

**NOTICE:**  
**Building, Zoning, and Electrical Permits**  
**Pick up and Procedures**

- All permits must be picked up within 30 days of notification.
  - After 30 days a onetime \$50.00 surcharge will be assessed.
    - After 30 days a fee of \$1.00 per day will also be charged until permits are paid for.
- Building and Electrical Permits expire in 6 months from date issued. Zoning Permits expires in 1 year from date of issue.
  - A charge of \$75.00 will be assessed to extend all permits after they expire.
- Both Building and Electrical Inspections require a permit number to be scheduled.

**Phone Numbers to Schedule Inspections:**

**For Building Inspections: (269) 629-0600 Ext. #1**

**For Electrical Inspections: (269) 623-5474**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

RUTLAND TOWNSHIP

## ACCESSORY BUILDING PERMIT

Permit # \_\_\_\_\_  
Accessory/detached structures

### RUTLAND TOWNSHIP

2461 Heath Road  
Hastings MI 49058  
PH. 269-948-2194 FAX. 269-948-4180  
BLDG DEPT. 800-627-2801 EXT. 0

Job Address: \_\_\_\_\_ Property Tax Id No. \_\_\_\_\_

Owner \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ E-mail address \_\_\_\_\_

Basic Dimensions: \_\_\_\_\_ ft x \_\_\_\_\_ ft. No. of floors \_\_\_\_\_ Building Height \_\_\_\_\_

Type of Construction \_\_\_\_\_

### PLEASE FILL IN OR CHECK THE APPROPRIATE SPACES BELOW:

\_\_\_\_\_ Sq. ft. shed  
\_\_\_\_\_ Sq. ft. pole building  
\_\_\_\_\_ Sq. ft. porch on pole building  
\_\_\_\_\_ Sq. ft. pool  
\_\_\_\_\_ Sq. ft. deck for pool  
\_\_\_\_\_ Sq. ft. unattached frame garage  
\_\_\_\_\_ Sq. ft. storage building

\_\_\_\_\_ Lineal ft. fence  
\_\_\_\_\_ Type of fence  
\_\_\_\_\_ Height of fence  
\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ cement slab & thickened edge  
\_\_\_\_\_ cement slab (3 1/2" - 4")  
\_\_\_\_\_ rafters \_\_\_\_\_ "O.C.  
\_\_\_\_\_ trusses \_\_\_\_\_ "O.C.  
\_\_\_\_\_ metal roof  
\_\_\_\_\_ asphalt shingles  
\_\_\_\_\_ metal exterior  
\_\_\_\_\_ aluminum/vinyl exterior  
\_\_\_\_\_ brick exterior  
\_\_\_\_\_ block exterior  
\_\_\_\_\_ wood exterior  
\_\_\_\_\_ Number of windows  
\_\_\_\_\_ Number of garage doors

#### Office Use Only

Zoning District \_\_\_\_\_  
Use Group \_\_\_\_\_/Type of Construction \_\_\_\_\_  
Permit Determinant \_\_\_\_\_

COST OF PERMIT: \$ \_\_\_\_\_

By: \_\_\_\_\_  
Building Official

Make checks payable to: RUTLAND TOWNSHIP

Please supply 2 sets of plans

Contractor		Ph./FAX	
E-MAIL		Cell	
Address		City & State	Zip Code
Federal D No/Social Security No.		MESC Employer No.	
License No.	Expiration Date	Worker's Disability Compensation Carrier	
If exempt from any of the above, explain here:			

**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 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.**

### HOMEOWNER'S AFFIDAVIT and SIGNATURE

I hereby certify that the work described above shall be installed in accordance with the 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 and timely inspections.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### AGENT'S/CONTRACTORS AFFIDAVIT and SIGNATURE

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 as his authorized agent.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETE INFORMATION ON SECOND PAGE**

# ACCESSORY BUILDING PERMIT SECOND PAGE

## LOT DIAGRAM

Owner: \_\_\_\_\_ Job Address: \_\_\_\_\_

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

Tax I.D.: \_\_\_\_\_

- |                              |   |  |
|------------------------------|---|--|
| (1) Draw lot lines in feet   | (4) Draw proposed construction                            | (7) Draw lakes, streams, and wet lands within 500 feet |
| (2) Label street             | (5) Show dimensions of all buildings                      | (8) Contractor/owner will stake 2 adjacent lot lines   |
| (3) Draw existing structures | (6) Show distance from all sides of building to sidelines |  |

