

LOCKE TOWNSHIP BUILDING AND ZONING

BUILDING INSPECTIONS

Associated Government Services Inc
Nick Keck, Certified Building Insp
8721 Gull Rd, Suite B
Richland MI 49083
1 800 627-2801 or 269 629-0600
Fax 269 629-0601

APPLICATIONS & LAND USE

Locke Township Hall
Julie A. Moore, Locke Twp Zon Adm
3805 Bell Oak Road
Williamston MI 48895
517 468-3405 fax 517 468-0105
office hours Tues & Thurs 10 am – 4 pm

MINIMUM REQUIREMENTS FOR A BUILDING PERMIT

- 1. Description of the work.
- 2. Lot diagram/scaled site plan.
- 3. Blue Prints or Drawings-wall section, foundation plan, floor plan required (2 sets)
- 4. Proof of Ownership-copy of deed, title insurance, tax statement or assessment notice
- 5. Property Tax I D Number.
- 6. Signature of property owner or authorized agent (**on back of building permit app.**)
- 7. Land Use Permit required for any new structure, addition or change in use.
The fees for the building permit are determined by the Building Official.
- 8. MI Uniform Energy Code Compliance

CONTRACTOR INFORMATION TO BE SUBMITTED:

- Builders License Number and Expiration Date
- Federal Employer ID Number or Reason for Exemption
- Workers Comp Insurance Carrier or Reason for Exemption
- MESC Employer Number or Reason for Exemption

ADDITIONAL COUNTY OR STATE REQUIREMENTS:

- Driveway Permit Ingham County Road Dept 517 676-9722 ext.0
- Well & Septic Permit Ingham Co Health Dept, Doug Franks 517 887-4312
 - Sewage & Water Systems Evaluation
- Soil Erosion Permit Ingham County Drain Comm, Jason Lynn 517 676-8395
- Flood Plain DEQ 517 373-1170
- Electrical Permit Associated Government Services Inc 800 627-2801
- Mechanical Permit Associated Government Services Inc 800 627-2801
- Plumbing Permit Associated Government Services Inc 800 627-2801

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections, obtain and submit separate applications for any building, electrical, plumbing or mechanical permit.

Please call inspection requests to 1 800 627-2801 by 3:30 PM for a next day inspection.

Applicant Signature _____ Date _____



BUILDING DEPARTMENT

Locke Township
3805 Bell Oak RD
Williamston, MI
48895
269-629-0600
EXT. 0

Date: ____/____/____

Permit # _____

Job Address: _____	Property Tax ID: _____	Total Cost:\$ _____
Zoning District:(office use) _____	Owner: _____	
Use Group (Office use) _____	Phone () _____	
Type Const:(Office use) _____	Address: _____	
Basic Dimensions: _____ ft. x _____ ft.	Contractor: _____	
No. Floors: _____	Phone() _____	By _____
	Address: _____	Building Official

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Deck	<input type="checkbox"/> New Building	<input type="checkbox"/> Re-Roofing
<input type="checkbox"/> Manufactured Homes	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Siding
<input type="checkbox"/> Accessory Bldg.	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Fence over 7ft tall	<input type="checkbox"/> Demolition
<input type="checkbox"/> Other _____				
_____ Sq Ft Accessory Bldg.	_____ Sq Ft main floor	_____ Sq Ft second floor	_____ Sq Ft fin. basement	
_____ Sq Ft Attached Garage	_____ Sq Ft unfinished basement	_____ Roof Height		
(attached garage requires fire separation)				

Construction documents must be sealed by an architect engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost.

Engineer/Architect: _____ Phone (_____) _____

Address: _____

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

Name		Phone Number () _____	
E-mail address		Cell Phone Number () _____	
Address:		City, State, Zip Code	
Federal ID/Social Security No.		MESC Employer No.	
License No.	Exp Date	Worker's Compensation Carrier	
If exempt from any of the above, explain here:			

Section 23a of the state construction code act of 1972, 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 a residential structure. Violators of section 23a are subjected to civil fines.

I, _____ (name), _____ (title), attest that the statements, specifications, and plans 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).

