VILLAGE OF MATTAWAN

BUILDING PERMIT APPLICATION

*****PAYMENT IS FOR THE PERMIT IS DUE AT THE TIME OF APPLICATION*****

The holder of the general contractor license or a direct representative of the company must apply and make payment for permits, not the owner of the home or business. (Property owners acting as their own general contractor will meet the same application requirements as the licensed general contractors.)

Submit completed building permit application to the Village of Mattawan office during regular business hours; the building inspector does not need to be present for application submittal.

24221 Front Avenue
Mattawan, MI 49071
269-668-2128

A building permit is valid for 6 months from the date of application. Prior to expiration of the permit, you must notify the building inspector if you need an extension of that permit (an additional 6 months is no charge). After 12 months, you will need to reapply and pay for a new permit. The renewal fee is half of the original amount.

New Homes

We will not accept any building permit applications without the following:

1. One set of blue-prints/detailed drawings showing the floor plan, room dimensions, window sizes, special features, front and side elevations, foundation plans, and a cross section of the foundation wall and exterior walls. (An architect's seal is required for all commercial and or industrial buildings.)
2. A well and septic approval certificate from the Van Buren County Health Department @ 269-621-3143, ext. 311.
3. A driveway permit from the Van Buren County Road Commission at 269-674-8011 where required.
4. A complete application for the permit. This information is not limited to , but must include; the street address of the proposed building; the property ID number; the name, mailing address and phone number of the deed holder; the name, federal ID number; workman's comp insurance carrier name, liability insurance carrier of all contractors; the proposed building cost.
5. A site plan drawing (enclosed with the Building Permit Application Packet) showing existing and proposed buildings.
6. A copy of the deed to the property if a conveyance of ownership is recent (within 45 days prior to submittal of this application).
7. Residential Compliance Certificate using REScheck-Building Energy Codes Program.

Additions, Garages, Pole Barns, Pools, Decks, etc.

Detailed drawings are required for all additions and / or major structural changes, (i.e. foundation size and depth, the size of addition, type and quantity of floor joists, if steel beam or blue-laminated supports, wall size, and if trusses or stick built roofing.

Pole Barns and Other Detached Structures

In order for the building inspector to issue a permit for the pole barns or other detached structures, you must follow these requirements:

- **Post locations and cross-sections showing post size, footing, support boards, elevation cross sections, etc.**
- **Elevations are not required, but all other building provisions apply.**

Inspector Information

The building inspector, Ron Verleger, processes applications by appointment and is available during regular business hours. You can reach him by calling 269-207-7271 or the Village @ 269-668-2128

Inspection Requests

The building inspector will process building inspections for footings, foundations, rough-ins, insulation, finals, and occupancies within a 24 hour period form the time you request the inspection. Before requesting a rough-in or final from the building inspector, please make sure that all other inspections (i.e. plumbing, electrical, mechanical) have been completed. Occupancies will not be processed until all fees have been paid.

BUILDING PERMIT APPLICATION
for
Mattawan Village

_____ _____ _____
Job Address City Zip
Parcel ID No: 80-46-_____ _____ _____
Application Date: _____/_____/_____

Office Use Only

Permit # Village_____ Permit Fee: $_____ Amount Paid: $_____Issue Date_____/_____/_____

Cash_____ Check #_____

Driveway Permit #_____ Sewer Permit #_____ Well Permit #_____

_____ _____ _____ _____ _____
Property Owner Name **Address** **City** **State** **Zip**
(_____)_____ _____
Home Phone **Work Phone**

_____ _____ _____ _____ _____
Architect/Engineer **Address** **City** **State** **Zip**
_(____)_____ _____ _____
Phone **License No.** **License Expiration Date**

_____ _____
Federal ID No. / Social Security No. **Workman's Comp. Insurance Carrier**

TYPE OF PROJECT

_____ New _____ Repair _____ Foundation Only _____ Mobile Home Set Up
_____Addition _____ Manufactured Home _____ Relocation _____Special Inspection
_____ Alteration/Remodel

Residential

_____ Single Family _____ Two Family or More (No. of Units_____)

_____Attached Garage _____ Detached Garage _____Pole Barn _____Deck
_____Porch _____In-Ground Pool _____Above Ground Pool _____Remodel/ Addition

Non-Residential

_____Industrial _____Store/Mercantile _____Office/Bank/Professional _____Service Station
_____Church/Religion _____Hospital/Institutional _____School/Library/Education _____Parking Garage
_____Amusement _____Public Utility _____Tank /Tower _____Hotel/Motel
(No. of Units_____)

Describe in detail the proposed use of building, (e.g. food processing plant, machine shop, elementary school, rental office, etc.)

