

**BIG RAPIDS CHARTER TOWNSHIP**  
**14212 NORTHLAND DRIVE**  
**BIG RAPIDS, MI 49307**  
**(231) 796 – 3603**  
**Fax: (231) 796 - 2533**  
[www.bigrapidstowship.net](http://www.bigrapidstowship.net)  
[zoning@bigrapidstowship.net](mailto:zoning@bigrapidstowship.net)

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**Requirements for Obtaining Building Permits from  
Big Rapids Charter Township Building Department**

**Residential Structures**

(One-and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Zoning and Building Permit Application
- Minimum of two (2) sets of plans that include the following:
  - Foundation and floor plans
  - Roof truss and wall section
  - Building Elevations
  - Site Plan
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.
  - Zoning and Building Permit Application
  - Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation.
  - Site Plan

**Commercial Structures**

(Including apartment buildings and privately owned one- and two-family residential with *more* than 3,500 square feet of calculated floor area)

- Zoning and Building Permit Application
- Minimum of two (2) sets of engineered drawing plans for the project.
- Site Plan meeting the Big Rapids Township Zoning Ordinance requirements.

**Instructions for Completing Application**

Page 1 of the application: Complete all applicable sections. Note section II(c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and **signed**.

Section IX. Must be completed by the local governmental agency for zoning (Big Rapids Charter Township), proof of environmental approval (Note C and D) from the district health department is required if a well and/or septic is needed. The county district health department issues well and septic permits. Driveway permit approval is required from Mecosta County Road Commission for all new driveway cuts. Drain Commission approval is required from Mecosta County Drain Commissioner when appropriate.

### **Building Permit Fees**

Building permit fees may be obtained from the Big Rapids Charter Township Building Inspector.

#### **You will need to furnish the following information when calling:**

- Total square footage of the structure
- Use group (i.e., "R-3" use group for single-family homes, "U" use group for detached garages, pole barns, etc.)
- Type of construction ("5B" for wood frame construction).

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the building permit fee. Zoning fees will be included in this invoice if applicable.

### **When to Call for an Inspection**

Please call Big Rapids Charter Township Building Permit Department (231-796-3603) prior to the time you need an inspection (normally building permit inspections are scheduled for Wednesday morning).

#### **Foundation Inspection**

Footing Inspection – Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection – Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

#### **Rough Inspection**

The rough inspection is to be made after the roof, all framing, fire stopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

#### **Final Inspection**

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

#### **Certificate of Occupancy**

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, plumbing, boiler and elevator or permit numbers, the plan review submission number. A Certificate of Occupancy cannot be issued until all fees are paid, permits are final and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.

# BIG RAPIDS CHARTER TOWNSHIP BUILDING DEPARTMENT

14212 Northland Drive  
 Big Rapids, MI 49307  
 Phone: 231-796-3603 Fax: 231-796-2533  
[www.bigrapidstowship.net](http://www.bigrapidstowship.net) [zoning@bigrapidstowship.net](mailto:zoning@bigrapidstowship.net)

Permit Number:  _____
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Authority: P.A. 230 of 1972 as amended Completion: Mandatory to obtain permit Penalty: Permit will not be issued
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## APPLICATION FOR BUILDING & ZONING CLEARANCE PERMIT

