

BUILDING PERMIT INFORMATION

THE FOLLOWING INFORMATION IS NEEDED TO OBTAIN A BUILDING PERMIT:

1. A complete BUILDING PERMIT APPLICATION form showing:

A: A detailed site diagram
B: Owner/Contractor/Jobsite/cost information/type of project
C: Agent Authorization

2. THREE SETS OF PLANS TO SCALE (one will be returned to be kept on the jobsite) INCLUDE IN THE PLANS:

a: Foundation Plan
b: All significant elevations (side views)
c: Floor plans; including use of all rooms and dimensions
d: Cross section of one wall from footing to peak
e: Identify north elevation as (N)
f: Indicate snow-loading capacity. Be sure to show all dimensions

3. ENVIRONMENTAL HEALTH PERMIT is necessary for a septic and well system or an approval from the local municipal water/sewer authority

Allegan County Environmental Health – 269-673-5415
VanBuren County Health Department – 269-621-3143

4. DRIVEWAY PERMIT contact the road commission for the installation of a culvert or a waiver. In cities contact City Hall for curb cuts and sidewalk requirements

Allegan County Road Commission – 269-673-2184
VanBuren County Road Commission – 269-674-8011

► see reverse side

5. PROOF OF OWNERSHIP (examples: deed or land contract, tax bill)
6. EARTH CHANGE PERMIT – Your County Drain Commissioner or Soil Erosion Agent may require that you obtain a soil erosion and sedimentation control permit if your jobsite is within 500 feet of a waterway (lake, river, stream, body of water, storm sewer, County Drain or if you disturb 1 or more acres)

Allegan County – 269-673-5415
Van Buren County – 269-657-8241

WHEN YOU HAVE GATHERED THIS INFORMATION SUBMIT TO:

MICHIGAN TOWNSHIP SERVICES-ALLEGAN, INC.
111 GRAND STREET
ALLEGAN MI 49010

269-673-3239 or 1-800-626-5964
FAX – 269-673-9583

mtsallegran@frontier.com
www.michigantownshipservices.org

Michigan Township Services-Allegan. Inc

111 Grand Street, Allegan MI 49010

1-800-626-5964 * 269-673-3239

Fax 269-673-9583

Email mtsallegan@frontier.com

Agent Authorization

Date: _____

Job Address: _____

City or Township: _____

This is to inform you that I, (owner name) _____, as owner of the above referenced property authorize (agent name) _____, to act as my agent in seeking / obtaining various permits and approvals on my behalf.

These include:

- Various Township/City Zoning and Building approvals
- Other County or State permit approvals
- Others as needed

Property Owner Signature and Phone Number

This completed form must be submitted with a zoning/building permit application. Permits will not be issued without it.