SIGNATURE	DATE
-----------	------

BUILDING PERMIT

SECOND PAGE

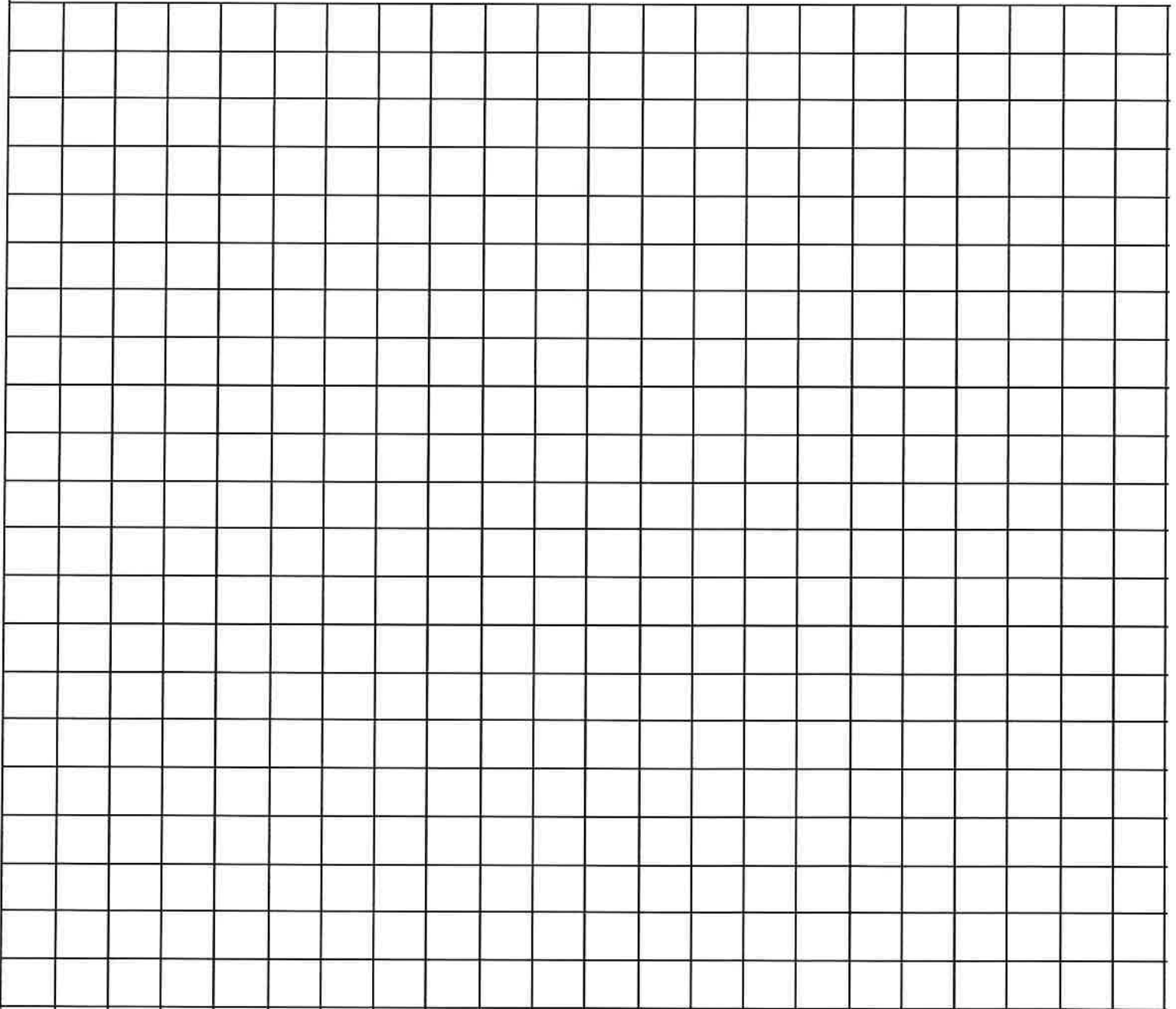
LOT DIAGRAM

Owner: _____ Job Address: _____

Address: _____

Tax I.D.: _____

- (1) Draw lot lines in feet
- (2) Label street
- (3) Draw existing structures
- (4) Draw proposed construction
- (5) Show dimensions of all buildings
- (6) Show distance from all sides of building to sidelines
- (7) Draw lakes, streams, and wet lands within 500 feet
- (8) Contractor/owner will stake 2 adjacent lot lines
- (9) Any Easements



Signature: _____ Date: _____

CHECKLISTS

Must be completed and returned with permit application before the permit can be issued.

