

Antwerp Township
BUILDING PERMIT APPLICATION
And INFORMATION

Please read ALL information before completing the permit application.

*****PAYMENT FOR THE PERMIT IS DUE AT THE TIME OF APPLICATION – NO EXCEPTIONS*****
(See attached fee schedule for building permits.)

The holder of the general contractor license or a direct representative of the company must apply and make payment for permits, not the owner of the home or business. (Property owners acting as their own general contractor will meet the same application requirements as the licensed general contractors.)

Submit completed building permit applications to the Antwerp Township office during our office hours; the building inspector does not need to be present for application submittal.

24821 Front Ave
Mattawan, MI 49071
269.668.2615

A building permit is valid for 6 months from the date of application. Prior to the expiration of the permit, you must notify the building inspector if you need an extension of that permit (an additional 6 months is no charge). After 12 months, you will need to reapply and pay for a new permit. The renewal fee is half of the original amount.

New Homes

We will NOT accept any building permit applications without the following:

1. One set of blue-prints/detailed drawings showing the floor plan, room dimensions, window sizes, special features, front and side elevations, foundation plans, and a cross-section of the foundation wall and exterior walls. *(The architect's seal is required on drawings for all commercial and/or industrial buildings.)*
2. A well and septic approval certificate from the Van Buren County Health Department at 269.621.3143, ext. 311
3. A driveway permit from the Van Buren County Road Commission at 269.674.8011
4. A complete application for the permit. This information is not limited to, but must include: the street address of the proposed building; the property ID number; the name, mailing address, and phone number of the deed holder; the name, federal ID number, workman's comp insurance carrier name, liability insurance carrier of all contractors; and the proposed building cost.
5. A site plan drawing (enclosed with Building Permit Application packet) showing existing and proposed buildings.
6. A copy of the deed to the property if a conveyance of ownership is recent (within 45 days prior to submittal of this application).

7. Residential Compliance Certificate using REScheck – Building Energy Codes Program.

Additions, Garages, Pole Barns, Pools, Decks, etc.

Detailed drawings are required for all additions and/or major structural changes (i.e. foundation size and depth, the size of addition, type and quantity of floor joists, if steel beam or glue-laminated supports, wall size, and if truss or stick-built roofing.)

Elevations and cut-away diagrams are required for all outbuildings, including garages, pole barns, accessory buildings, etc.

REScheck is required for all additions.

Pole Barns and Other Detached Structures

In order for the building inspector to issue a permit for pole barns or other detached structures, you must follow these requirements:

- Post locations and cross-sections showing post size, footings, support boards, elevation cross-sections, etc.
- Elevations are not required, but all other building provisions apply.

Inspector Information

The Building Inspector, Bill Henderson, processes applications and is available at the Antwerp Township Office on **Tuesdays from 1:00 pm – 2:00 pm**. You can also reach him during these hours by calling 269.668.2615, ext. 210 or 269.978.0715 (Texas Township).

Process for Building Inspections

The building inspector will process building inspections for footings, foundations, rough-ins, insulation, finals, and occupancies within a 24-hour period from the time you request the inspection. An inspection requested by 10:00 am will be performed that same day. Inspections are completed Monday through Thursday. Before requesting a rough-in and/or final from the building inspector, please make sure that all other inspections (i.e. plumbing, electrical, mechanical) have been completed. Occupancies will not be completed until all fees have been paid (i.e. re-inspections). **To request an inspection, please call 269.668.2615 x210 (please note that Antwerp Township is not open on Fridays and anything requested on a Friday will not be processed until the following Monday).**

ANTWERP TOWNSHIP BUILDING PERMIT FEES

Approved by the Antwerp Township Board 6/09/09
Effective as of 07/01/09

Please note: All fee calculations are rounded to the nearest dollar amount. Payment for the permit is due at the time of application.

New Residence: (Includes all double-wide or modular homes on private property)
Add in the square footage of attached garage and, if finished at time of construction, the square footage of finished basement.

