

Laketon Township
Residential/Commercial New Construction Permit Application

2735 W. Giles Rd., N. Muskegon, MI 49445 PH (231) 744-2454 FAX (231) 744-2506

SPECIAL NOTES – PLEASE READ!

- **MDEQ PERMITS/APPROVALS MAY BE NECESSARY FOR CONSTRUCTION ON WATERFRONT PROPERTY, PROPERTIES WITH WETLANDS, CRITICAL DUNES OR PROJECTS WITHIN CERTAIN DISTANCES OF LAKES, STREAMS OR OTHER BODIES OF WATER. PLEASE BE SURE TO SECURE ANY REQUIRED MDEQ PERMITS BEFORE APPLYING FOR A PERMIT FROM LAKETON TOWNSHIP.**
- **NO WORK** (including excavation) shall begin before a permit is issued. **An investigation fee will be charged if any work (other than clearing) begins prior to the permit being issued.**
- All applicants are subject to a seven (7) day processing period, starting on the date all required items are received by this office.
- **AUTHORITY:** P.A. 230 OF 1972, AS AMENDED.
- **COMPLETION:** Mandatory to obtain a permit, application must be completed and signed or permit will not be issued.
- **PENALTY:** WRITTEN ORDER TO STOP CONSTRUCTION.

Laketon Township will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

APPLICANT TO COMPLETE ALL ITEMS IN SECTIONS I, II, III, IV, V, & VI.

NOTE: Separate applications must be made to the appropriate division for plumbing, mechanical, and electrical work permits

PLEASE PRINT ALL INFORMATION

Section I – Location of Building

Job Address: _____
House Number & Street City State Zip Code

Legal Desc. – Trac/Lot Number: _____

Section II - Identification

Owner/Lessee Information:

Name: _____ Phone #: (____) _____ - _____

Address: _____
House Number & Street City State Zip Code

Email Address: _____ Preferred method of contact: Email / Phone

Architect or Engineer Information:

Name: _____ Phone Number:(____) _____ - _____

Address: _____
Street Address City State Zip Code

License Number: _____ Expiration Date: _____

Contractor Information:

Name: _____ Phone Number: (____) _____ - _____

Address: _____
Street Address City State Zip Code

License Number: _____ Expiration Date: _____

Section III – Type of Improvement and Plan Review

Type of Improvement: ___ New Bldg. ___ Addition ___ Alteration ___ Repair ___ Wrecking

___ Relocations ___ Foundation ONLY ___ Mobile Home Set-up: ___ Premanufactured

Reviews to be Performed: ___ Building ___ Plumbing ___ Mechanical ___ Electrical ___ Energy

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Section IV - Proposed use of Building

Residential – (for “wrecking” show most recent use)

____ One family dwelling ____ multi-family dwelling (# of units ____) ____ Attached garage
____ Detached garage ____ Hotel/Motel (# of units ____) ____ Other

Non-Residential – (for “wrecking” show most recent use)

____ Amusement ____ Service Station ____ School, Library, Educational
____ Church ____ Hospital/Institutional ____ Store/Mercantile
____ Industrial ____ Office/Bank/Professional ____ Tanks/Towers
____ Parking Garage ____ Public Utility ____ Other

Non-residential describe in detail proposed use of building. EX: 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 etc.

If use of existing building is being changed, enter proposed use: _____

Section V – Selected Characteristics of Building

Principal type of frame:

____ Masonry, wall bearing ____ Structural Steel ____ Wood frame ____ Reinforced Concrete ____ Other

Principal type of heating fuel:

____ Gas ____ Oil ____ Electricity ____ Coal ____ Other ____

Type of sewage disposal:

____ Public or Private Company ____ Septic System

Type of Water Supply:

____ Public or Private Company ____ Private Well or Cistern

Type of Mechanical:

Air Conditioning **YES / NO** Elevator **YES / NO**

Dimensions:

Number of Stories _____ Total Land Area _____

Total Floor Area _____ 1st & 2nd Floor _____ 3rd – 10th _____ 11th & above _____

Enclosed Parking Spaces _____ Outdoor Parking Spaces _____

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Section VI – Applicant Information

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information.

Name: _____ Address: _____
House number & Street City State Zip Code

Phone #: (____) _____ E-Mail Address: _____

Federal ID Number/Social Security Number: _____

Value of Proposed Work: \$ _____

General: *Building work shall not be started until the permit has been issued. All installations shall be in compliance with the Michigan Building Codes. NO work shall be concealed until it has been inspected. The phone number of the inspector will be provided on the permit. When ready for an inspection, call the inspector providing as much advance notice as possible and provide the job location, permit number and contact information. Schedule permitting, the inspector will respond to an inspection request within two (2) business days to schedule the inspection. Inspections are typically performed within five (5) business days, subject to inspection schedule*

SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972, ACT230 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.

Signature of Applicant: _____ **Date:** ____ / ____ / ____

I, attest that the statements, specifications, and plan submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

Section VII – For Department Use ONLY

	Required			Approved		Date	Approved By:
	YES	NO	N/A	YES	NO		
A. Zoning							
B. Soil Erosion							
C. MDEQ Permit							
D. Flood Zone							
E. Variance Granted							
F. Other							

Section VIII - For Department Use Only

Notes and /or Stipulations:

Approval Signature: _____ **Title:** Building Official **Date:** ____ / ____ / ____

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PERMIT FLAT FEE SCHEDULE – REVISED – EFFECTIVE April 1, 2023

Please note: the flat rate permit fees below are for small residential maintenance/repair type jobs– other/larger projects such as decks, buildings, homes, additions etc. are still value based – see below:

FLAT FEE PERMITS WITH 1 INSPECTION: \$95.00

Examples:
 Minimum Permit Fee (any misc. work that needs 1 inspection)
 Demolition

FLAT FEE PERMITS WITH 2 INSPECTIONS: \$145.00

Examples:
 Re-Shingle, Re-Siding or Replacement windows/doors

ADDITIONAL OR REINSPECTIONS: \$65.00

For each inspection needed beyond the original number of inspections covered by the permit issued
Special Note: If the inspector is called to do an inspection and the work does not pass inspection or the job is not ready or he cannot get into the structure to perform the inspection – an additional inspection fee will be charged each time he must re-visit the job site.

If work starts before a permit is issued: The Township reserves the right to administer an investigation fee equal to the permit fee if work is started before an approved permit is received.

Cancellation/Refund Policy: A \$50.00 cancellation fee will be charged if no inspections have been performed on the permit being cancelled. If inspections have been performed the permit is subject to the \$50.00 cancellation fee plus \$55.00 for each inspection performed.

VALUE BASED PERMIT FEES (PERMIT FEES ARE ROUNDED UP TO THE NEAREST DOLLAR):

Value of project	Permit Fee
\$1 to \$500	Minimum fee: \$95.00
\$501 to \$2,000	Minimum fee: \$95.00
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000 or fraction thereof
\$25,001 to \$50,000	\$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof
\$500,001 to \$1 million	\$3233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof
Over \$1 million	\$5608.75 for the first \$1 million plus \$3.65 for each additional \$1,000 or fraction thereof

This revision shall take effect on April 1, 2023.

