

COMMERCIAL PERMIT APPLICATION CHECKLIST (Return with Application)

Permit Application for: _____
(job address)

Owner's Name: _____

Contractor's Name: _____

Before a permit may be issued all of the following documentation (1-6) must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- _____ 1. SITE PLAN APPROVAL, or other zoning approval as required
- _____ 2. SITE PLAN DRAWINGS, (as approved in item #1 – submitted with construction drawings)
- _____ 3. VARIANCE APPROVAL, if applicable
- _____ 4. TWO (2) SETS OF SEALED DRAWINGS & SPECIFICATIONS. (three (3) sets in Villages of Augusta, Paw Paw and Schoolcraft, Townships of Almena, Charleston Fawn River, Paw Paw, and Ross)
- _____ 5. P.A. 135 Disclosure, (licensing information located on the Commercial Building Permit Application)
- _____ 6. PLAN REVIEW, (will be conducted by this office)

The following may also be required. The applicant is responsible for obtaining the following referenced permits or waivers (Items 7-12). These must be reconciled prior to issuance of a permit.

- _____ 7. CURB OR SIDEWALK CUT
- _____ 8. SIGN OR BILLBOARD PERMIT
- _____ 9. DEMOLITION PERMIT
- _____ 10. SOIL EROSION CONTROL PERMIT, (applies when located within 500 feet of a lake, river, or County drain, OR: excavated area is equal to or greater than 1 acre)
- _____ 11. STORM SEWER CONNECTION
- _____ 12. SANITARY SEWER TAP

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 plumbing, electrical, mechanical, or building permits.

ASSOCIATED GOVERNMENT SERVICES OFFICE HOURS are 8:00 a.m. – 4:30 p.m., Monday thru Friday. An ANSWERING DEVICE operates 24 hours a day at 1-800-627-2801 to receive requests for forms and inspections. A representative is also available at regularly scheduled hours in CITY, VILLAGE, OR TOWNSHIP HALL. HOME OFFICE is located at 100 East Cass St., Schoolcraft. By MAIL at P.O. Box 662, Schoolcraft, Mi. 49087

Signed _____ Date: _____
(applicant signature)