

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.

**NEW SINGLE FAMILY HOME BUILDING PERMIT
SUBMITTAL REQUIREMENTS
CITY OF SOUTH HAVEN
BUILDING DEPARTMENT
539 PHOENIX STREET, SOUTH HAVEN, MICHIGAN 49090
FOR INFORMATION CALL 269-637-0760**

PROJECT ADDRESS: _____ DATE: _____

APPLICANT NAME: _____

THE FOLLOWING ITEMS ARE REQUIRED AS PART OF A COMPLETE APPLICATION PACKET FOR CONSTRUCTION OF A NEW SINGLE FAMILY HOME:

1. SUBMITTAL REQUIREMENTS WORKSHEET (THIS DOCUMENT)

SIGNATURE OF APPLICANT

2. BUILDING PERMIT APPLICATION

COMPLETED FORM

3. SURVEY AND LEGAL DESCRIPTION OF PROPERTY

INCLUDE ANY DEED RESTRICTIONS AND EASEMENTS

TAX ID NUMBER

FOR PROJECTS WHERE STRUCTURE IS LESS THAN ONE FOOT FROM SETBACKS, PROVIDE A SURVEY DRAWING BY A REGISTERED SURVEYOR DETAILING THE OUTLINE OF THE PROPOSED STRUCTURES ON THE LOT.

4. SITE PLAN SKETCH INCLUDING:

11 X 17 FORMAT, FOLDED TO 8-1/2 X 11

TWO (2) COPIES

DATE OF DRAWING, PROPERTY ADDRESS, NAME, ADDRESS, AND PHONE OF PREPARER

SHOW DIMENSION OF LOT(S), PROPERTY LINES

SHOW EXISTING STRUCTURES (LABEL EXISTING)

SHOW PROPOSED STRUCTURES AND ADDITIONS (LABEL PROPOSED)

SHOW BUILDING SETBACKS, FRONT, REAR, BOTH SIDES

SHOW AREA COVERED BY STRUCTURES (IN SQUARE FEET), AREA OF LOT, PERCENTAGE OF LOT COVERED

SHOW DIMENSIONS, LOCATION AND PAVING MATERIAL OF DRIVEWAY

SHOW ANY RIGHT OF WAY STRUCTURES (HYDRANTS, ELECTRIC POLES, SIGNS, ETC.)

SHOW CURBING AND DRIVEWAY FLARE

SHOW DISTANCE TO NEAREST INTERSECTION

SHOW DIMENSIONS OF TWO 9'X20' PARKING AREAS ON PARCEL

SHOW SIDEWALK LOCATION AND DIMENSIONS, LABEL EXISTING OR TO BE BUILT

SHOW DIRECTION OF STORMWATER RUNOFF FLOW

SHOW GENERAL LOCATION AND SIZE OF WATER, SEWER, ELECTRIC, GAS AND OTHER UTILITIES

SHOW PROPOSED ACCESSORY BUILDINGS

5. BUILDING ELEVATIONS (SKETCH)

11 X 17 FORMAT, FOLDED TO 8-1/2 X 11

TWO (2) COPIES

DATE OF DRAWING, PROPERTY ADDRESS, NAME, ADDRESS, AND PHONE OF PREPARER

SHOW THE ELEVATION OF AN EXISTING STRUCTURE (CURB, SIDEWALK, HYDRANT OR OTHER BENCHMARK)

SHOW AVERAGE FINISHED GRADE IN FRONT YARD

SHOW HEIGHT OF ROOF EAVE, AND HEIGHT OF ROOF RIDGE FROM AVERAGE FINISHED GRADE IN FRONT YARD

SHOW HEIGHT OF HALF STORY FLOOR FROM AVERAGE FINISHED GRADE IN FRONT YARD

SHOW DEPTH OF BURY OF BASEMENT AROUND STRUCTURE FOUNDATION

IDENTIFY FIRST STORY, SECOND STORY, THIRD STORY AND ANY HALF STORY OR BASEMENT, IF APPLICABLE

EXISTING STRUCTURES (LABEL EXISTING)

PROPOSED STRUCTURES AND ADDITIONS (LABEL PROPOSED)

6. BUILDING PLANS

I have provided all of the required items for the application packet and understand that if the packet is incomplete, it will not be accepted.

APPLICANT SIGNATURE: _____ DATE: _____