Signature of Applicant/Agent \_\_\_\_\_

Date \_\_\_\_\_

## RESIDENTIAL APPLICATION CHECKLIST – (Return with Application)

Project address/location of proposed work: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Before a permit may be issued, all of the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- \_\_\_\_\_ 1. **ZONING APPROVAL DOCUMENTATION.** Contact the Zoning Administrator at [zoning@rutlandtownship.org](mailto:zoning@rutlandtownship.org)
- \_\_\_\_\_ 2. **LOT DIAGRAM** on back of first page of application. (Required for **ALL** applications – NEW HOMES, ADDITIONS, INTERIOR REMODEL, GARAGES AND ACCESSORY BUILDINGS AND STRUCTURES)
- \_\_\_\_\_ 3. **BLUE PRINTS OR DRAWINGS** - Provide (2 Sets) of complete drawings. If over 3500 sq. ft. you will need signed and sealed plans by an Architect or Engineer.
- \_\_\_\_\_ 4. **MICHIGAN UNIFORM ENERGY CODE COMPLIANCE** – for all projects, documentation must be provided demonstrating compliance with the energy code.
- \_\_\_\_\_ 5. **ROOF LOADING DATA SHEET** – for all projects, documentation must be provided demonstrating compliance.
- \_\_\_\_\_ 6. **PROOF OF OWNERSHIP** (Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...) **RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PRE-MANUFACTURED.**
- \_\_\_\_\_ 7. **PROPERTY TAX I.D. NUMBER**
- \_\_\_\_\_ 8. **SANITATION & WATER SUPPLY PERMITS** (Barry/Eaton County Health Department) \*
- \_\_\_\_\_ 9. **DRIVEWAY/SIDEWALK PERMIT** – County Road Commission, MDOT\*
- \_\_\_\_\_ 10. Is the Structure within 500 feet of water (lake, river, stream, county drain) **OR** is the excavated area equal to or greater than 1 acre? **YES / NO** If **YES** a **SOIL EROSION PERMIT IS REQUIRED.**
- \_\_\_\_\_ 11. Is property located in wetlands, floodplain or critical dune area? **YES / NO**  
No building permit may be issued if in a flood plain without DEQ\* and/or DNR\* approval.
- \_\_\_\_\_ 12. **OTHER PERMITS EVENTUALLY NECESSARY:**  
\_\_\_\_\_ Electrical \_\_\_\_\_ Mechanical \_\_\_\_\_ Plumbing \_\_\_\_\_ Sign  
Applicant or licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

### RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

**TOWNSHIP OFFICE HOURS** are Monday - Thursday, 9:30 – 3:00; **PHONE** at (269) 948-2194; by **MAIL** at 2461 Heath Rd., Hastings, MI 49058; or by **FAX** at (269) 948-4180 [www.rutlandtownship.org](http://www.rutlandtownship.org)

**BUILDING DEPARTMENT:** Ph. (269) 629-0600 Monday through Friday 8-12 and 1:30-4:30 [agsbldegdpt@gmail.com](mailto:agsbldegdpt@gmail.com)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE CALL SHOULD YOU REQUIRE FURTHER  
ASSISTANCE IN COMPLETING APPLICATIONS.**

Blue prints and drawings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Include wall section/cross-section drawing showing material dimensions and specification from footing to rafters, as well as floor plan indicating all room dimensions, window, door, and stair openings. All structures containing pre-manufactured members (roof trusses, floor trusses, laminated beams, etc.) require sealed diagram from the manufacturer; forward to our office at time of delivery.

#### **SANITATION**

**Barry / Eaton Health Department**  
330 W Woodlawn Ave  
Hastings MI 49058  
Phone:(269) 945-9516

#### **COUNTY ADDRESS**

**County Planning Department**  
Courthouse – 220 W State St.  
Hastings, MI 49058  
Ph. (269) 945-1290

#### **DRIVEWAY**

**Barry County Road Commission**  
PO Box 158 / 1725 W M-43 Hwy  
Hasting MI 49058  
Phone:(269) 945-3449

**MDOT**  
State Highway driveways  
Mon – Fri 7:30 – 5:00  
Ph. (517) 373-2090 Fax (517) 373-6457  
<https://www.michigan.gov/mdot>

#### **ZONING**

**Stacey Graham**  
Mon/Wed 10-2 (269) 948-2194 Ext. 16  
Rutland Township Hall – 2461 Heath Rd  
Hastings, MI 49058 [zoning@rutlandtownship.org](mailto:zoning@rutlandtownship.org)