Residential Construction

- ___ Completed Building Permit Application
- ___ 3 Full Sets of Plans (plus 1 Digital Set)
- ___ Energy Compliance Worksheet
- ___ Site Plan / Lot Diagram
- ___ Driveway Permit
- ___ Water & Sewer or Well & Septic Permit
- ___ Soil Erosion Permit if within 500 feet of water
- ___ Proof of Ownership
- ___ Zoning Approval
- ___ Is property located in wetlands, floodplain, or critical dune area? YES/NO

No building permit may be issued if in a flood plain without EGLE and/or DNR* Approval.

Commercial Construction

- ___ Completed Building Permit Application
- ___ 3 Sets of Plans (plus 1 Digital Set)
(MUST BE SEALED BY DESIGN PROFESSIONAL)
- ___ Energy Compliance Worksheet
- ___ Site Plan / Lot Diagram
- ___ Driveway Permit
- ___ Water & Sewer or Well & Septic Permit
- ___ Soil Erosion Permit if within 500 feet of water
- ___ Proof of Ownership
- ___ Zoning Approval
- ___ Is property located in wetlands, floodplain, or critical dune area? YES/NO
- No building permit may be issued if in a flood plain without EGLE and/or DNR* Approval.

Please complete the secondary list below that applies to the project.

Foundation Only

- ___ Foundation Plan

Deck

- ___ Floor Plan
- ___ Elevation (Side View)
- ___ Cross Section (Footing to Top of Structure)
- ___ Connection Detail (Post to Girder)

Detached Garage/Accessory Structure

- ___ Completed Trade Permit Application (if applicable)
- ___ Exterior Elevation
- ___ Floor Plan
- ___ Cross Section
- ___ Engineered Truss Diagram

Fence – Over 7ft Tall.

- ___ Completed Building Permit Application
- ___ Details that include Footings and fence construction.

Manufactured Home

HUD Approved

- ___ HUD approved installation instructions.

State approved.

- ___ (a) A statement that the work to be performed under the permit is to include the installation of a certified premanufactured unit or building component in accordance with the provisions of the act which statement shall be signed by the applicant or his agent, with an appropriate address.
- ___ (b) A copy of the approved building system with respect to which the premanufactured unit or building component was manufactured or is to be manufactured if one has not been furnished to that local enforcement agency previously.
- ___ (c) A copy of the building system approval report, where it has not been furnished to that local enforcement agency previously.

Roof Repair

- ___ Drawings of Work to be Performed that includes but not limited to: Roof covering materials, Number of layers, Decking, Roof venting, Flashing, other structural / construction, ETC.

Swimming Pools

- ___ Completed Electrical Permit Application
- ___ Completed Mechanical Permit Application (If Heated)
- ___ Site Plan (With Barriers)
- ___ Cross Section
- ___ Alarms (If Applicable)
- ___ Indicated Type of Pool
- ___ Bonding Requirements

Solar Panels

- ___ Drawings For Ground and Roof Mounted Systems
- ___ Completed Electrical Permit Application
- ___ Manufacturer's Specs (Installation Instructions)
- ___ Utility Inter- Connection Agreement

Signs

- ___ Completed Electrical Permit Application (If illuminated)
- ___ Foundation (Free Standing Signs or Monuments)
- ___ Drawings With Sufficient Details for a Plan Review

Demo

- ___ Proof Of Disconnects All Utilities
- ___ Regulated/controlled materials (i.e., contaminated materials, asbestos, underground storage tanks, etc.) are present on site. YES/NO
If YES, appropriate authorities must be contracted, and material disposed properly.