CHARACTERISTICS of BUILDING

Principal Type of Frame

Masonry/Wall Bearing_____ Wood_____ Structural Steel_____ Reinforced Concrete_____ Other_____

Principal Type of Heating

Gas_____ Oil_____ Electric_____ Coal_____ Other_____

Type of Sewage Disposal

Public or Private Company _____Septic System_____

Type of Water Supply

Public or Private Company_____ Private Well or Cistern_____

Mechanical

Air Conditioning: Yes_____ No_____ Fire Suppression: Yes_____ No_____

Number of Stories

Garage: Attached_____ Detached_____ Finished_____ (**if attached or finished, include sq footage in total, if detached a separate building permit application is necessary)**

Type of Foundation

Basement_____ Crawl Space_____ Slab_____

Basement being finished at time of Construction: Yes_____ No_____ (**if yes include square footage in total)**

Soil Erosion Permit

Is the property located within 500 ft. of any type of water (i.e. stream, river, lake) Yes_____ No_____

Are you removing more than one acre of topsoil? Yes_____ No_____

** If Yes, please contact Van Buren County 269-657-8241. A soil erosion permit is necessary before a building permit can be issued.

Agricultural Use

Is this project for agricultural purposes? Yes_____ No _____

**If yes, a written letter must be submitted with the Building Permit Application indicating its use as it applies to the Agricultural Exemption for Building Permit. Your permit will be treated as a fee based permit if a letter is not provided.

Total Estimated Cost of Construction: $ _____

Square Footage of Building Project

Living Area:

1st Floor_____ 2nd Floor_____ 3rd -10th Floor_____ 11th Floor & Above_____

Attached Garage:_____ Finished Basement:_____

Total Square Footage_____

X_____/sq. ft. (see Building Permit Fees_

Deck/ Porch Fee +_____ (Size does not vary cost)

Total Cost of Permit: $_____ Rounded to the nearest dollar.

Section 23 a of the State Construction Code Act of 1972, PA 230, MCL 125.1523a, 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 structure. Violators of Section 23a are subject to civil fines.

CONTRACTOR'S/AGENT'S AFFIDAVIT: 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/her 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:_____

HOMEOWNERS AFFIDAVIT: I hereby certify that the work described on this permit application shall be installed by me in my own single family dwelling in which I am living or about to occupy. All work 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 inspections.

Signed_____- Date:_____

BUILDING PERMIT FEES

Pease Note: All fee calculations are rounded to the nearest dollar amount. Payment is due at the time of application.

New Residence: (Includes all double wide or modular homes on private property)
Add in the square footage of attached garage and if finished at the time of construction the sq. footage of finished basement.

All new residence permits state with a $60 base fee with the addition of the square footage charges as follows.

Square Feet	Per Sq. Ft.
1000-1500	$0.19
1500-2000	$0.20
2000-2500	$0.21
2501 & Over	$0.22

New Home Base Fee……$60.00
Multiple Dwellings……$0.20/sq ft
Pole Barn……..$125 minimum……$0.20/sq ft
Detached Garage……$125 minimum……$0.25/sq ft
Remodel/Addition……..$125 minimum……..…$0.25/sq ft
(i.e. Attached garage after home built, carports, or siding/structural changes)
Re-roof w new decking (OBS) /structural changes……$100.00 all sizes
Re-roof or siding w/NO structural changes……..No Charge
Deck ……$125.00 all sizes
Porch……$150.00 all sizes
Deck & Porch……$200.00 all sizes
Fence……No Charge
In-ground pool……..$100 minimum……$0.25/sq ft
****A $300 permit bond is payable at the time of issuance of a permit for swimming pool and will be refunded at the time of final inspection. A final inspection must be requested within a one year time period from date of issuance, otherwise the bond will be forfeited.**
Above –ground pool……$75.00 all sizes
Demolition ……$75.00 all sizes
Signs……$100.00 all sizes
Solar……$100.00 all sizes
Land Division……$75.00 per parcel
Commercial/Industrial (incl. additions)……$210 minimum……..$0.25/sq ft
***Commercial plan review will be billed at the State of Michigan Bureau of Construction Code Plan Review fee schedule base on Use Group and type of construction and square footage. Schedule is available on the State web site.**

