

**BUILDING & ZONING PERMIT APPLICATION**  
**CITY OF SOUTH HAVEN**  
**BUILDING DEPARTMENT**  
539 PHOENIX STREET, SOUTH HAVEN, MICHIGAN 49090  
FOR INFORMATION CALL 269-277-8573

**Incomplete Forms Will NOT be  
Approved or Processed**

Project Address: \_\_\_\_\_

Tax ID 80-53-\_\_\_\_\_ (If property is part of a PUD or condominium development, confirmation of parcel number from the Assessing Department is required)

Applicant: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Appl. Address: \_\_\_\_\_ Owner Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Appl. Email address \_\_\_\_\_ Owner Email address \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ Zoning District of Property \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_ Lic. No. \_\_\_\_\_

Liability Carrier: \_\_\_\_\_ Ins. Exp. Date \_\_\_\_\_ Fed ID orSS#: \_\_\_\_\_

Total Value of Construction (Materials and Labor, Building Permit Only): \_\_\_\_\_

Is property subject to an association? Yes \_\_\_\_ No \_\_\_\_ (If yes, attach letter from association)

Is property currently served with city water and sanitary sewer connections? (Letter from city engineer req'd.)

I hereby authorize the Zoning Administrator, Building Inspector or other authorized representative of the City of South Haven to enter and inspect the above property for the purpose of inspection of the premises.

AFFADAVIT: I certify and affirm that I am the property or building owner or owner's authorized agent and that I agree to conform to all applicable laws of this jurisdiction. I also certify that this application is accurate and complete. 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 the state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Upon completion and submittal of this application contractors will be registered with the City of South Haven.

For any change to the footprint of a structure, a drawing must be included with the following:

1. SHOW PROPERTY LINES AND DIMENSIONS OF LOT
2. SHOW ADDRESS OF PROPERTY
3. SHOW ALL STRUCTURES ON PROPERTY
4. SHOW DISTANCES FROM STRUCTURES TO PROPERTY LINES
5. SHOW DISTANCES BETWEEN BUILDINGS
6. SHOW STREETS AND EASEMENTS
7. SHOW ANY UTILITIES NEAR CONSTRUCTION AREA
8. HEIGHT OF PROPOSED ADDITION BASED ON THE AVERAGE GRADE OF THE PROPERTY.

The better your drawing, the faster your application can be processed. A survey or professional drawing of the property may be required if your drawing is not clear or incomplete.

**IMPORTANT: A BUILDING PERMIT APPLICATION IS NOT A PERMIT. A PERMIT MUST BE ISSUED AND PICKED UP FROM CITY HALL BEFORE ANY WORK IS BEGUN.**