All new residence permits start with a **\$60 base fee** with the addition of the square footage charge as follows:

	<u>Square Feet</u>	<u>Per sq. ft.</u>
	1000 – 1500	\$0.19
	1500 – 2000	\$0.20
	2000 – 2500	\$0.21
	2501 & Over	\$0.22
Multiple Dwellings		\$0.20 /sq ft
Pole Barn	\$125 minimum	\$0.20 /sq ft
Detached garage	\$125 minimum	\$0.25 /sq ft
Remodel/Addition	\$210 minimum	\$0.25 /sq ft
<i>(i.e. Attached garage after home built, carports, or siding w/structural changes)</i>		
Re-roof w/new decking (OSB)/structural changes		\$100.00 – all sizes
Re-roof or siding w/ NO structural changes		No Charge
Deck		\$125.00 - all sizes
Porch		\$150.00 - all sizes
Deck & Porch		\$200.00 - all sizes
Fence		\$ No charge
In-ground pool	\$100 minimum	\$0.25 /sq ft
**A \$300 permit bond is payable at the time of issuance of a permit for a swimming pool and will be refunded at the time of final inspection. A final inspection must be requested within a one year time period from date of issuance, otherwise the bond will be forfeited.		
Above-ground pool		\$75.00 - all sizes
Demolition		\$5.00 - all sizes
Signs		\$100.00 – all sizes
Solar		\$100.00
Land Division		\$75.00 per parcel created
Commercial/Industrial (incl. additions)	\$210 minimum	\$0.25 /sq ft
*Commercial plan review will be billed at the State of Michigan Bureau of Construction Code Plan Review fee schedule based on Use Group and type of construction and square footage. Schedule is available on the State web site or copies are available at the Township Office.		
Re-inspection Fee		\$50.00 / inspection
Additional Inspections (Building Permit Fee includes five)		\$50.00 / inspection

Building Fines

Building without securing a permit before construction begins:

<i>Residential</i>	\$300.00
<i>Commercial</i>	Half of the original permit amount

All Expired Permits:

Renewal fee.....	Half of the original permit amount
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BUILDING PERMIT APPLICATIONFor
Antwerp Township

Job Address _____ City _____ Zip _____

Parcel ID No.: 80 - 02 - _____ - _____ - _____

Application Date: ____/____/____

Office Use Only

Permit #: Twp / Vlg _____ Permit Fee: \$ _____ Amount Paid: \$ _____ Issue Date: ____/____/____

Cash _____ Check # _____

Driveway Permit # _____ Sewer Permit # _____ Well Permit # _____

Property Owner Name (_____) _____	Address (_____) _____	City _____	State _____	Zip _____
Home Phone _____	Work Phone _____			
Architect / Engineer (_____) _____	Address _____	City _____	State _____	Zip _____
Phone _____	License No. _____	License Expiration Date ____/____/____		
Contractor Name (_____) _____	Address _____	City _____	State _____	Zip _____
Phone _____	Contractor License No. _____	License Expiration Date ____/____/____		
Federal ID No. / Social Security No. _____	Workman's Comp. Insurance Carrier _____			

TYPE OF PROJECT

New Addition
 Alteration/Remodel
 Repair Manufactured Home
 Foundation Only
 Relocation
 Mobile Home Set Up
 Special Inspection

Residential

Single Family
 Two-Family or More
 (No. of Units _____)

Attached Garage
 Porch
 Detached Garage
 In-Ground Pool
 Pole Barn
 Above-Ground Pool
 Deck
 Remodel/Addition

Non-Residential

Industrial
 Church/Religion
 Amusement
 Other
 Store/Mercantile
 Hospital/Institutional
 Public Utility
 Office/Bank/Professional
 School/Library/Education
 Tank/Tower
 Service Station
 Parking Garage
 Hotel/Motel
 (No. of Units _____)

Describe in detail the proposed use of building, (e.g. food processing plant, machine shop, elementary school, rental office, etc.)

CHARACTERISTICS OF BUILDINGPrincipal Type of Frame

Masonry/Wall Bearing _____ Wood _____ Structural Steel _____ Reinforced Concrete _____ Other: _____

Principal Type of Heating

Gas _____ Oil _____ Electric _____ Coal _____ Other: _____

Type of Sewage Disposal

Public or Private Company _____ Septic System _____

Type of Water Supply

Public or Private Company _____ Private Well or Cistern _____

Mechanical

Air Conditioning: Yes _____ No _____ Fire Suppression: Yes _____ No _____

Number of Stories _____

Garage: Attached _____ Detached _____ Finished _____ (If attached or finished, include square footage in total. If detached, a separate building permit application is necessary)

Type of Foundation: Basement _____ Crawl Space _____ Slab _____

Basement being finished at time of Construction: Yes _____ No _____ (If yes, include square footage in total)

Soil Erosion Permit

Is the property located within 500 ft of any type of water (i.e. stream, river, lake)? Yes _____ No _____

Are you removing more than one acre of topsoil? Yes _____ No _____

**If yes, please contact Van Buren County 269-657-8241. A soil erosion permit is necessary before a building permit can be issued.