**APPLICANT TO COMPLETE ALL ITEMS IN SECTIONS I, II, III, IV, V, VI AND VII.**

**NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL, AND ELECTRICAL PERMITS.**

I. PROJECT INFORMATION			
PARCEL NO: <b>54-05-</b> _____ - _____ - _____		SECTION NO.: _____ PARCEL SIZE _____	
ADDRESS _____			
CITY _____	STATE _____	ZIP CODE _____	
BETWEEN _____		AND _____	
II. IDENTIFICATION			
A. OWNER OR LESSEE			
ADDRESS _____			
CITY _____	STATE _____	ZIP CODE _____	TELEPHONE NUMBER _____
B. ARCHITECT OR DESIGNER			
NAME _____		ADDRESS _____	
CITY _____	STATE _____	ZIP CODE _____	TELEPHONE NUMBER _____
LICENSE NUMBER _____			EXPIRATION DATE _____
C. CONTRACTOR (Contractors are required to be registered with the Township)			
NAME _____		ADDRESS _____	
CITY _____	STATE _____	ZIP CODE _____	TELEPHONE NUMBER _____
FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION) _____			CELL PHONE NUMBER _____
WORKERS COMP INSURANCE CARRIER (OR REASON FOR EXEMPTION) _____		MESC EMPLOYER NUMBER (OR REASON FOR EXEMPTION) _____	
BUILDERS LICENSE NUMBER _____	EXPIRATION DATE _____	EMAIL ADDRESS _____	
III. TYPE OF IMPROVEMENT (Circle)			
1. NEW BUILDING	4. ALTERATION	6. DEMOLITION	8. PREMANUFACTURED (STATE APPROVED)
2. ADDITION	5. REPAIR	7. FOUNDATION ONLY	9. RELOCATION
3. MOBILE HOME SET-UP: MAKE _____ MODEL _____ YEAR _____ SIZE: _____ X _____		10. SPECIAL INSPECTION	
Foundation Type: <input type="checkbox"/> Non-permanent concrete slab <input type="checkbox"/> Permanent concrete slab <input type="checkbox"/> Pier			

**IV. PROPOSED USE:** (What is being built and how will it be used? List all items and sizes below.)**A. RESIDENTIAL**

- |                                   |                                    |                      |
|-----------------------------------|------------------------------------|----------------------|
| 1. ONE FAMILY                     | 4. ATTACHED GARAGE                 | 7. MANUFACTURED HOME |
| 2. TWO FAMILY                     | 5. DETACHED GARAGE/ACCESSORY BLDG. | 8. OTHER _____       |
| 3. MULTI-FAMILY # of Units: _____ | 6. RESIDENTIAL ADDITION/ALTERATION | 9. DEMO _____        |

**B. NON-RESIDENTIAL**

- |                      |                                |                                  |
|----------------------|--------------------------------|----------------------------------|
| 10. AMUSEMENT        | 14. SERVICE STATION            | 18. SCHOOL, LIBRARY, EDUCATIONAL |
| 11. CHURCH, RELIGION | 15. HOSPITAL, INSTITUTIONAL    | 19. STORE, MERCANTILE            |
| 12. INDUSTRIAL       | 16. OFFICE, BANK, PROFESSIONAL | 20. TANKS, TOWERS                |
| 13. PARKING GARAGE   | 17. PUBLIC UTILITY             | 21. OTHER _____                  |

NONRESIDENTIAL: DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

NUMBER OF OFF STREET PARKING SPACES: ENCLOSED \_\_\_\_\_ OUTDOORS \_\_\_\_\_ LIGHTED: YES NO

**V. SELECTED CHARACTERISTICS OF BUILDING****A. PRINCIPAL TYPE OF FRAME & FOUNDATION**

1. MASONRY, BEARING WALL 2. WOOD FRAME 3. STRUCTURAL STEEL 4. REINFORCED CONCRETE 5. OTHER \_\_\_\_\_

**B. PRINCIPAL TYPE OF HEATING FUEL**

1. GAS (natural or LP) 2. OIL 3. ELECTRICITY 4. COAL 5. OTHER

**C. DIMENSIONS/DATA**

BASEMENT SIZE: SQUARE FEET \_\_\_\_\_ Full Walkout Crawl Space Slab Use: Habitable \_\_\_\_\_ SF

BUILDING NUMBER OF STORIES \_\_\_\_\_ OVERALL SIZE: \_\_\_\_\_ LENGTH X \_\_\_\_\_ WIDTH = \_\_\_\_\_ SQ FT  
 1<sup>ST</sup> FLOOR SQUARE FEET \_\_\_\_\_ 2<sup>ND</sup> FLOOR SQUARE FEET \_\_\_\_\_ ADDITIONAL \_\_\_\_\_  
 FIREPLACES: NUMBER \_\_\_\_\_ CHIMNEYS: NUMBER \_\_\_\_\_ TYPE \_\_\_\_\_

GARAGE \_\_\_\_\_ LENGTH X \_\_\_\_\_ WIDTH = \_\_\_\_\_ SQUARE FEET 2<sup>ND</sup> FLOOR/LOFT \_\_\_\_\_ SQ FT

PORCHES: UNENCLOSED \_\_\_\_\_ SQ FT ENCLOSED \_\_\_\_\_ SQ FT SCREEN GLASS  
 DECK: #1 \_\_\_\_\_ SQ FT #2 \_\_\_\_\_ SQ FT BALCONY \_\_\_\_\_ SQ FT OTHER \_\_\_\_\_ SQ FT

**D. SWIMMING POOLS**

SWIMMING POOL: IN GROUND ABOVE GROUND DIMENSIONS: LENGTH \_\_\_\_\_ X WIDTH \_\_\_\_\_ X DEPTH \_\_\_\_\_  
 (Please provide drawings and details of barrier on a separate sheet.)