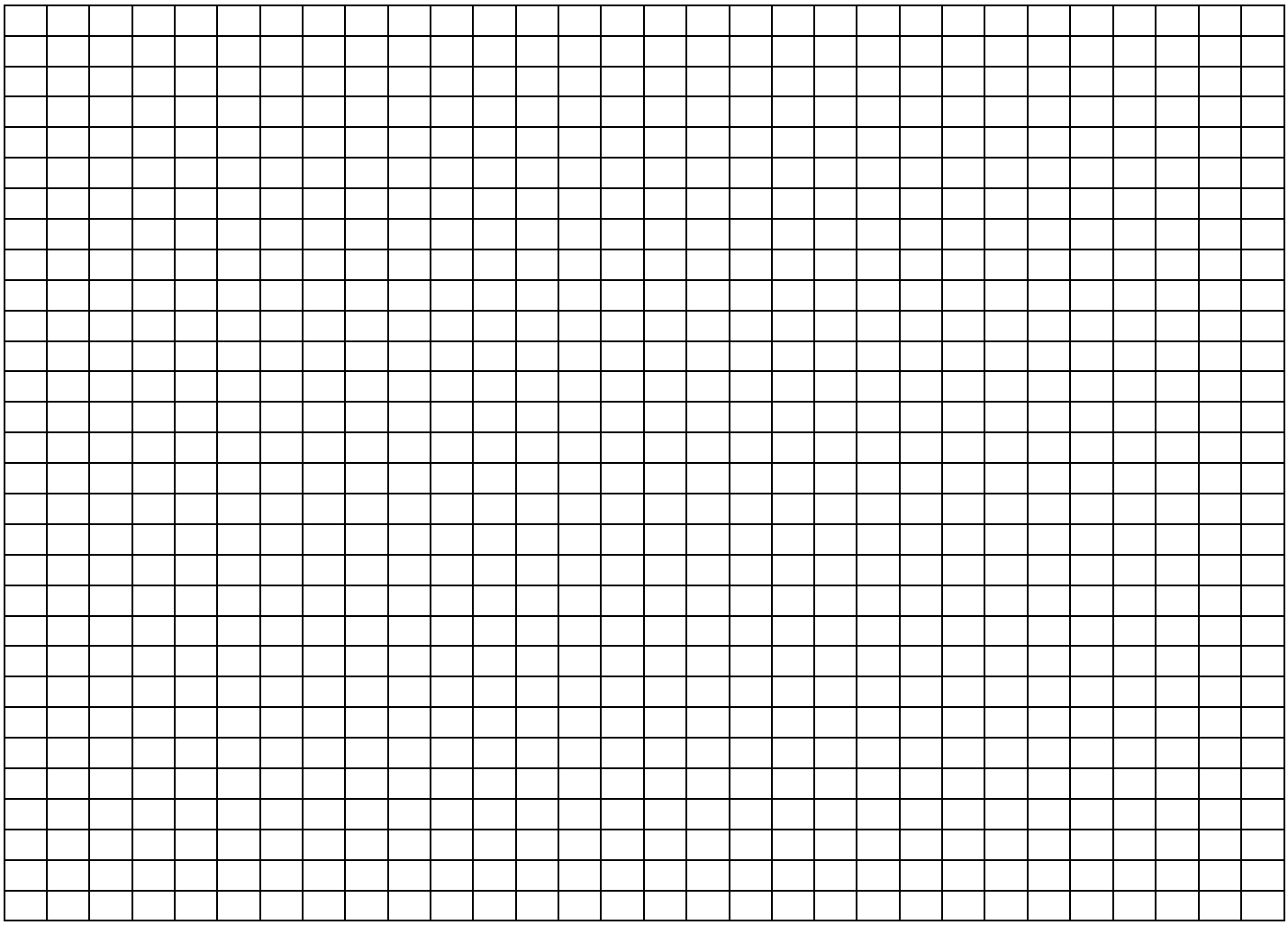
Re-inspection Fee……$50.00 / inspection
Additional Inspections (building permit fee includes five) ……$50.00 / inspection

Building Fines
Building without securing a permit before construction begins:
Residential……$300.00
Commercial……..Half the original permit amount
All expired permits:
Renewal fee……..Half of the original permit amount

SITE PLAN

THE APPLICANT MUST COMPLETE THIS FORM

You must illustrate on this grid the property dimensions and the location of the proposed house and/or outbuilding. Also, you must indicate all existing structures, show all property setbacks, including the centerline of the road to the house and the side and rear setbacks.

