

**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

## COMMERCIAL BUILDING PERMIT

Permit # \_\_\_\_\_

## RUTLAND TOWNSHIP

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

Job Location: \_\_\_\_\_ Property tax: \_\_\_\_\_

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

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

No. of Floors: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_

## For Office Use Only

Zoning District \_\_\_\_\_

Use Group \_\_\_\_\_

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

Permit Determinate \_\_\_\_\_

**NONRESIDENTIAL** – Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use. **Type of Improvement:** \_\_\_\_\_

## REQUIRED DOCUMENTS

- \_\_\_\_ Site Plan Approval  
\_\_\_\_ Site Plan  
\_\_\_\_ Variance Approval  
(if applicable)  
\_\_\_\_ **2 Sets of Sealed  
Drawings & Specs**  
\_\_\_\_ P.A. 135 Disclosure

## ADDITIONAL PERMITS REQUIRED

- \_\_\_\_ Curb or Sidewalk Cut  
\_\_\_\_ Electrical  
\_\_\_\_ Mechanical  
\_\_\_\_ Plumbing  
\_\_\_\_ Sign or Billboard  
\_\_\_\_ Demolition  
\_\_\_\_ Erosion Control  
\_\_\_\_ Sanitary Sewer Tap  
\_\_\_\_ Storm Sewer Connection

PLAN REVIEW \$ \_\_\_\_\_

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

TOTAL COST \$ \_\_\_\_\_

Building Official

Make Checks Payable to RUTLAND TOWNSHIP

Engineer/Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information**

E-mail \_\_\_\_\_

Name		Phone		Fax
Address		City		State/Zip Code
Fed ID# or SS#	MESC Emp. #		Worker's Disability Comp Carrier	
License #	Exp Date	Exempt Reason:		

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 the persons who are to perform work on a residential building or residential structure. Violators of Section 23a are subject to civil fines.

## AGENT'S AFFIDAVIT

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

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

# COMMERCIAL PERMIT APPLICATION CHECKLIST

(Return with Application)

Permit application for \_\_\_\_\_

(job address)

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

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

Before a permit may be issued all of the following documentation (1-6) must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- ☐ 1. SITE PLAN APPROVAL (or other zoning approval as required).
- ☐ 2. SITE PLAN DRAWINGS (as approved in item #1 - submitted with construction drawings).
- ☐ 3. VARIANCE APPROVAL, if applicable.
- ☐ 4. Two (3) SETS OF SIGNED AND SEALED DRAWINGS & SPECIFICATIONS.
- ☐ 5. P.A. 135 Disclosure (Licensing information located on the Commercial Building Permit Application).
- ☐ 6. PLAN REVIEW (Will be conducted by the Building Department)

The following may also be required. The applicant is responsible for obtaining the following referenced permits or waivers (Items 7-12). These must be reconciled prior to issuance of a permit.

- ☐ 7. CURB OR SIDEWALK CUT
- ☐ 8. SIGN OR BILLBOARD PERMIT
- ☐ 9. DEMOLITION PERMIT
- ☐ 10. SOIL EROSION CONTROL PERMIT: A soil erosion review is required by the State of Michigan, must receive a permit or waiver.
- ☐ 11. STORM SEWER CONNECTION:
- ☐ 12. SANITARY SEWER TAP

## RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, mechanical, plumbing, 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 [agsbldgdpt@gmail.com](mailto:agsbldgdpt@gmail.com)

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

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

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

10/28/2016 vg

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 Unit 10 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 COUNTRLO PERMIT**

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

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COMPLETING APPLICATIONS.**