

PORTAGE TOWNSHIP BUILDING DEPARTMENT
 W 17361 DAVIS ST
 PO BOX 70
 CURTIS, MI 49820
 906-586-9522 FAX 906-5863360

APPLICATION FOR
 ZONING PERMIT

IMPORTANT - Applicant to complete all items and submit requested documentation			
Location/Information for Zoning Review			
Address _____		City _____	State _____ Zip _____
Directions to Site _____			
Tax/Parcel Number _____			
If Building Project - Cost or Value of Improvement \$ _____			
Site Plan and Other Information Requirements			
On the back of this Application or on a separate sheet provide a blue print or a pen and ink drawing to scale that includes all of the following:			
<ol style="list-style-type: none"> 1. Property shape, dimensions, area and intended use. 2. Kind, dimensions, height, and location (including distance from lot lines) of the building(s) to be erected, moved or expanded on the property. 3. Sewage disposal and water supply types and locations. 4. Locations of lakes, streams, roads, driveways and parking areas. 5. A sealed survey is required to be submitted for review. 6. Property must be flagged or staked according to site plan for first inspection. 			
Building Notes			
The erection of every building or structure may be subject to three inspections:			
<ol style="list-style-type: none"> 1. When use or building area is staked and prior to excavation beginning. 2. When excavation for foundations is complete and building lines established. 3. On completion of the construction. 			
Soil Erosion and Sedimentation Notes			
You will need a Soil Erosion and Sedimentation Permit if any of the following exist:			
<ol style="list-style-type: none"> 1. If the land area to be excavated will be one acre (43,560 Square Feet) or more in size. 2. If the earth change is 500 feet from a lake or stream (some county drains may be considered to be streams). 			
NOTE: Before any construction starts or any issuance of a building permit is granted an approved Zoning Application must be on file.			
IDENTIFICATION - To be completed by all applicants.			
	Name	Mailing Address - Number, street, city, and State	Zip Code Telephone Number
Owner or Lessee			
Applicant-for Owner			
The undersigned applicant hereby swears that the information contained in this application together with any attached exhibits or supplemental information is correct and true and that I will comply with all other State and Federal Law.			
Signature of Applicant		Address	Application Date