*** Blueprints and drawings must contain sufficient detail to perform a plan review for conformance with the State Building Code. Including wall sections/cross-sections drawings showing material dimensions and specifications from footing to rafters, as well as floor plan indicating all room dimension, window, door, and stair openings. All structures containing Pre -manufacturer members (roof trusses, laminated beams, etc.) require sealed drawings from manufacturer, forward to our office at time of delivery.**

Print: _____ **Date:** _____

Signature: _____

Locke Township

Ingham County, Michigan

3805 Bell Oak Road, Williamston, MI, 48895 (517) 468-3405 Fax (517) 468-0105

LAND USE PERMIT APPLICATION for a DWELLING and related accessory uses/structures.

References to "Section" and "Article" refer to the Locke Township Zoning Ordinance They are provided to assist the applicant. The references highlight parts of the Ordinance that may be applicable but do not necessarily identify all parts that apply.

Important Notice to Applicants: This application must be completed in full and 1 copies submitted to the Zoning Administrator (see #13). All questions must be answered completely. If additional space is needed, number and attach additional sheets. Approval of this application is required before a Land Use Permit can be issued. The erection of a building or structure, or excavation for any building or structure, prior to the issuance of a Land Use Permit, is a violation of the Zoning Ordinance.

1) APPLICANT:

Name	Street Address	City / State / Zip Code	Telephone #
------	----------------	-------------------------	-------------

2) Applicant's Interest in Property: Owner Lessee Buy Option Other/Specify:

3) Property Address: _____ between _____ and _____ Roads

4) Landowner: Name, address & phone number of landowner if different than "Applicant":

12) This application is made for a:
(check all as appropriate)

	New	Addition or Alteration
--	-----	------------------------

5) Tax Parcel #: _____

Single Family Dwelling (Sec. 28.10)	<input type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------	--------------------------

6) Zoning District: _____

Two-Family Dwelling	<input type="checkbox"/>	<input type="checkbox"/>
---------------------	--------------------------	--------------------------

7) Parcel Acreage: _____

Temporary Dwelling (Sec. 28.12)	<input type="checkbox"/>	<input type="checkbox"/>
---------------------------------	--------------------------	--------------------------

8) Present Use: _____

Accessory Bldg./Garage (Sec. 28.11)	<input type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------	--------------------------

9) Is parcel in a: platted subd. condo. subd.
If "yes", subd. name: _____

Accessory Bldg./Pole Barn (Sec. 28.11)	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

10) Deed restrictions on parcel: Yes No
If "yes", attach.

Accessory Bldg./Pool (Sec. 28.20)	<input type="checkbox"/>	<input type="checkbox"/>
Other/Specify:	<input type="checkbox"/>	<input type="checkbox"/>

11) Names, addresses, phone #s of all other persons or entities having legal or equitable interest in the land:

13) Supporting Documents:

Plot Plan: Submit at least five copies of both this completed form and a Plot Plan prepared according to Sec. 3.04(B).

Proof of Property Ownership: Attach proof of ownership of the property such as a warranty deed, land contract or other evidence of interest in the property

Deed Restrictions: Attach a copy of all deed restrictions applicable to the subject property.

a) _____

b) _____

14) AFFIDAVIT: I (we) the undersigned affirm that the foregoing answers, statements, and information, and any attachments, are in all respects true and correct to the best of my (our) knowledge and belief. I (we) the undersigned understand that the Land Use Permit applied for, if granted, is issued on the representations made herein and that any Land Use Permit or Building Permit subsequently issued may be revoked because of any breach of representations or conditions, or because of the lack of continued conformance with zoning ordinance requirements.

