

Columbia Township
53053 CR 388
Grand Junction MI 49056
269-434-6227

Zoning and Building Permit Application Checklist

Before a permit is issued, all the following documentation must be submitted:

- _____ Completed certificate of approval and building permit application
 - ▶ Call Zoning Administrator, Tasha Smalley, 1-800-626-5964, or email mtsalleagan@frontier.com with any zoning questions.
 - ▶ Call Building Inspector, Chuck Moore, 269-569-0015, with any building code questions.

- _____ Site plan or lot diagram (see zoning app for instructions)

- _____ Property Tax ID Number (found on tax bill 80-06-__-__-__)

- _____ Septic and Well Permits (permit/s required for new construction [with plumbing]; replacement of home "to hook to existing"; adding bedrooms)
Health Dept 269-621-3143

- _____ Driveway permit, Van Buren County Road Commission, 269-674-8011

- _____ Proof of Ownership (provide copy of tax statement, deed, land contract)

- _____ SESC Permit (Soil Erosion and Sedimentation Control) is required when new structure is within 500' of body of water, creek, stream, lake, county drain, or disturbing a acre or more. 269-657-8241

- _____ Construction Plans; the ZA does not need full scale construction drawings, but drawings may be required to determine zoning ordinance compliance (i.e. size of house, square footage, height, etc). Note: The building inspector and assessor will need full detailed construction plans.

- _____ Mobile Home (If pre-owned mobile home, double wide or modular, the zoning ordinance(4.10D) requires the Building Inspector inspect the unit prior to permit being issued) Chuck Moore 269-569-0015

NOTE: The zoning and/or building permit approval does NOT include other trade permits – Electrical, Mechanical, Plumbing. The applications are available on the Columbia Township website (columbiatwp.com).

**It is the legal responsibility of the applicant to obtain all proper permits and call for all required inspections; including but not limited to:
footing, foundation wall, rough-in, final.**

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CERTIFICATE OF APPROVAL APPLICATION/PERMIT

Completed application, fee and required information (*see checklist*) must be delivered or mailed to the Columbia Township Hall.

Fee: \$30.00 (make payable to Columbia Township)

Project/Job address: _____

Project/Job Tax ID No: 80-06-_____ Estimated Cost \$ _____

Owner Name: _____

Mailing Address: _____ City _____ Zip _____

Phone: _____ email (optional) _____

Applicant (if other than owner): _____

Mailing address: _____ City _____ Zip _____

Phone: _____ email (optional) _____

Describe the proposed project: _____
(i.e. new house, addition, garage, pole barn, deck, pool, etc)

Use of proposed project: _____
(i.e. residential, accessory use (garage, pole barn), commercial, etc)

Owner/Applicant Signature: _____ Date: _____

Plot Plan: Use a separate sheet of paper, to draw a diagram showing all of the following items:

1. Dimensions of the parcel (all sides), include acreage size
2. Location, distance to lot lines, of all existing and proposed structures
3. Dimensions of all existing and proposed structures and floor areas
4. Distance between proposed structures and all existing structures
5. Location of your road/s, including center line and right-of-way-line
6. North arrow indicating direction of north
7. Location of lake, stream, creek, county drain, or wetland within 500 feet
8. If applicable; location of any easement (include width), electric and/or gas line

OFFICE USE ONLY

Zoning District _____ Cert of Approval Permit No: _____

Setbacks: Front _____ Water _____ Rear _____ Sides _____

Min Lot Width _____ Min Lot Area _____ Max Lot Cover _____ Max Bldg Height _____

Conforming Lot _____ Variance approval date (if applicable) _____

Application approved: ___ Approval Condition/s: _____

Application denied: ___ Reason/s denied _____

Approval Signature: _____ Date: _____

APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

COLUMBIA TOWNSHIP
53053 CR 388-PO BOX 323
GRAND JUNCTION, MI 49056

PHONE: 269-434-6227
FAX: 269-434-6916

PARCEL # 80-06 _____ #

AUTHORITY: P.A. 230 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED	THE DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.
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**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V AND VI
NOTE: SEPARATE APPLICATIONS MUST BE MADE TO THE APPROPRIATE DIVISION
FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS**

I. PROJECT INFORMATION				
PROJECT NAME			ADDRESS	
CITY	VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN		AND		
II. IDENTIFICATION				
A. OWNER OR LESSEE				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
B. ARCHITECT OR ENGINEER				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
LICENSE NUMBER		EXPIRATION DATE		
C. CONTRACTOR				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
BUILDERS LICENSE NUMBER		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				
III. TYPE OF IMPROVEMENT AND PLAN REVIEW				
A. TYPE OF IMPROVEMENT				
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> FOUNDATION ONLY	<input type="checkbox"/> RELOCATION
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOBILE HOME SET UP <input type="checkbox"/> BOCA <input type="checkbox"/> HUD	<input type="checkbox"/> PREMANUFACTURE	<input type="checkbox"/> SPECIAL INSPECTION

SITE OR PLOT PLAN FOR APPLICANT USE
DRAW TO SCALE

The following must be shown below.

- 1-Property lines of parcel.
- 2-Measurements of parcel.
- 3-Roads or easements.
- 4-Existing structures on property.
- 5-New structure on property.
- 6-Measurements of all structures, new & existing.
- 7-Front, rear, and side setbacks of all structures.



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

NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE

FEDERAL I.D. NUMBER/SOCIAL SECURITY NUMBER _____

I HEREBY CERTIFY THAT THE OWNER OF RECORD AUTHORIZES THE PROPOSED WORK 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 THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Section 23a of the state construction code act of 1972, Act No 230 of the Public Acts of 1972, being section 126.1623a 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 _____

PLAN REVIEW FEE ENCLOSED \$ _____	NOTIFICATION TO COLUMBIA TOWNSHIP IS REQUIRED WHEN WORK IS COMPLETED. OR STATE ACCOUNT NUMBER _____
BUILDING PERMIT FEE ENCLOSED \$ _____	

VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> YES <input type="checkbox"/> NO				
B - FIRE DISTRICT	<input type="checkbox"/> YES <input type="checkbox"/> NO				
C - POLLUTION CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
D - NOISE CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
E - SOIL EROSION	<input type="checkbox"/> YES <input type="checkbox"/> NO				
F - FLOOD ZONE	<input type="checkbox"/> YES <input type="checkbox"/> NO				
G - WATER SUPPLY	<input type="checkbox"/> YES <input type="checkbox"/> NO				
H - SEPTIC SYSTEM	<input type="checkbox"/> YES <input type="checkbox"/> NO				
I - VARIANCE GRANTED	<input type="checkbox"/> YES <input type="checkbox"/> NO				
J - OTHER	<input type="checkbox"/> YES <input type="checkbox"/> NO				

VII. VALIDATION - FOR DEPARTMENT USE ONLY—ZONING COMPLIANCE EXPIRES 1 YEAR FROM APPROVAL

Use group _____ Base fee _____

Type of construction _____
 Square feet _____

APPROVAL SIGNATURE _____	Drawing to scale, including all dimensions and structures, must be attached.
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TITLE _____	DATE _____
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