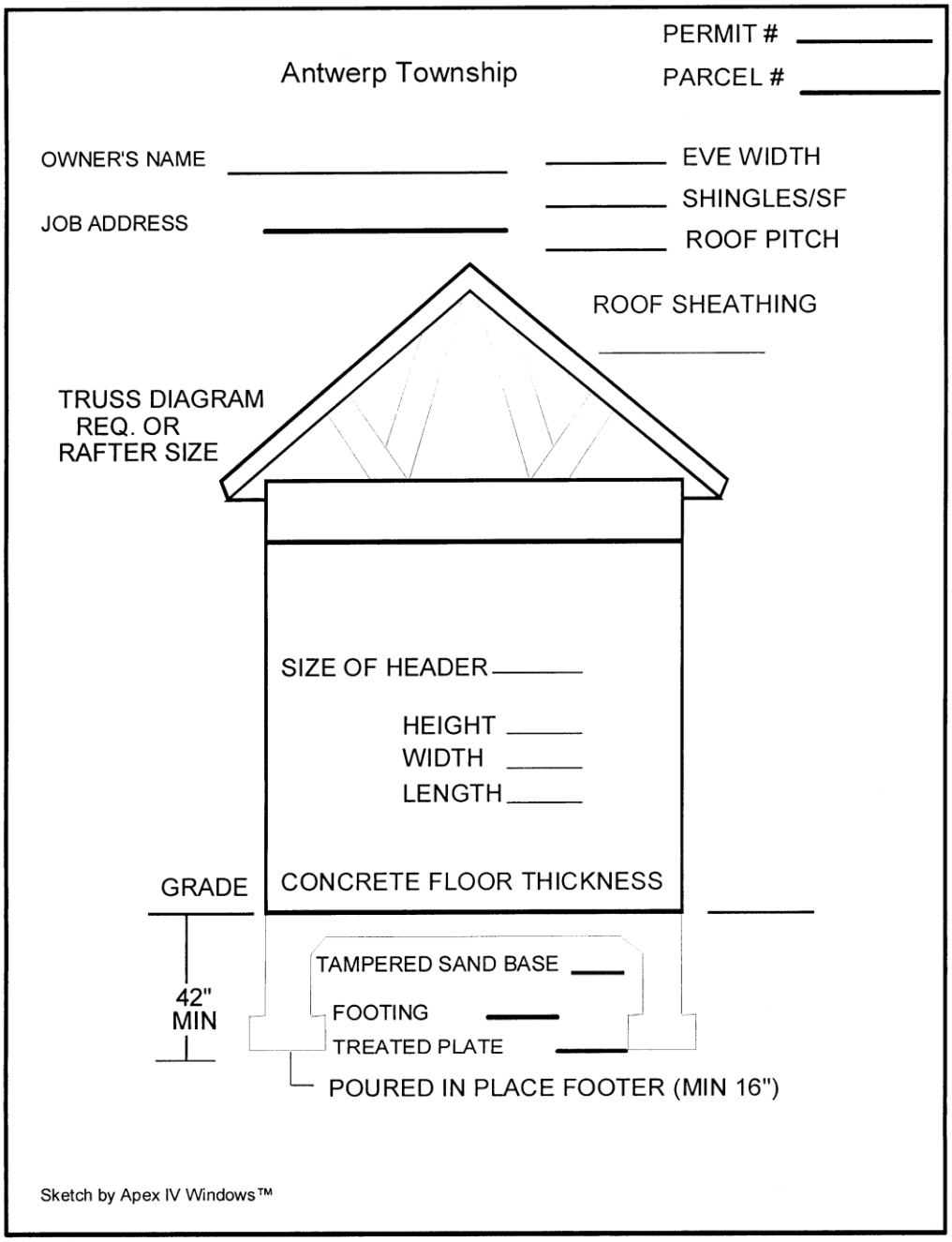


Attention Builders and Homeowners:

It has come to our department's attention that the new pressure treatment that is being done to dimensional lumber (2x4; 2x6; 2x8; 2x10's; 2x12's) is often not rated for ground contact. It is imperative that your supplier confirms the information on their product before being used. Possible problem areas include the skirt board on pole barns; staircases from decks and any boards used to support platforms, etc.

Thank you for your cooperation!!