#### **BUILDING CODE**

**Associated Gov't Svc.**  
Phone:(269) 629-0600  
M-F 8:00-12:00, 1:30-4:30  
[agsbldgdpt@gmail.com](mailto:agsbldgdpt@gmail.com)

#### **DEQ PERMITS**

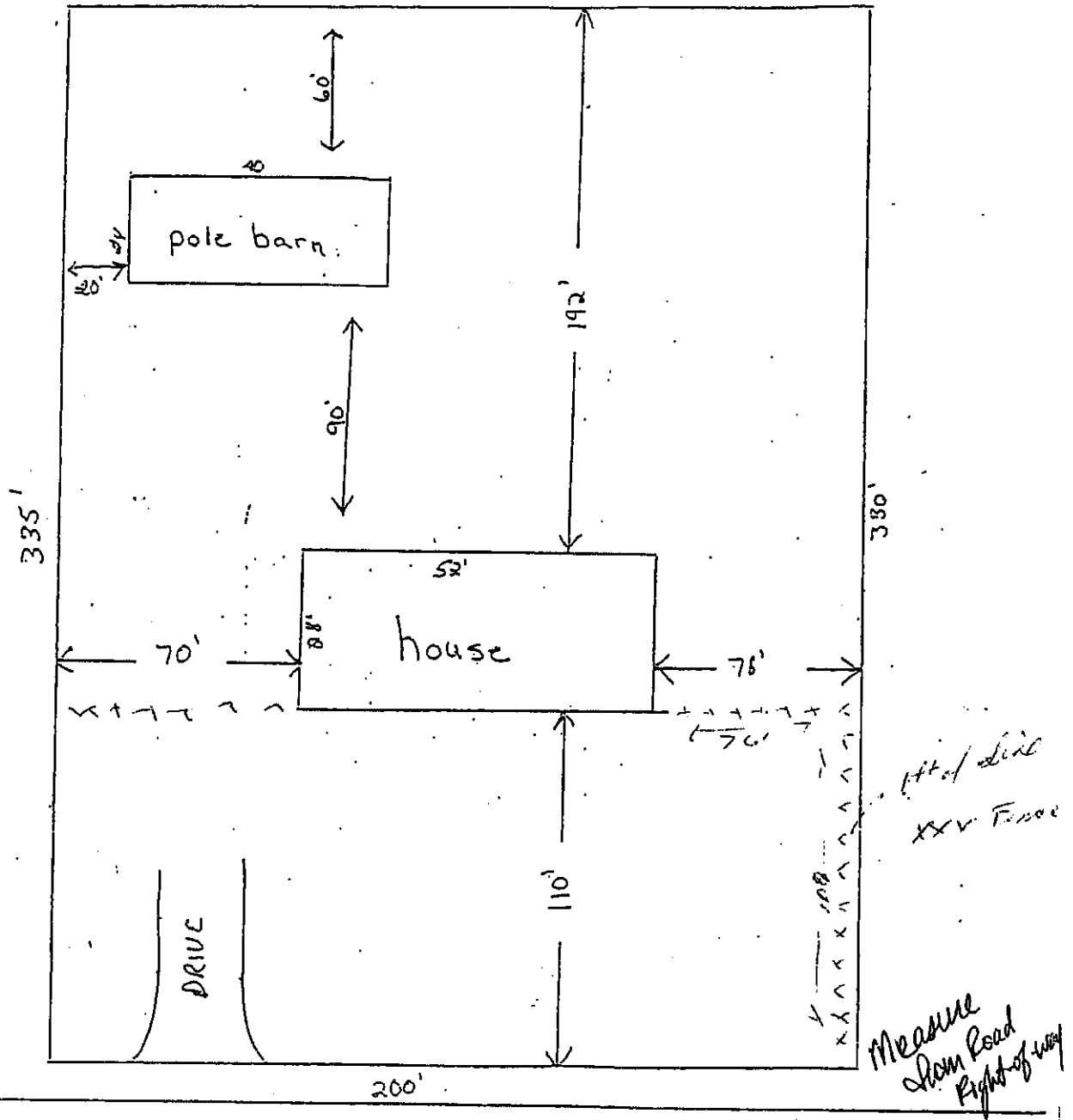
**Grand Rapids District Office**  
State office Building 5<sup>th</sup> Floor 350 Ottawa Ave NW Unite10 Grand Rapids MI 49503-2341  
Phone: 616-356-0500 Fax: 616-356-0202  
Counties: Barry, Ionia, Kent, Mecosta, Montcalm Muskegon Newaygo, Oceana, Ottawa  
<https://www.michigan.gov/mdot/>

