public sewer is not available in your location of building. Contact information below.

Not Public Sewer available

HEALTH DEPARTMENT
1110 HILL ST.
THREE RIVERS, MI 49093
269.273.2161

Public Sewer Available

WHITE PIGEON SANIARY
16220 INDIAN PRAIRIE RD
WHITE PIGEON, MI 49099
269.483.7712

DRIVEWAY PERMIT – OPTIONAL

ST. JOSEPH COUNTY ROAD COMMISSION
20914 M-86
CENTREVILLE, MI 49032
269.467.6393

SOIL EROSION PERMIT

DRAIN COMMISSION
125 W. MAIN ST
P.O. BOX 427
CENTREVILLE, MI 49032
269.467.5600

CONTACT INFORMATION FOR OTHER PERMITS NEEDED

PLUMBING – JOHN DOBBERTEEN – 269-625-7648
MECHANICAL – JOHN DOBBERTEEN – 269-625-7648
ELECTRICAL – RONALD BELLAIRE – 269-663-3429
SEWER – AMY – 269-483-7712

DEPARTMENT OF NATURAL RESOURCES 269.685.6851 (PLAINWELL OFFICE)
DEPARTMENT OF NATURAL RESOURCES 517.373.3930 (LANSING OFFICE)

PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS:

JOE WICKEY
269.816.4951

NO BURNING OF CONSTRUCTION MATERIALS!!! BY STATE OF MICHIGAN ORDER.

NO BURNING OF ANY KIND WITHOUT A BURN PERMIT. A TICKET MAY BE ISSUED IF CAUGHT BURNING WITHOUT A PERMIT.