VILLAGE OF MATTAWAN



MICHIGAN RESIDENTIAL CODES

The following are excerpts of the Michigan Residential Codes for your information. ***Please deep these pages for your references. It is necessary to return these with your permit application.***

SECTION R1-6/CONSTRUCTION DOCUMENTS

R106.1.1 Information on Construction Documents (Page 4)

Construction documents shall be drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.

R106.1.2 Manufacturer's Installation Instructions (Page 4)

Manufacturer's installation instructions, as required by this code, shall be available on the job site at the time of inspection.

R106.2 Site Plan (Page 5)

The construction documents submitted with the application for permit shall be accompanied by a site plan showing the site and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot.

SECTION R403/FOOTINGS

R403.1.6 Foundation Anchorage (Page 59)

When braced wall panels are supported directly on continuous foundations, the wall wood sill plate or cold-formed steel bottom track shall be anchored to the foundation in accordance with this section. In Seismic Design Categories D1 and D2, the additional anchorage requirements of Section R602.11.1 shall apply for wood framing. In Seismic Design Categories D1 and D2 where continuous wood foundations in accordance with Section 404.2 are used, the force transfer shall have a capacity equal to or greater than the connections required by R602.11.1 or the braced wall panel shall be connected to the wood foundations in accordance with the braced wall panel-to –floor fastening requirements of Table R602.3(1).

The Wood sold plate at exterior walls on monolithic slabs and wood sill plate shall be anchored to the foundation with anchor bolts spaced a maximum of 6 feet (1829 mm) on center. Anchor bolts shall also be located within 12 inches (305 mm) from the end of each plate section. In seismic Design Categories D1 and D2, anchor bolts shall also be spaced at 6 feet (1829 mm) on center and located within 12 inches (305mm) from the ends of each section at interior braces wall lines when required by Section R602.10.9 to be supported on a continuous foundation. Bolts shall be at least ½ inch (12.7 mm) in diameter and shall extend a minimum of 7 inches (178 mm) into masonry or concrete. Interior bearing wall sole plates on monolithic slab foundations shall be positively anchored with approved fasteners. A nut and washer shall be tightened on each bolt to the plate. Sills and sole plates shall be protected against decay and termites where required by Sections R322 and R323. Cold formed steel framing systems shall be fastened to the wood sill plates or anchored directly to the foundation as required in Section R505.3.1 or R603.1.1.

Exception: Foundation anchor straps, spaced as required to provide equivalent anchorage to ½ inch diameter (12.7mm) anchor bolts.

SECTION R401 / FOUNDATIONS

R401.4 Soil Tests (Page 57)

In areas likely to have expansive, compressible, shifting, or other unknown soil characteristics, the building official shall determine whether to require a soil test to determine the soil's characteristics at a particular location. This test shall be made by an approved agency using an approved method.

SECTION R601 / WALL CONSTRUCTION

R602.6 Drilling and Notching – Studs (Page 112)

Any stud in an exterior wall or bearing partition may be cut of notched to a depth not exceeding 15% of its width. Studs in nonbearing partitions may be notched to a depth not to exceed 40% of a single stud width. Any stud may be bored or drilled, provided that the diameter of the resulting hole is no greater than 40% of the stud width, the edge of the hole is no closer than 5/8 inch (15.9mm) to the edge of the stud, and the hole is not located in the same section as a cut or notch. See Figures R602.6 (1) and R602.6 (2).

EXCEPTIONS: 1) A stud may be bored to a diameter not exceeding 60% of its width, provided that such studs located in exterior wall or bearing partitions are doubled and that not more than two successive studs are bored. 2) Approved stud shoes may be used when installed in accordance with the manufacturer's recommendation.

R602.6.1 Drilling & Notching of Top Plate (Page 112)

When piping or ductwork is placed in or partly in an exterior wall or interior, braced or load-bearing wall, necessitating a cutting of the top plate by more than 50% of it width, a galvanized metal tie not less than 0.054 inch thick (1.37mm, 16 gauge) and 1.5 inches (38mm) wide shall be fastened to each plate across and to each side of the opening with not less than six 16d nails (see Figure R602.6.1).

EXCEPTION: When the entire side of the wall with the notch or cut is covered by wood structural panel sheathing.

SECTION R314 / STAIRWAYS

R314.1 Width (Page 47)

Stairways shall not be less than 36 inches (914mm) in clear width at all points above the permitted handrail height and below the required headroom height. Handrails shall not project more than 4.5 inches (114mm) on either side of the stairway and the minimum clear width of the stairway at and below the handrail height, including treads and landings, shall not be less than 31.5 inches (787mm) where handrail is installed on one side and 27 inches (698mm) where handrails are provided on both sides.

