BUILDING PERMIT APPLICATION PACKET

BUILDING PERMIT CHECKLIST PARCEL #: _____

A complete application requires submission of all materials in the Building Application Checklist. **It is the applicant's responsibility to contact each department and submit permits or correspondence for an application to be considered complete**.

INCOMPLETE APPLICATIONS WILL BE REJECTED.

Required Documents:

- ☐ **A. Building Permit Application Packet** – all pages filled out and returned.
- ☐ **B. Contractor Registration Form** – included in Packet. See Act 230 of 1972 - 125.1510.
- ☐ **C. Agent Authorization Form** (if a representative is obtaining permits) - included in Packet.
- ☐ **D. Construction Plans** – One (1) physical copies and one (1) digital copy (detailed, drawn to scale). Email digital plans to info@saugatucktownshipmi.gov. One (1) physical set will be returned and must remain on-site. See MRC R106.
- ☐ **E. Truss Design Data & Diagram** – One (1) set of each digitally submitted with application packet and one (1) set of each must be available on-site for rough-in inspection. See MRC R106.
- ☐ **F. Engineered Floor System Diagram & Specs** (if applicable) – One (1) set of each digitally submitted with application packet and one (1) set of each must be available on-site for rough-in inspection. See MRC R106.
- ☐ **G. Driveway & Site Plan Review** – Approval or determination correspondence from Saugatuck Township Fire District. Applicants are responsible to directly send this to the STFD.
- ☐ **H. Driveway Permit** (for public roads) – Contact Allegan County Road Commission for permit or letter of determination.
- ☐ **I. EGLE Permit (for High-Risk Erosion and Critical Dune Areas along Lake Michigan)** – Contact EGLE for permit or letter of determination.
- ☐ **J. Wetland Permit –** Contact the EGLE for permit or letter of determination.
- ☐ **K. Soil Erosion & Sedimentation Control (SESC) Permit** – Contact Allegan County Health Dept. for permit or letter of determination.
- ☐ **L. Septic Permit or Municipal Connection Application** – Septic permits contact Allegan County Health Dept. or Municipal Connection Application contact Township Office.
- ☐ **M. Well Permit or Municipal Connection Application** – Well permits contact Allegan County Health Dept. or Municipal Connection Application contact Township Office.
- ☐ **N. Well Water Volatile Organic Material (VOM) Analysis** – Obtain results from the well installation company, refer to Water Well Testing Procedures on our website, or submit a waiver.
- ☐ **O. Energy Code Compliance Certificate (or equivalent)** - digital copy required.

Important Notes:

- **Incomplete applications will be rejected.**
- The review process begins once all required documents are received.
- Electrical, Mechanical, and Plumbing permits must be obtained separately.

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APPLICATION UPDATED MAY 2025

Saugatuck Township

BUILDING PERMIT APPLICATION PACKET

BUILDING PERMIT APPLICATION PERMIT # _____

Property Owner: _____ **Owner Phone #:** _____

Project Address: _____ **Parcel Number:** _____

Company Name: _____

Contact Name: _____

Mailing Address: _____

_____

City *State* *Zip Code*

Email: _____ **Phone:** _____

WORK DESCRIPTION: _____

_____

Type of Job: *NEW* _____ *REMODEL* _____ *ADDITION* _____ *OTHER* _____

Sewage Disposal: *PRIVATE* _____ *PUBLIC* _____ **Water Supply:** *PRIVATE* _____ *PUBLIC* _____

PROJECT VALUE: $ _____ ***PERMIT FEE: $*** _____

"Project Value" is the total estimated cost of a project—including materials, labor, and equipment—and the overall benefit it provides to stakeholders.

