

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

RESIDENTIAL BUILDING PERMIT

RUTLAND TOWNSHIP

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

Permit # _____
New residential construction, addition, and alteration

RUTLAND TOWNSHIP

Address: _____ Property Tax ID: _____
Zoning District: (office use) _____ Permit Determinant: (office use) _____
Use Group: (office use) _____ Owner: _____ Phone _____
Type Const: _____ Address: _____
Basic Dimensions: _____ ft. x _____ ft. Contractor: _____ Phone _____
No. Floors: _____ Address: _____ Cell _____
_____ Sq Ft main floor _____ No. bedrooms _____ No. wood burners
_____ Sq Ft second floor _____ No. full baths _____ Sq Ft porches
_____ Sq Ft finished basement _____ No. half baths _____ Sq Ft breezeways
_____ Sq Ft unfinished basement _____ No. fireplaces _____ Sq Ft deck
_____ No. rooms 1st floor _____ No. chimneys _____ (Ft.) ceiling height
_____ Sq Ft garage (attached garage requires fire separation) _____ (Ft.) building height

Please supply 2 sets of plans

PLEASE FILL IN OR CHECK THE APPROPRIATE SPACES BELOW:

FOUNDATIONS (11)

_____ ftgs _____ X _____
_____ " below fin grade
_____ No. post footings
_____ "x" "x" "
_____ poured walls
_____ H.C. block _____
_____ Wood foundation
_____ (provide diagram)
_____ Ft foundation wall height
_____ "Crawl space wall height
_____ "Egress sill height
_____ No. basement windows
_____ Crawl space vent openings

ROUGH-IN FRAMING (10)

_____ Sill plate (treated)
_____ Wall plates
_____ Headers
_____ Wood girder
_____ Steel girder
_____ Post _____ Ft. O.C.
_____ Stud wall
_____ Masonry
_____ Floor joists _____ " O.C.
_____ Ceiling joists _____ " O.C.
_____ Rafters _____ " O.C.
_____ Truss (diagram required)
_____ " Floor sheathing
_____ " Wall sheathing
_____ " Roof sheathing
_____ " Corner brace sheath

EXTERIOR (3)

_____ Wood
_____ Aluminium/Vinyl
_____ Brick
_____ Block

ROOFS (4)

_____ Hip
_____ Gable
_____ Front overhang
_____ Other overhang
_____ Eavestrough
_____ Metal
_____ Asphalt shingles
_____ Underlayment
_____ Vents
_____ Other Coverings
_____ Attic access 22" x 30"

CHIMNEY TYPE

_____ Brick
_____ Block
_____ Stone
_____ Zero Clearance

WINDOWS (5)

_____ No. of windows
_____ Wood sash
_____ Metal sash
_____ Type
_____ Egress/bedrooms

INSULATION (9)

_____ " Fiberglass
_____ " Cellulose
_____ "Blown in fiberglass
_____ " Foam
_____ other
_____ "rigid poly ure.
_____ "rigid styro
_____ "insul sheath
_____ wind barrier
_____ (mil) moisture barrier

Interior (13)

_____ Foyer
_____ Kitchen floor
_____ Other floor
_____ Drywall
_____ Plaster
_____ Covered ceiling
_____ Panel wainscot
_____ 5/8" garage fire code

BUILT-IN ITEMS (15)

_____ Oven
_____ Range
_____ Disposal
_____ Hoods/fan
_____ Dishwasher
_____ Refrigerator
_____ Incinerator
_____ Vanities
_____ Ft. Cupboard length

Contractor will stake 2 adjacent lot lines for First Inspection.
Sketch lot diagram on second page. Also sign permit.

COST OF PERMIT \$ _____

PERMITS EVENTUALLY NEEDED FOR THIS PROJECT (trade permits are separate from the building permit)

Electrical Permit

☐ yes ☐ no

Mechanical Permit

☐ yes ☐ no

Plumbing Permit

☐ yes ☐ no

By: _____
Building Official

Make checks payable to:
RUTLAND TOWNSHIP

COMPLETE INFORMATION ON SECOND PAGE

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 | |

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

| | | |
|--|-----------------------|-------------------------------|
| Name | | Phone Number |
| E-mail address | | Cell Phone Number |
| Address: | City, State, Zip Code | |
| Federal ID/Social Security No. | | MESC Employer No. |
| License No. | Exp Date | Worker's 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 the 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, 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/Contractor's 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: _____

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
- _____ 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

BUILDING DEPARTMENT: Ph. (269) 629-0600 Monday through Friday 8-12 and 1:30-4:30 agsbldgdept@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

BUILDING CODE

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

DEQ PERMITS

Grand Rapids District Office
State office Building 5th 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 COUNTRIL PERMIT

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

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COMPLETING APPLICATIONS.**

**RESOLUTION # 2018-234
BUILDING PERMIT FEE SCHEDULE**

RUTLAND TOWNSHIP BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL ONE- AND TWO-FAMILY

Single Inspection Permit Fee \$77.00

| DETERMINANT* | FEE |
|-------------------------------|--|
| 0 - 1,000 | \$ 77.00 |
| 1,000 - 10,000 | \$ 77.00 + \$9.90 / 1,000 over 1,000 |
| 10,001 - 100,000 | \$143.00 + \$2.75 / 1,000 over 10,000 |
| 100,001 - and up | \$390.50 + \$2.20 / 1,000 over 100,000 |
| Michigan Approved Home | Per Construction Cost Table (CCT) |
| HUD Approved Home on basement | \$176.00 + CCT |
| HUD Approved Home on slab | \$176.00 (Private Property or In Park) |
| Demolition | \$ 77.00 per occurrence |

For work not involving square foot computation, \$77.00 base fee plus \$77.00 per inspection, or the estimated cost of the project used as determinant, whichever yields the greater fee.

COMMERCIAL FEE SCHEDULE

BUILDING PERMIT FEE CALCULATION (Based on determinant* value):

| DETERMINANT* | FEE |
|----------------|------------------------------------|
| 0 - 1,000 | \$ 77 |
| 1,001 - 10,000 | \$ 77 + \$1.10 / 100 over 1,000 |
| 10,001 and up | \$143 + \$2.75 / 1,000 over 10,000 |

BUILDING PERMIT PLAN REVIEW FEE (Based on determinant* value):

| DETERMINANT* | FEE |
|------------------|--|
| 0 - 500,000 | \$ 1.32 / 1,000 |
| 500,001 - and up | \$660.00 + \$0.22 / 1,000 over 500,000 |

TRADE PERMIT PLAN REVIEW FEE (per hour) \$ 77.00

* The determinant is calculated based on the "Bureau of Construction Codes Square Foot Construction Cost Table" (CCT), which became effective April 1, 2013. The CCT is hereby adopted by reference, and will automatically update upon the effective date of a revised CCT, or other subsequent document establishing a construction costs or otherwise serving as a basis for calculation of building permit fees collected by the State of Michigan. Commercial demolition will be based on the State of Michigan fee schedule in effect at the time of application.

| | |
|---|----------|
| REINSPECTION CHARGE (per inspection) | \$ 77.00 |
| SPECIAL SERVICES (per hour) | \$ 77.00 |
| INVESTIGATION FEE (per hour) | \$ 77.00 |
| (CHARGED FOR WORK STARTED WITHOUT A PERMIT) | |