Applicant Signature(s)	Date	Property Owner's(s) Signature(s)	Date
		(if different than applicant)	

FOR TOWNSHIP USE ONLY

Application Number: _____	Tax Parcel Number: _____															
Date Received: _____	Zoning Administrator Action Taken (circle as appropriate)															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Fee Paid</td> <td style="width: 33%; text-align: center;">Date</td> <td style="width: 33%; text-align: center;">Receipt #</td> </tr> <tr> <td style="text-align: center;">1)</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2)</td> <td></td> <td></td> </tr> </table>	Fee Paid	Date	Receipt #	1)			2)			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Approved</td> <td style="width: 33%; text-align: center;">Approved with Conditions</td> <td style="width: 33%; text-align: center;">Denied</td> </tr> <tr> <td colspan="3" style="padding-top: 5px;">on the following date: _____</td> </tr> </table>	Approved	Approved with Conditions	Denied	on the following date: _____		
Fee Paid	Date	Receipt #														
1)																
2)																
Approved	Approved with Conditions	Denied														
on the following date: _____																
Notes: _____																

Patrick E. Lindemann

Ingham County Drain Commissioner

PO Box 120
 707 Buhl Avenue
 Mason, MI 48854-0120
 Phone (517) 676-8395
 Fax (517) 676-8364
<http://dr.ingham.org>



(Faint, illegible text)

SOIL EROSION AND SEDIMENTATION CONTROL PERMIT WAIVER

PERMIT WAIVER #

Date	Waiver#			
Applicant				
Address	City	State	Zip	
Phone		Email		
Land Owner		Phone		
Address	City	State	Zip	
Project Address		Owner Email		
Legal Description:	Section	Town	Range	
Property Tax ID #	Township / City			
Earth Change Description				
Drain Number	Drainage District			

This is to advise you that from the information provided and pursuant to Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and the Rules promulgated under Part 91, being R 323.1701 to R 324.1714, a Soil Erosion and Sedimentation Control Permit is not required. This Waiver may be presented to your local building official for compliance with Rule 323.1711. **THERE IS NO FEE OR CHARGE FOR ISSUANCE OF THIS WAIVER.**

This Agency has determined that the activity as proposed qualifies for a Waiver because either the activity is more than 500 feet from the water's edge of a lake or stream and the amount of earth change is less than one acre, or the activity does not otherwise require a Permit under Part 91 or the Rules (R 323.1705). This Waiver does not exempt any party from acquiring any other applicable permits through federal, state, county or local agencies. Further, this Waiver does not exempt the earth disturbance activity from enforcement of Part 91, 1994 PA 451, as amended, and its Rules where there is a violation. Review of proposed drainage and grading plans has not been performed for this project and this Agency, by issuance of this Waiver, accepts no responsibility for any and all damages incurred by improper earthwork which might increase runoff and be subject to civil sanctions.

If the scope of activity changes or is different from what has been described, or if information is contrary to that submitted to this Agency, a Permit may be required; and, you must contact this Agency before commencing that earth disturbance. The County Enforcing Agency has the authority to stop any activity not in compliance with Part 91, 1994 PA 451, as amended, and its Rules.

I, the undersigned, affirm that the project referenced above will be completed as described to the County Enforcing Agency on this date

Applicant's Signature _____ Date _____

Landowner's Signature _____ Date _____

Reviewed and approved by: _____ Date _____

You Must Post a Copy of This Waiver at the Project Site Visible from the Public Road

Patrick E. Lindemann

Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Cios
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

Angie Cosman
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

AFFIDAVIT FOR SOIL EROSION AND SEDIMENTATION CONTROL PERMIT WAIVER

Pursuant to Rule 323.1705(2) of the Rules promulgated under Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended, a permit waiver for an earth change within 500 feet of the water's edge of a lake or stream may be granted when an affidavit is signed by the land owner stating that the earth change will disturb less than 225 square feet and that the earth change will not contribute sediment to lakes or streams.

Landowner's Name: _____

Email: _____

Mailing Address: _____

Property Tax ID #: _____

Project Address: _____

PhoneNumber: _____

Legal Description: Section _____ Town _____ Range _____ Township _____

Description of Earth Change/Project:

I, _____ (Print) as the landowner, do hereby certify that the earth change at the above referenced property will disturb less than 225 square feet and the earth change will not contribute sediment to lakes or streams.

Signature: _____ Date: _____

----- AGENCY USE ONLY -----

This request for a Soil Erosion and Sedimentation Control Permit Waiver has been reviewed by the Ingham County Enforcing Agency, and is hereby issued in accordance with Rule 1705(2) of the Rules promulgated under Part 91.

Reviewed by: _____ Date: _____