**E. ADDITIONS & CONVERSIONS & OTHER CHANGES**

#1: SIZE: WIDTH \_\_\_\_\_ X LENGTH \_\_\_\_\_ = TOTAL SQUARE FEET \_\_\_\_\_  
 #2: SIZE: WIDTH \_\_\_\_\_ X LENGTH \_\_\_\_\_ = TOTAL SQUARE FEET \_\_\_\_\_

CONVERSIONS: #1: FROM \_\_\_\_\_ TO \_\_\_\_\_ = TOTAL SQUARE FEET \_\_\_\_\_  
 CONVERSIONS: #2: FROM \_\_\_\_\_ TO \_\_\_\_\_ = TOTAL SQUARE FEET \_\_\_\_\_

OTHER: #1: DESCRIPTION \_\_\_\_\_ SIZE: WIDTH \_\_\_\_\_ X \_\_\_\_\_ LENGTH \_\_\_\_\_ = \_\_\_\_\_ SQUARE FEET  
 OTHER: #2: DESCRIPTION \_\_\_\_\_ SIZE: WIDTH \_\_\_\_\_ X \_\_\_\_\_ LENGTH \_\_\_\_\_ = \_\_\_\_\_ SQUARE FEET

**F. TYPE OF SEWAGE DISPOSAL**

1. PUBLIC SEWER (OR PRIVATE COMPANY) 2. SEPTIC SYSTEM

**G. TYPE OF WATER SUPPLY**

1. PUBLIC WATER (OR PRIVATE COMPANY) 2. PRIVATE WELL OR CISTERN

**H. TYPE OF MECHANICAL**

1. WILL THERE BE AIR CONDITIONING? YES NO 2. WILL THERE BE FIRE SUPPRESSION? YES NO



**VIII. VALIDATION - FOR DEPARTMENT USE ONLY (DO NOT WRITE IN THIS AREA)**

USE GROUP: \_\_\_\_\_ BASE VALUE: \_\_\_\_\_  
 TYPE OF CONSTRUCTION: \_\_\_\_\_ TOTAL PROJECT SQUARE FEET: \_\_\_\_\_  
 NUMBER OF INSPECTIOS: \_\_\_\_\_ BASE FEE: \_\_\_\_\_

**FEE CALCULATIONS:**

**BUILDING VALUES:**

**PROJECT DESCRIPTION / NOTES:**

**APPROVED BY:** (CODE OFFICIAL SIGNATURE)

**DATE**

**IX. LOCAL GOVERNMENTAL ZONING AGENCY TO COMPLETE THIS SECTION**

ENVIRONMENTAL CONTROL APPROVALS	REQUIRED?	APPROVED	DATE	NUMBER	BY
A. ZONING	YES NO				
B. DRIVEWAY PERMIT	YES NO				
C. WATER SUPPLY	YES NO				
D. SEPTIC SYSTEM	YES NO				
E. SOIL EROSION (within 500' of a lake, stream, drain)	YES NO				
F. FIRE DISTRICT	YES NO				
G. FLOOD ZONE (100 Year Flood plain)	YES NO				
H. NOISE CONTROL	YES NO				
I. POLLUTION CONTROL	YES NO				
J. VARIANCE REQUIRED	YES NO				
K. OTHER	YES NO				

**Zoning District:** \_\_\_\_\_ **Setbacks:** Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Sides: \_\_\_\_\_

Does the proposed use meet the requirements of the zoning ordinance? YES NO

Is a special approval required? (SUP, PUD, Planning Commission site plan review or Variance) YES NO

**APPROVED BY:** (ZONING OFFICIAL SIGNATURE)

**DATE**