#### **COUNTY SOIL EROSION & SEDIMENTATION COUNTRIL PERMIT**

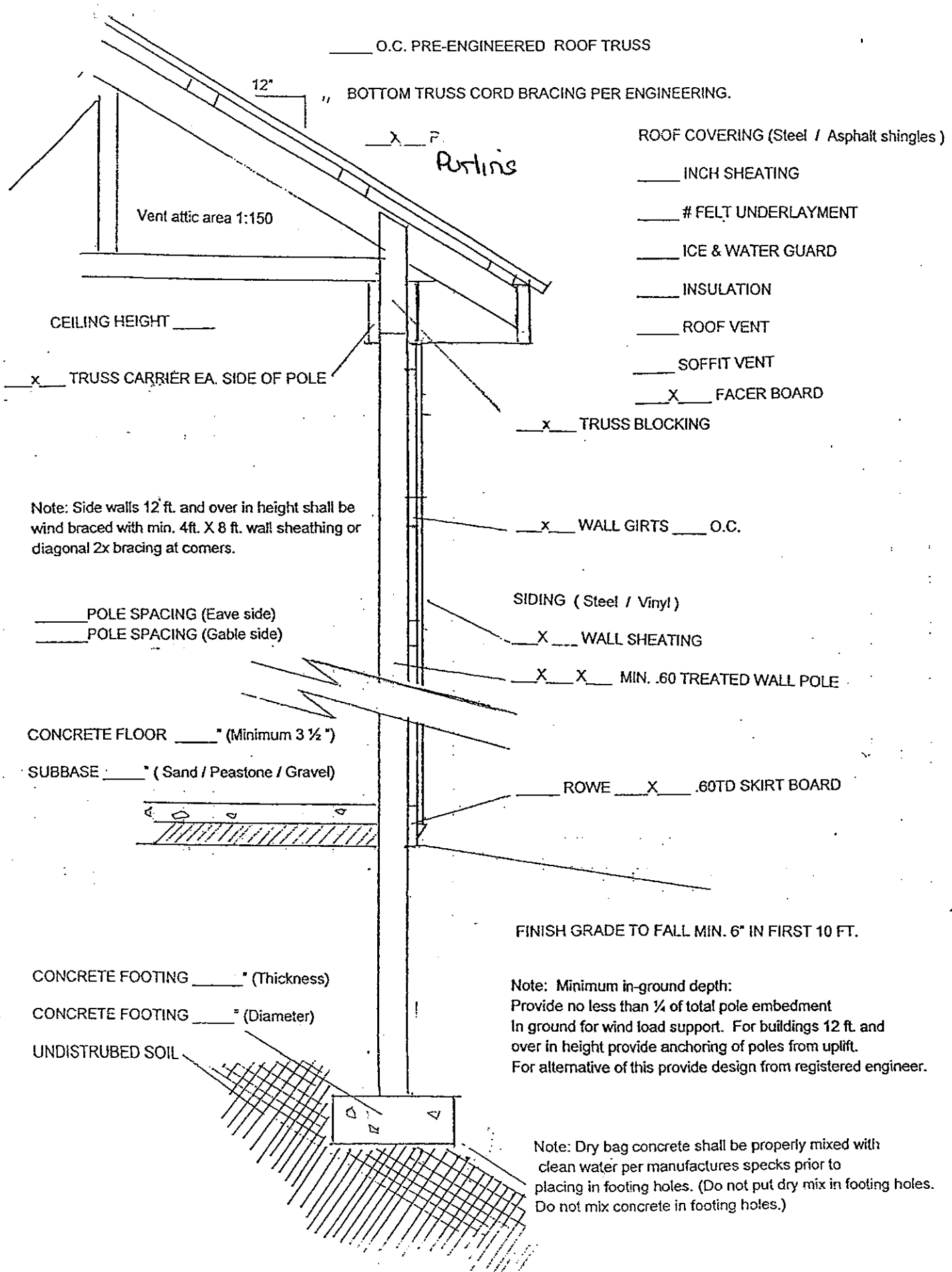
**Barry County Planning Department**  
Courthouse – 220 W State St  
Hastings, MI 49058  
Phone:(269) 945-1290

**PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN  
COMPLETING APPLICATIONS.**

# EXAMPLE



NOTE: INDICATE LOCATION OF ROAD/STREET AND NORTH POINT



## POLE STRUCTURE WALL SECTION