NO WORK TO START PRIOR TO ISSUANCE OF BUILDING PERMIT

Section23A of the state construction code Act #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 AFFIDAVIT: I certify that all work described in this permit application will be performed by me at my single-family residence, which I currently occupy or intend to occupy. I understand that all work must comply with the Michigan Building Code and will not be enclosed, covered, or placed into service until it has been inspected and approved by the Building Inspector. I agree to fully cooperate with the Building Inspector and accept responsibility for scheduling all required inspections. By signing this application, I grant permission for Township staff and contracted personnel to enter the property for the purpose of conducting site inspections.

_____

Signature of Applicant *Printed Name* *Date*

_____

Signature of Homeowner *Printed Name* *Date*

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APPLICATION UPDATED MAY 2025

BUILDING PERMIT APPLICATION PACKET

ZONING PERMIT APPLICATION

PERMIT # _____

Property Owner: _____ **Owner Phone #:** _____

Project Address: _____ **Parcel Number:** _____

Company Name: _____

Mailing Address: _____

_____

City *State* *Zip Code*

Email: _____ **Phone:** _____

WORK DESCRIPTION: _____

TYPE OF PERMIT: *ZONING* _____ *BUILDING* _____ *SIGN* _____ *FENCE* _____ *OTHER* _____

PERMIT FEES: ***Zoning Fee:*** *$100* ***Sign Fee:*** *$1.50/sf/side* *Length* _____ *Width* _____ *Side(s)* _____

TOTAL PERMIT FEE: $ _____

NO WORK TO START PRIOR TO ISSUANCE OF ZONING PERMIT

Zoning Permit Application Requirements:

A detailed site plan is required. A survey may be necessary for boundary line fences or small lots where setbacks are critical.

Sign & Fence Permit Application Requirements:

All sign and fence permit applications must comply with the Saugatuck Township Zoning Ordinance, with signs regulated under Article 12 and fences under Article 7, as well as the specific zoning requirements for their respective locations.

Required Submissions:

☐ Dimensioned Drawing – Detailed measurements of the sign or fence. ☐ Site Sketch – Includes setbacks and placement details.

Section23A of the state construction code Act #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 AFFIDAVIT: I certify that all work described in this permit application will be performed by me at my single-family residence, which I currently occupy or intend to occupy. I understand that all work must comply with the Michigan Building Code and will not be enclosed, covered, or placed into service until it has been inspected and approved by the Building Inspector. I agree to fully cooperate with the Building Inspector and accept responsibility for scheduling all required inspections. By signing this application, I grant permission for Township staff and contracted personnel to enter the property for the purpose of conducting site inspections.

_____

Signature of Applicant *Printed Name* *Date*

_____

Signature of Homeowner *Printed Name* *Date*

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APPLICATION UPDATED MAY 2025

Saugatuck Township

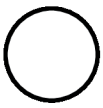
BUILDING PERMIT APPLICATION PACKET

SITE PLAN WORKSHEET

PARCEL #: _____

Indicate direction of north within the circle:

Check this box if a survey/site plan is attached: ☐



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BUILDING PERMIT APPLICATION PACKET

CONTRACTOR REGISTRATION FORM

Company Name: _____

Licensee Name: _____

Mailing Address: _____

_____

City *State* *Zip Code*

Email: _____ **Phone:** _____

Federal Employer ID (or exemption): **Expiration:**		**Works Comp Carrier (or exemption):** **Expiration:**	
MESC (or exemption): **Expiration:**		**Liability Insurance:** **Expiration:**	
License Type	**Master License #**	**Contractor License #**	**Expiration Date**
Electrical			
Mechanical			
Plumbing			
Residential Builder			
Maintenance/Alter.			
Sign Specialty			

Submit this completed form along with a copy of your valid contractor's license(s) and any applicable fees to the Saugatuck Township office.

Registration will expire when the contractor's license(s) expires.

By signing below, I confirm:

1. The information on this form is accurate to the best of my knowledge.
2. I will submit permit applications for work requiring a permit, as mandated by State Law.
3. I will not begin work until all permit fees are paid and the permit documents are received.
4. I will schedule required inspections with at least 72 hours' notice.

