

RESIDENTIAL BUILDING PERMIT INFORMATION VILLAGE OF LAWTON

The following information is normally needed to obtain a building permit for a single family dwelling. Other building permits may require more or less information.

1. A completed **BUILDING PERMIT APPLICATION** form.
2. **TWO SETS OF PLANS TO SCALE** (none will be returned to be kept on the job site)
INCLUDE IN THE PLANS:
 - a. Foundation plans
 - b. All significant elevations (side views)
 - c. Floor plans
 - d. Cross section from footing to peak
 - e. Identify north elevations as (N)Be sure to show all dimensions.
3. **ENVIRONMENTAL HEALTH PERMIT** is necessary for a **septic system** or an okay from the local municipal water/sewer authority.

St. Joseph County Environmental Health	269-273-2161
Cass County Environmental Health	269-445-8611
Van Buren County Environmental Health	269-657-5596
4. **DRIVEWAY PERMIT.** Call the Road Commission for a driveway permit. In cities, call the city hall for curb cuts and sidewalk requirements.

St. Joseph County Road Commission	269-467-6393
Cass County Road Commission	269-445-8611
Van Buren County Road Commission	269-674-8011
5. **TRUSS DIAGRAMS.** If house plans call for engineered trusses, you must secure engineered approved drawings from your truss supplier, for every different truss used.
6. **ENERGY CODE CALCULATIONS.** State law requires a minimum level of energy efficiency. Proof of this compliance is usually secured from your builder or supplier of limber and windows.
7. **PROOF OF OWNERSHIP.** i.e. -Tax Bill with parcel number in your name, deed or land contract. Please indicate any splits.
8. **SOIL EROSION PERMIT.** Either a permit or a waiver from the County Soil Erosion Department is required if your job site is within 500 feet of any stream, lake or wetland or if one acre or more of soil is disturbed.

St. Joseph County Soil Erosion	269-273-2161
Cass County Soil Erosion	269-445-8611
Van Buren County Soil Erosion	269-657-8230
9. **YOUR ZONING MUST BE CHECKED** to see if all zoning laws for your township or village are in conformance with your plans.
A building permit may be obtained when the correct documents are presented with zoning approval.

RURAL INSPECTION SERVICES

BUILDING INSPECTOR

TONY VAICKUS

ZONING ADMINSTRATOR

Mailing Address:
P.O. Box 860
Lawton, MI 49065

PHONE: 269-624-6387
FAX: 269-624-1817

OFFICE HOURS:
8 am to 10 am
Monday thru Friday

OFFICE ADDRESS:
88040 M-40 North
(Between Lawton and
Marcellus at M-40 and 88th
Street)

GOVERNMENTAL UNIT _____

BUILDING PERMIT APPLICATION
(PLEASE PRINT)

PERMIT NO. _____

TOTAL PROJECT COST: \$ _____ PERMIT FEE: \$ _____

NOTE: Separate application must be made to the appropriate trade for plumbing, electrical and mechanical work permits.

1. Applicant Information – Name _____
 Current Address _____
 City, State, Zip _____
 Telephone _____ Fax Number _____
2. Owners Information – Name _____
 Current Address _____
 City, State, Zip _____
 Telephone _____ Fax Number _____
3. Job Location – Address _____
 Nearest Crossroads Between _____ and _____
 Property Tax ID No. _____
 Zoning District _____
4. Contractor Information
 Name on License _____
 License Info _____
 Address _____
 Telephone _____ Fax Number _____

Federal ID No or Reason for Exemption _____

Workman's Comp Carrier or Reason for Exemption _____

MESC No. or Reason for Exemption _____

5. Architect or Engineer

Name Telephone _____

Address _____ City _____ State _____

License No. _____ Expiration Date _____

6. Type of Improvement (In Detail)

Describe Building _____

Describe Usage _____

Dimensions _____ ft x _____ ft x _____ ft.
(Width) (Length) (Height)

Basement/Foundation (type) _____

Total square feet: _____
(1st Story) (2nd Story) (Basement) (Garage/Barn)

7. Affidavit

I hereby certify that the proposed work is authorized by the owners to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on this application is accurate to the best of my knowledge.

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523 A, 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.

SIGNATURE _____ DATE _____

PRINT NAME _____

The above information is required under Public Act 135 of 1989 effective October 1, 1989.

8. For mobile, modular, and double wide homes, also complete the following:

Make: _____ Year: _____ Model#: _____ Title: _____

Serial #: _____ Size _____ Sq. Ft _____

To be occupied by _____

Safety Inspection: Required _____ Not Required _____

9. Zoning Approval

PLEASE READ CAREFULLY AND COMPLETE.

DRAW A DIAGRAM OF PARCEL ON REVERSSSE SIDE SHOWING "NORTH" DIRECTION, INCLUDE PROPOSED BUILDING AND ALL BUILDINGS CURRENTLY ON PARCEL WITH BUILDING SIZES AND LOCATIONS; ALSO LOCATION OF GAS AND POWER LINES, ROADS BORDERING PROPERTY AND ANY LAKES, RIVERS, STREAMS OR WETLANDS ON OR NEAR PROPERTY.

SIZE OF PARCEL _____ PARCEL ZONED _____

SIZE OF STRUCTURE _____ TYPE OF STRUCTURE _____

FRONT SET BACK _____

SIDE SET BACKS _____

REAR SET BACK _____

APPROVED _____ DATE _____

10. To Complete Application, please provide the following:

	Required	Approved		Required	Approved
A. Zoning	_____	_____	F. Flood Zone	_____	_____
B. Fire District	_____	_____	G. Water Supply	_____	_____
C. Pollution Control	_____	_____	H. Septic System	_____	_____
D. Noise Control	_____	_____	I. Variance Granted	_____	_____
E. Soil Erosion	_____	_____	J. Other	_____	_____

Validation – for department use only

Use Group _____

Base Fee _____

Type of Construction _____

Number of Inspections _____

Square Feet _____

Approval Signature _____

Title _____

Date _____

11. Site Plan: (Please read carefully and complete) Use this space below or a separate sheet of paper to draw a diagram showing all of the following items:
- i. The dimensions of the lot or acreage (all sides).
 - ii. The location, distances to lot lines, of all existing and proposed structures.
 - iii. The dimensions of all existing and proposed structures.
 - iv. The distances between all existing structures.
 - v. The location of all roads bordering or on the property.
 - vi. The location of any power and gas lines on property.
 - vii. The location of any lakes, rivers, streams or wetlands on or near the property.
 - viii. The location of any easements on the property.
 - ix. A north arrow indicating the direction of north.