EXCEPTION: The width of spiral stairways shall be in accordance with Section R314.5

R314.2 Treads and Risers (Page 47)

The maximum riser height shall be 8-1/4 inches (210mm) and the minimum tread depth shall be 9 inches (229mm). The riser height shall be measured vertically between leading edges of the adjacent treads. The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The walking surface of treads and landings of a stairway shall be sloped no steeper than one unit vertical in 48 units horizontal (2% slope). The greatest riser height within any flight of stairs

shall not exceed the smallest by more than 3/8 inch (9.5mm). The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5mm).

SECTION R310 / EMERGENCY ESCAPE AND RESCUE OPENINGS

R310.1 Emergency Escape and Rescue Required (Page 46)

Basements and habitable space and every sleeping room shall have at least one openable emergency escape and rescue. Where openings are provided as a means of escape and rescue they shall have a sill height of not more than 4 4 inches (118mm) above the floor. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section R310.3. The net clear opening dimensions required by this section shall be obtained by the normal operation of the window or door opening from the inside. Escape and rescue window openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with R310.2.

R310.1.1 Minimum Opening Area (Page 46)

All emergency escape and rescue opening shall have a minimum net clear opening of 5.7 square feet (0.530 m2).

EXCEPTION: Grade floor opening shall have a minimum net clear opening of 5 square feet (0.465 m2).

R301.1.2 Minimum Opening Height (Page 46)

The minimum net clear opening width shall be 24 inches (610mm).

R310.1.3 Minimum Opening Width (Page 46)

The minimum net clear opening width shall be 20 inches (508mm).

R310.1.4 Operational Constraints (Page 46)

Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.

SECTION R311 / EXITS

R311.4 Hallways

The minimum width of a hallway shall be not less than 3 feet (914mm).

SECTION R806 / ROOF VENTILATION

R806.1 f Ventilation Required (Page 242)

Enclosed attics and enclosed rafter spaces formed where ceilings are applied directly to the underside of roof rafters shall have cross ventilation for each separate space by ventilating openings protected against the entrance of rain or snow. Ventilated openings shall be provided with corrosion-resistant wire mesh, with 1/8 inch (3.2mm) to ¼ inch (6.35mm) maximum openings.

R806.2 Minimum Area (Page 242)

The total net free-ventilating area shall not be less than 1-150 of the area of the space ventilated except that the total area is permitted to be reduced to 1-to 300, provided at least 50% and not more than 80% of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet (914mm) above eave or cornice vents with the balance of the required ventilation provided by eave or cornice

vents. As an alternative, the net free cross- ventilation area may be reduced to 1 to 300 when a vapor barrier having a transmission rate not exceeding 1 perm (57.4 mg/s.m2.Pa) is installed on the warm side of the ceiling.

R806.3 Vent Clearance (Page 242)

Where eave or cornice vents are installed, insulation shall not block the free flow of air. A minimum of a 1-inch (25.4mm) space shall be provided between the insulation and the roof sheathing at the location of the vent.

R602.8 Fireblocking Required (Page 114)

Fireblocking shall be provided to cut off all concealed draft openings (both vertical and horizontal) and to form an effective fire barrier between stories, be provided in wood-frame construction in the following locations:

1. In concealed spaces of stud walls and partitions, including furred spaces, at the ceiling and floor level and at 10-foot (3048mm) intervals both vertical and horizontal. Batts or blankets or mineral or glass fiber or other approved nonrigid material shall be allowed as fireblocking in walls constructed using parallel rows of studs or staggered studs.
2. At all interconnections between concealed vertical and horizontal spaces such as occur at soffits, drop ceilings, and cove ceilings.
3. In concealed spaces between stair stringers at the top and bottom of the run. Enclosed spaces under stairs shall comply with SectionR314.8.
4. At openings around vents, pipes, and ducts at ceiling and floor level, with an approved material to resist the free passage of flame and products of combustion.
5. For the fireblocking of chimneys and fireplaces, see Section R1001.16.
6. Fireblocking of cornices of a two-family dwelling is required at the line of dwelling unit separation.

SECTION R110 / CERTIFICATE OF OCCUPANCY

R110.1 Use and Occupancy (Page 6)

A building or structure shall not be used or occupied, and a change in the existing occupancy classification of a building or structure or portion thereof shall not be made until a certificate of occupancy has been issued in accordance with Section 13 or the act.