_____

Signature of Applicant *Printed Name* *Date*

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Saugatuck Township

BUILDING PERMIT APPLICATION PACKET

AGENT AUTHORIZATION FORM PARCEL #:_____

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH A BUILDING/ZONING PERMIT APPLICATION. PERMITS WILL NOT BE ISSUED WITHOUT IT.

Date:_____

Project Address: _____

Project Parcel #: _____

I, (Owner Name)_____, as the owner of the above-referenced property, authorize (Agent Name): _____, to act on my behalf in obtaining permits and approvals.

This authorization includes:

- **Township zoning and building approvals**
- **County or state permit approvals**
- **Other necessary permits or approvals as required**

_____

Property Owner Signature *Phone Number*

_____

Agent Signature *Phone Number*

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BUILDING PERMIT APPLICATION PACKET

DEPARTMENT CONTACT LIST

Keep this page for your reference.

Saugatuck Township Building Department:

Leon Lawrence - *Code Enforcement Officer*
(269) 857-7721 x 108
leon@saugatucktownshipmi.gov

Saugatuck Township Fire District:

(269) 857-3000
inspections@saugatuckfire.org

Allegan County Road Commission:

John Sharpe - *Traffic & Safety Superintendent*
(269) 673-2184 x 231
jsharpe@alleganroads.org

Allegan County Environmental Health:

(269) 673-5415
alleganeh@allegancounty.org

Department of Environment, Great Lakes, and Energy (EGLE):

(269) 567-3500
EGLE-Assist@Michigan.gov

BUILDING PERMIT APPLICATION PACKET

REQUIRED INSPECTIONS

Keep this page for your reference.

INSPECTION RESPONSIBILITY & REQUIREMENTS

Contractors, property owners, and agents must contact the appropriate inspector at each stage of construction. Inspections must be scheduled before moving to the next phase, with enough time allowed for review.

To schedule an inspection, contact the appropriate department listed below.

Before inspections can occur:

- Submit permit applications as required by State Law.
- Do not start work until permit fees are paid and permits are issued.
- Schedule inspections at least 72 hours in advance.

INSPECTOR CONTACTS

Building Inspector	Electrical Inspector	Mechanical/Plumbing Inspector
Leon Lawrence	Dennis Kroeze	Bob Modreske
(269) 857-7721 x 108	(616) 610-2897	(616) 477-4940
leon@saugatucktownshipmi.gov	kanduitinspects@gmail.com	bob@wsillc.biz

REQUIRED INSPECTIONS BY CONSTRUCTION TYPE

Conventional Construction (*House, Garage, Addition, Accessory Building*)

1. Footing Forms (*Before pouring concrete*)
2. Foundation Walls (*After forms are removed, coating applied, drain tile installed, but before backfill*)
3. Rough-in Electrical (*Before covering*)*
4. Rough-in Plumbing (*Before covering*)*
5. Rough-in Mechanical (*Before covering*)*
6. Rough Framing (*After electrical, mechanical, and plumbing rough-ins but before insulation or wall covering*)
7. Insulation Inspection
8. Final Inspections by All Inspectors (*When project is complete*)

Pre-Manufactured Construction (*Modular/Double-Wide*)

1. Footing, Slab, and Pillar Forms (*Before pouring concrete*)
2. Rough-in Electrical, Plumbing, and Mechanical (*Before block or skirting*)*
3. Rough-in Building: Piers and Tie-Downs (*Before block or skirting*)
4. Final Inspections by All Inspectors (*When project is complete*)

Pole Construction (*Barns, Utility Buildings*)

1. Post Holes (*Before concrete is poured and posts are set*)
2. Rough Framing (*Before wall coverings are installed*)
3. Final Inspection (*When project is complete*)

Note: If electrical, plumbing, or mechanical systems are to be encased in concrete, contact the appropriate inspector prior to covering to ensure proper review.

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