

MOBILE HOME PARK CHECKLIST

(Return with Application)

Permit application for _____
(job location)

Owner's Name _____

Contractor's Name _____

Before a permit may be issued, all of the following documentation must be submitted. Missing information may delay the processing of your application. If you should have any questions, please contact the BUILDING DEPARTMENT at (269)629-0600 or 1-800-627-2801 before mailing your application.

1. PARK MANAGER'S APPROVING SIGNATURE _____
DATE _____
2. BLUE PRINTS or DRAWINGS - Include blocking diagram, all tie downs, and stair details at each exit from dwelling. Two (2) complete sets of drawings are required with any permit. Three (3) sets are required for the Village of Paw Paw, Paw Paw Township, Charleston Township, Ross Township, and Almena Township.
3. A licensed mobile home installer may apply for all permits if they are connecting to existing equipment. Any new installation requires that a contractor licensed in the specific trade obtain the trade permit.
4. OTHER PERMITS REQUIRED are: ___ Electrical ___ Mechanical ___ Plumbing
5. This section must be completed by the MOBILE HOME INSTALLER:

NAME _____

ADDRESS _____

CITY _____ ZIP _____

LICENSE # _____

SIGNATURE _____ DATE _____

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.

BUILDING DEPARTMENT (Associated Government Services, Inc.) OFFICE HOURS are 8:00 am to 12:00 and 1:30pm to 4:30pm, Monday through Friday. The HOME OFFICE may be contacted by PHONE at 269-629-0600 or 1-800-627-2801 (an answering system operates 24 hours a day to obtain information, forms, and inspections); by MAIL at 8721 Gull Road, Suite B, Richland, MI, 49083; or by FAX at 269-629-0601.

Signed: _____ Date: _____

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.

(1) ZONING APPROVALS, IF OTHER THAN ASSOCIATED GOVERNMENT SERVICES:
Fawn River Township – Gary Bland, (269) 651-3363

COUNTY	SANITATION PERMIT (7) (Septic & Well)	DRIVEWAY PERMIT (8)	SOIL EROSION PERMIT (9)
CALHOUN	Environmental Health 190 E. Michigan Suite A 100 Battle Creek, MI 49014 Phone: (269) 966-1241	Road Commission 13300 – 15 Mile Road Marshall, MI 49068 Phone: (269) 781-9841	Road Commission 13300 – 15 Mile Road Marshall, MI 49068 Phone: (269) 781-9841
KALAMAZOO	Human Services Department Environmental Health 3299 Gull Road Kalamazoo, MI 49048 Phone: (269) 373-5210	Road Commission 3801 E. Kilgore Road Kalamazoo, MI 49001 Phone: (269) 381-3171	Drain Commission Room 107 201 W. Kalamazoo Ave. Phone: (269) 384-8117
ST. JOSEPH	Community Health Agency Environmental Health 1110 Hill Street Three Rivers, MI 49093 Phone: (269) 273-2161	Road Commission 20914 M-86 Centreville, MI 49032 Phone (269) 467-6393	Conservation District 693 East Main Street Centreville, MI 49032 Phone: (269) 467-6336
VAN BUREN	District Health Department 57418 CR681, Suite A Hartford, MI 49057 Phone: (269) 621-3143	Road Commission 325 W. James Street P.O. Box 156 Lawrence, MI 49064 Phone: (269) 674-8011	Soil Erosion and Sedimentation Control 219 East Paw Paw Street Paw Paw, MI 49079 Phone: (269) 657-8200
(8)	Michigan Department of Transportation (MDOT) (269) 337-3926 (Driveways on Michigan or U.S. Highways)		
(9)	Michigan Department of Environmental Quality (MDEQ) Plainwell Office: (269) 685-6851 Lansing Office: (517) 373-1170		

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

BUILDING PERMIT

8721 Gull Rd. Suite B
Richland, MI 49083
(269) 629-0600
(800) 627-2801
Fax (269) 629-0601

Date: ____ / ____ / ____
Jurisdiction of _____

Permit # _____

New residential construction, addition, and alteration

Job Address: _____ Property Tax I.D.: _____
Zoning district: _____ Permit Determinant: _____
Use Group: _____ Owner: _____ () _____ phone
Type Const.: _____ Address: _____ () _____ phone
 Basic Dimensions: _____ ft. x _____ ft., Contractor: _____
No. Floors: _____ Address: _____

_____ Sq. ft. main floor _____ No. rooms 2nd floor _____ No. wood burners
_____ Sq. ft. second floor _____ No. full baths _____ Sq. ft. porches/breezeways
_____ Sq. ft. fin. basement _____ No. half baths _____ Sq. ft. wood deck
_____ Sq. ft. unfin. bsmt. _____ No. fireplaces _____ (ft.) ceiling height
_____ No. rooms 1st floor _____ No. chimneys _____ (ft.) building height
_____ Sq. ft. garage (attached garage requires fire separation)

PLEASE FILL IN OR CHECK THE APPROPRIATE SPACES BELOW:

FOUNDATIONS (11)

_____ fgs. _____ " 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. bsmt. windows
_____ Crawl space vent openings

ROUGH-IN FRAMING (10)

_____ Sill plate (treat.)
_____ Wall plates
_____ headers
_____ wood girder
_____ steel girder
_____ post _____ ft. O.C.
_____ stud wall
_____ masonry
_____ ft. joists _____ " O.C.
_____ Ceil. jsts _____ " O.C.
_____ Rafters _____ " O.C.
_____ Truss (diagram required)
_____ " floor sheathing
_____ " wall sheathing
_____ " roof sheathing
_____ " corner brace sheath

EXTERIOR (3)

_____ Wood
_____ Aluminum/Vinyl
_____ Brick
_____ Block

ROOFS (4)

_____ Hip
_____ Gable
_____ Front overhang
_____ Other overhang
_____ Eavestrough

CHIMNEY TYPE

_____ Brick
_____ Block
_____ Stone
_____ Metal
_____ Asphalt Shingles
_____ Underlayment
_____ Vents
_____ Other Coverings

WINDOWS (5)

_____ No. of windows
_____ Wood sash
_____ Metal sash
_____ Type
_____ egress/bedrms
_____ attic access 22" x 30"

INSULATION (9)

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

INTERIOR (13)

_____ Foyer
_____ Kit fl.
_____ Other fl.
_____ drywall
_____ plaster
_____ covered ceiling
_____ pnl. wainscot
_____ 5/8" garage fire code

BUILT-IN ITEMS (15)

_____ oven _____ range
_____ disposal
_____ hood/fan
_____ dishwasher
_____ refrigerator
_____ incinerator
_____ vanities
_____ " cupboard length

Contractor Will Stake 2 Adjacent Lot Lines for First Inspection. Sketch Lot Diagram On Back.

Permits eventually required for this project:

Electrical Permit Plumbing Permit Mechanical Permit
 yes no yes no yes no

COST OF PERMIT \$ _____

Building Dept.

By: _____

Make checks payable to:

LOT DIAGRAM

Owner: _____

Address: _____

Tax I.D.: _____

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

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 (____) _____	
Address _____		City _____	State _____ Zip _____
Federal ID 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: _____			
<p>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.</p>			

HOME OWNER'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/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: _____