PORTAGE TOWNSHIP BUILDING DEPARTMENT
W 17361 DAVIS ST
PO BOX 70
CURTIS, MI 49820
906-586-9522 FAX 906-5863360

APPLICATION FOR
PLAN EXAMINATION AND
BUILDING PERMIT

IMPORTANT - Applicant to complete all items in sections: I, II, III, IV, and IX			
I. LOCATION OF BUILDING	AT (LOCATION ADDRESS) _____		ZONING DISTRICT _____
	BETWEEN _____ AND _____ (CROSS STS)		
	SUBDIVISION _____	LOT _____	BLOCK _____ LOT SIZE _____
II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D			
A. TYPE OF IMPROVEMENT		D. PROPOSED USE - For "Wrecking" most recent use	
1 ___ New Building		Residential	Nonresidential
2 ___ Addition (If residential, enter # of new housing units added, if any, in Part D, 13)		12 ___ One family	18 ___ Amusement, recreational
3 ___ Alteration (See 2 above)		13 ___ Two or more family - Enter number of units _____	19 ___ Church, other religious
4 ___ Repair, replacement		14 ___ Transient hotel, motel, or dormitory - Enter number of units _____	20 ___ Industrial
5 ___ Wrecking (If multifamily residential, enter number of units in bldg in Part D, 13)		15 ___ Garage	21 ___ Parking garage
6 ___ Moving (relocation)		16 ___ Carport	22 ___ Service station, repair garage
7 ___ Foundation Only		17 ___ Other - Specify _____	23 ___ Hospital, institutional
B. OWNERSHIP			24 ___ Office, bank, professional
8 ___ Private (individual, corporation, nonprofit institution, etc.)			25 ___ Public utility
9 ___ Public (Federal, State, or Local Government)			26 ___ School, library, other educational
C. COST		(Omit cents)	27 ___ Stores, mercantile
10 Cost of improvement		\$ _____	28 ___ Tanks, towers
To be installed but not included in the above cost			29 ___ Other - Specify _____
a. Electrical			
b. Plumbing			
c. Heating, air conditioning....			
d. Other (elevator, etc.)			
11 TOTAL COST OF IMPROVEMENT		\$ _____	
III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others skip to IV.			
E. PRINCIPAL TYPE OF FRAME		G. TYPE OF SEWAGE DISPOSAL	
30 ___ Masonry (wall bearing)		40 ___ Public or private company	
31 ___ Wood frame		41 ___ Private (septic tank, etc.)	
32 ___ Structural steel		H. TYPE OF WATER SUPPLY	
33 ___ Reinforced concrete		42 ___ Public or private company	
34 ___ Other - Specify _____		43 ___ Private (well, cistern)	
F. PRINCIPAL TYPE OF HEATING FUEL		I. TYPE OF MECHANICAL	
35 ___ Gas		Will there be central air conditioning?	
36 ___ Oil		44 ___ Yes	
37 ___ Electricity		45 ___ No	
38 ___ Coal		Will there be an elevator?	
39 ___ Other - Specify _____		46 ___ Yes	
		47 ___ No	
		J. DIMENSIONS	
		48. Number of stories -	
		49. Total square feet of floor area, all floors, based on exterior dimensions	
		50. Total land area, sq. ft.	
		K. NUMBER OF OFF - STREET PARKING SPACES	
		51. Enclosed -	
		52. Outdoors -	
		L. RESIDENTIAL BUILDINGS ONLY	
		53. Number of bedrooms	
		54 Number of bathrooms -	
		Full -	
		Partial -	

PORTAGE TOWNSHIP BUILDING DEPARTMENT
 W 17361 DAVIS ST
 PO BOX 70
 CURTIS, MI 49820
 906-586-9522 FAX 906-5863360

APPLICATION FOR
 PLAN EXAMINATION AND
 BUILDING PERMIT

IV. DESCRIBE CONSTRUCTION AND MATERIALS USED	
1. Type of Building	(House) 1 - Story _____ 2 - Story _____ Bi-Level _____ Tri-Level _____ (Garage) Attached _____ Non-Attached _____ Storage _____ Other _____
2. Footing Size	Width _____ Height _____ Re-rod Required _____ Depth Below Grade _____
3. Footing Drain	Yes _____ No _____
4. Foundation	Basement _____ Block Wall _____ Crawlspace _____ Poured Wall _____ Walkout Basement _____ Wood _____ Float Mat Slab _____ Foundation Coating: Yes _____ No _____
5. Anchor Bolts	Size _____ Spacing _____
6. Sill Plate	Size _____ Treated? _____
7. Crawl Space Vents	Number of vents _____ Access Size _____
8. Beam or Girder	Wood _____ Size _____ or Steel _____ Size _____ Other _____
9. Beam Supports	No. _____ Wood _____ Size _____ or Steel _____ Size _____ Other _____
10. Floor Joist	Wood _____ Size _____ Spacing _____ Truss _____ Spacing _____
11. Subfloor	Material _____ Size _____
12. Side Wall Framing	Stud Size _____ Spacing _____
13. Side Wall Sheeting	Type of Material _____
14. Wind Bracing	What Type _____
15. Exterior Siding	Material _____
16. Ceiling Height	Floor to Ceiling _____
17. Ceiling Joist	Size _____ Spacing _____ Span _____
18. Roof Rafters	Size _____ Spacing _____ Span _____ Pitch _____
19. Trusses	Certification Sheet _____
20. Roof Sheeting	Type of Material _____ Size _____
21. Exit Door	Size of: Front _____ Back _____ Side _____
22. Bedroom Window	Sill Height _____
23. Bedroom Window	Size of: Height _____ Width _____
24. Header Size Bearing Wall	Six Foot Opening _____ Nine Foot Opening _____
25. Garage Door	Header Size _____
26. Garage - Type of Door	From Garage to House; Solid Core Wood _____ Other _____
27. Garage - Height of Step	From Garage to House _____
28. Garage Wall Fire Rating	1/2" Drywall _____ 5/8" Drywall _____
29. Attic Venting	Ventridge _____ Soffit _____ Gable End _____
30. Insulation	Thickness of Wall _____ Thickness of Ceiling _____ Fiberglass _____ Cellulose _____ Foam _____ Other _____
31. Smoke Detector	Make _____ U.L. Approve; Yes _____ No _____
32. Other Permits	Zoning Permit Number _____ Health Department Permits; Water _____ Sewage _____
33. Pole Barn	Post Size _____ Spacing _____ Wall Height _____
34. Special Comments:	_____