Agricultural Use

Is this project for agricultural purposes? Yes _____ No _____

**If yes, a written letter must be submitted with the Building Permit Application indicating its use as it applies to the Agricultural Exemption for Building Permit. Your permit will be treated as a fee based permit if a letter is not provided.

Total Estimated Cost of Construction: \$ _____

Square Footage of Building Project

Living Area:

1st Floor _____

2nd Floor _____

3rd – 10th Floor _____

11th – Above _____

Attached Garage: _____

Finished Basement: _____

Total Square Footage: _____

x _____/sq. ft. (see Antwerp Township Building Permit Fees)

Deck/Porch Fee: + _____ (Size does not vary cost)

Total Cost of Permit: \$ _____ (Rounded to the nearest dollar)

Section 23a of the State Construction Code Act of 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 structure. Violators of Section 23a are subject to civil fines.

CONTRACTOR'S / AGENT'S AFFIDAVIT: I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application and 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.

Signed: _____

Date: _____

HOMEOWNER'S AFFIDAVIT: I hereby certify that the work described on this permit application shall be installed by me in my own single family dwelling in which I am living or about to occupy. All work shall be installed in accordance with local code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the inspector. I will cooperate with the inspector and assume the responsibility to arrange for necessary inspections.

Signed: _____

Date: _____

ANTWERP TOWNSHIP

PERMIT # _____

PARCEL # _____

OWNER'S NAME _____

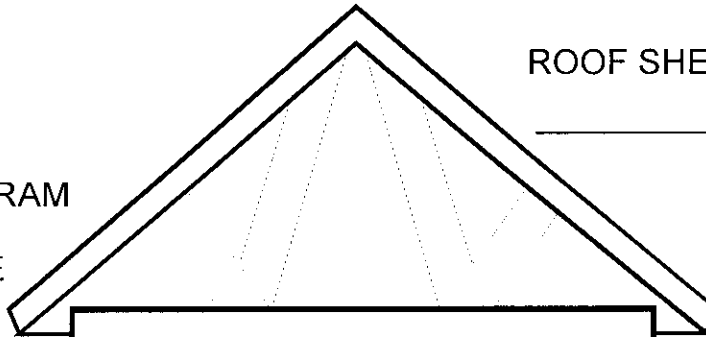
EVE _____

JOB ADDRESS _____

SHINGLES/SF _____

ROOF PITCH _____

TRUSS DIAGRAM
REQ. OR
RAFTER SIZE



ROOF SHEATHING _____

SIZE OF HEADER _____

HEIGHT _____

WIDTH _____

LENGTH _____

GRADE

CONCRETE FLOOR THICKNESS _____

42"
MIN

TAMPED SAND BASE _____

FOOTING _____

TREATED PLATE _____

POURED IN PLACE FOOTER (MIN 16")

Site Plan

THE APPLICANT MUST COMPLETE THIS FORM.

You must illustrate on this grid the property dimensions and the location of the proposed house and/or outbuilding. Also, you must indicate all existing structures, show all property setbacks, including the centerline of the road to the house and the side and rear setbacks.

The form consists of a large grid of small squares. A vertical dotted line runs down the left side of the grid, approximately one-fifth of the way from the left edge, representing the centerline of a road. The rest of the grid is blank, intended for the applicant to draw property boundaries, setbacks, and structures.

ANTWERP TOWNSHIP LOT, AREA, SETBACK AND BUILDING REQUIREMENTS

ADOPTED 2/8/11

Development Requirements	AG	R-1	R-2	R-3			GC	LI	CO
				Single Family	Two Family	Multi-Family			
Min. Lot Area (sq. ft.)	43,560 ⁽¹⁾	43,560	30,000 ⁽²⁾	20,000	30,000/unit ⁽²⁾	20,000	20,000	20,000	10,000
Min. Width (ft.)	175	175	100 ⁽²⁾	100	100 ⁽²⁾	100	100	100	75
	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
Building Height	30	30	30	30	30	30	30	30	30
Minimum Front Yard Setback (ft.) ⁽⁴⁾	60	50	40	40	40	40	40	40	50
Minimum Rear Yard Setback (ft.)	20	20	15	15	30	15	15	(7)	(7)
Minimum Side Yard Setback (ft.)	20	20	15	15	12	15	15	(7)	(7)
Maximum Lot Coverage Area (% of total lot area)	35%	35%	30%	30%	30%	30%	30%	50%	30%
Minimum Residential Floor Area (sq. ft.)	See Section 5.3 of the Zoning Ordinance								N/A

- (1) In the AG district, a parent parcel may be split into no more than three lots of 43,560 square feet each. All additional lot splits shall consist of lots no less than four acres in area, unless developed as an Open Space Development or under Planned Unit Development requirements.
- (2) Different lot width and lot area requirements apply to development in the R-2 District and two-family development in the R-3 District where public water, public sewer or both are available; see Section 5.3 of the Zoning Ordinance.
- (3) Minimum lot area requirements for multiple family development in the R-3 District shall be 2 acres for the first 4 units; plus 2,500 sq. ft. for each additional unit. Maximum overall density shall not exceed 8 units per acre.
- (4) In the event that there are principal buildings located on the adjacent lots that are different than the front setback minimums stated for the zoning district in which the building is located, then an alternative setback line may be established by averaging the setback of principal structures located on the same side of the street within 330 feet in both directions of the subject property.
- (5) The side or rear setback shall be no less than the height of the structure; however, any side or rear yard adjacent to a residential district shall be no less than one hundred (100) feet.
- (6) The separation distance between any two multiple family buildings shall be equal to the height of the taller building, or twenty-five (25) feet, whichever is greater.
- (7) Side and rear yard setbacks in the GC and LI districts and where a special land use has been granted in the CO districts, shall be as follows:

	GC	LI	CO
Minimum Rear Yard Setback (ft.)	15	30	15
Minimum Side Yard Setback (ft.)	15	50	15
Adjacent to non-residential districts	50	50	25
Adjacent to residential districts	50	50	25

See the Antwerp Township Zoning Ordinance for more information.

ANTWERP TOWNSHIP ACCESSORY STRUCTURE REQUIREMENTS ^{(1) (2)} ADOPTED 2/8/11

Residential Districts			
Development Requirements	AG ⁽³⁾⁽⁴⁾	RF ⁽⁴⁾	RS ⁽⁴⁾
Number Allowed	3 ⁽⁴⁾	2 ⁽⁴⁾	1 ⁽⁴⁾
Maximum height	30 ⁽⁵⁾	30	30
Minimum Front Yard Setback (ft.)	60	50	40
Minimum Rear Yard Setback (ft.)	20	20	15
Minimum Side Yard Setback (ft.)	20	20	15
Distance from Principal Structure (ft.)	10	10	10
Rear yard coverage within plat or site condo ⁽⁵⁾	25%	25%	25%

Commercial and Industrial Districts			
Development Requirements	CC	LI	CO ⁽⁶⁾
Number Allowed	no limit	no limit	no limit
Maximum height	30	45	30
Minimum Front Yard Setback (ft.)	50	150	50
Minimum Rear Yard Setback (ft.)	15	30	15
Adjacent to non-residential districts	50	50	25
Adjacent to residential districts	15	50	15
Distance from Principal Structure (ft.)	20	20	20

- (1) Where an accessory building is structurally attached to a principal building, it shall be subject to and must conform with all regulations that apply to principal buildings.
- (2) Metal, canvas and similar structures constructed on a rigid frame, whether enclosed or unenclosed, erected for the purpose of cover or storage of vehicles or other goods, or any other accessory structure that is constructed upon skids or other moveable base, shall be considered accessory structures. Such structures shall be adequately anchored to meet wind load requirements of the building code.
- (3) There shall be no limitation on the number of detached accessory buildings used for agricultural purposes in the AG District provided that all other requirements are met. Agricultural accessory buildings shall be subject to any applicable Generally Acceptable Agricultural Management Principles (GAAMPs) as issued by the Michigan Department of Agriculture. There shall be no more than three accessory buildings not used for agricultural purposes.
- (4) In addition to the number of allowed detached accessory structures (for non-agricultural purposes), a lot is also permitted one structure of up to 144 square feet.
- (5) An accessory structure utilized for agricultural purposes in the AG District may exceed the height limitations for the AG District.
- (6) Lot, yard and building requirements listed for the CO Commercial Corridor Overlay District shall only apply to any special land use allowed in the district; see Section 6.3, B of the Zoning Ordinance.