PORTAGE TOWNSHIP BUILDING DEPARTMENT

W 17361 DAVIS ST

PO BOX 70

CURTIS, MI 49820

906-586-9522 FAX 906-5863360

**APPLICATION FOR
PLAN EXAMINATION AND
BUILDING PERMIT**

1. A licensed residential builder is required on all residential structures, except when a homeowner builds for his own use and occupancy. The same applies to the installation of plumbing and electrical.
2. A sewer/septic and well permit are required from the County Health Department prior to the issuance of a building permit. A copy of the permit is required for this office.
3. At least one window in each bedroom must conform to the following:
 1. Sill height must not be more than 42" from the floor.
 2. Total opening no less that 5.7 square feet.
 3. Minimum width 20", minimum height 24".
4. Footings are to be 42 inches below finished grade.
NOTE: 42 inches is the minimum depth, to the bottom of the footings or post hole.
5. Trusses must be properly engineered and have a certification stamp.
6. Crawl spaces must be accessible by a 18 inch X 24 inch minimum opening from either the inside or the outside of the building.
7. When the garage is attached, the following must be carried out:
 1. Firewalls between the house and garage.
 2. Garage floor must be a minimum of 4" below the house floor, also must be rodent proof.
 3. Solid core door or steel door between the house and garage.

NOTE: The above is not to be intended as a total summary of the Michigan Construction Code, but rather as an indication of the most generally notice problems. For further information, please contact this office.

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 person who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.				
IX. IDENTIFICATION - To be completed by all applicants.				
	Name	Mailing Address - Number, street, city, and State	Zip Code	Telephone Number
Owner or Lessee				
Contractor			License No.	
Architect or Engineer				
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of all jurisdictions.				
Signature of Applicant	Address		Application Date	

PORTAGE TOWNSHIP FEES

Cemetery

Grave opening/closing	\$330.00
Cremation	100.00
Grave site (resident)	250.00

Copies

Per page	.10
Printed lists (per name)	.03
Labels (per name)	.04
Fax (per page)	.25
Master Plan	5.00
Zoning Ordinance	5.00
Parks and Recreation Plan	5.00

Mileage (per mile) .56

Fire 500.00 (plus supplies)

EMS

Fee schedule based on type of service plus mileage

Planning Commission special use
150.00

Zoning Board of Appeals Hearing
150.00

Platted Land Division Requests
150.00

Sign Permit

25.00 (6X6)

20.00 (3X5)

12.00 (3X4)

8.00 (3X3)

5.00 (2X4)

Fire Number (includes installation)
75.00

Private Road Sign (includes installation)
125.00

Zoning Permit / Site Plan Review
50.00

Fence Permit
25.00

Building Permit (required if project exceeds ¹²⁰200 square feet)

Residential (per square foot)	.10
Storage (per square foot)	.08

Demolition Permit
25.00

Curtis Community Building or Curtis Learning Center Rental
Non-Profit No Charge

Education or enrichment class- 30% of tuition charged

For Profit activity – no kitchen
\$50.00 (plus deposit)

Private party
100.00 (plus deposit – no kitchen)
150.00 (plus deposit including kitchen)

Refundable deposit \$50.00

Dennis Alberts
906-586-9522 x 6 - office
906-586-6825 - home
email:
dennisalberts@sba.global.net