



## **Residential Building Permit/Zoning Compliance Application**

**Submit the following building permit/zoning compliance application directly to Professional Code Inspections (PCI), 1913 Baldwin St., Jenison, MI 49428, Phone 616-667-8803:**

- Residential houses including condominiums
- Pools
- Accessory buildings
- House additions and remodels

**Prior to submitting an application for any construction, the applicant shall pay water/sewer fees to the Township Office, 1515 Baldwin St., Jenison, MI 49428, Phone 616-457-2340:**

- Payment ONLY to Georgetown Township Office (by cash or check) for water and sewer (by signing the application the applicant acknowledges there are no refunds for any reason)
  - o Total fee for new homes built in a plat - <https://georgetown.seamlessdocs.com/f/NewBuildWS>
  - o For homes requiring a storm water connection inspection an additional fee of \$50.00 will be collected

**Submit the following information with all building permit/zoning compliance applications:**

- A completed and signed Building/Zoning Permit Application (condos-one application per unit) **including:**
  - o A completed Assessing sheet (ONLY for basement finish, pool, accessory building, or addition).
  - o A site plan indicating the following information: all structures; location of construction; front, side and rear setbacks from property line.
- Driveway permit from Ottawa County Road Commission
  - o Contact number: 669-9075
  - o Required prior to releasing the building permit
- Soil Erosion permit from Ottawa County Drain Commission, if applicable
  - o Contact number: 616-994-4528
  - o If required, see number seven (7) on the building permit application
  - o Required prior to releasing the building permit
- Three (3) set of construction plans or blue prints to include the following:
  - o Residential dwellings and additions: floor plan, foundation plan (*cement information*), a cross section diagram of the walls and a completed energy code form, and manual J & J forms.
  - o Modular and mobile homes: (*single or double wide*) floor plan and cement information (*pier diagram if not a full basement*) If a modular home, also submit the building system approval slip
  - o Accessory buildings, including pole barns: Cross section wall diagram indicating pole depth or foundation and cement information, stud placement along with a material list and truss diagram
- Digital file of plans in PDF Format, either on device or email to: [kscharphornjr@pcimi.com](mailto:kscharphornjr@pcimi.com) and [shomyen@georgetown-mi.gov](mailto:shomyen@georgetown-mi.gov)
- Zoning fees paid at PCI for residential permits (to the Township for commercial). Total fee for additions, decks, shed etc. - \$50.00. Buildings 1,000 sq. feet and greater - \$100.

**When building permit is completed:**

- ❑ PCI will contact the applicant with a building permit and fee.
- ❑ The permit may be picked up from PCI.
- ❑ All construction which includes a foundation of poured walls below the average lot grade shall be surveyed by a licensed surveyor and a copy of the survey shall be filed with and approved by the zoning department before the foundation wall is inspected and before any construction is commenced upon the foundation. Such survey is required to be drawn from the foundation wall and to show the following:
  - (1) Measured dimension of setback distances from the foundation to all property lines;
  - (2) Measured dimensions of the foundation;
  - (3) **Measured elevation information to show that no building opening shall be constructed below the established minimum building opening (MBO) elevation. On the survey, the established MBO shall be provided along with the as-built minimum building opening.**
- ❑ For all permit applications - email the wall survey to: [kscharphornjr@pcimi.com](mailto:kscharphornjr@pcimi.com)

1913 Baldwin Jenison, MI 49428 (616) 667-8803	Jurisdiction:	Fax #: (616) 667-8869
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**•• APPLICATION FOR BUILDING PERMIT ••**

<b>1.) LOCATION OF BUILDING</b>			
ADDRESS			
CITY/VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN (cross street)	AND (cross street)		
<b>a. IDENTIFICATION: OWNER OR LESSEE</b>			
NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE

<b>2.) CONTRACTOR</b>		NOT APPLICABLE COMMERCIAL <input type="checkbox"/>	
NAME		TELEPHONE NO.	FAX NO.
ADDRESS	CITY	STATE	ZIP CODE
BUILDERS LICENSE NO.			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION			SELF EMPLOYED <input type="checkbox"/> NO EMPLOYEES
WORKERS COMP. INSURANCE CARRIER OR REASON FOR EXEMPTION			SELF EMPLOYED <input type="checkbox"/> NO EMPLOYEES
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			SELF EMPLOYED <input type="checkbox"/> NO EMPLOYEES

<b>3.) SUB-CONTRACTORS:</b>	
(a) ELECTRIC: _____	TELEPHONE NO. _____
ADDRESS: _____	
(b) HEATING/AC: _____	TELEPHONE NO. _____
ADDRESS: _____	
(c) PLUMBING: _____	TELEPHONE NO. _____
ADDRESS: _____	

<b>4.) PROJECT DESCRIPTION: COMMERCIAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/></b>	
(a) <input type="checkbox"/> NEW BUILDING    (b) <input type="checkbox"/> ADDITION    (c) <input type="checkbox"/> ALTERATION    (d) <input type="checkbox"/> DEMOLITION    (e) <input type="checkbox"/> RELOCATION of BUILDING <input type="checkbox"/> SIGN	
<input type="checkbox"/> DET. GAR <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> POLE BARN <input type="checkbox"/> MODULAR <input type="checkbox"/> MOBILE HOME (include year) _____	
(a) <input type="checkbox"/> SINGLE FAMILY    (b) <input type="checkbox"/> TWO FAMILY    (c) <input type="checkbox"/> MULTI-FAMILY    (d) <input type="checkbox"/> ATTACHED GARAGE/CARPORT    (e) <input type="checkbox"/> ACCESSORY STRUCTURE	
BRIEF DESCRIPTION OF PROJECT: _____	
_____	
_____	

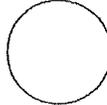
<b>5.) BUILDING DIMENSIONS</b>				
WIDTH _____	FL. x LENGTH _____	FL. x HEIGHT _____	TOTAL SQ. FT. _____	NUMBER OF STORIES _____
Square Footage by Floor: 1st Floor _____ 2nd Floor _____ Basement _____ Garage _____ Porch/Deck _____				

**ZONING: Site Plan: (Please read carefully and complete)**

Using the space provided, or on a separate sheet of paper, draw a diagram showing all of the following items:

1. The dimensions of the lot or acreage (all sides).
2. The location, with distances to lot lines, of all existing and proposed structures.
3. The dimensions of all existing and proposed structures.
4. The distances between all existing structures.
5. The location of all roads bordering or on the property.
6. The location of any power and gas lines on the property.
7. The location of any lakes, rivers, streams, flood plain areas, or wetlands on or near the property.
8. The location of any easements on the property.

**12.) SITE OR PLOT PLAN – FOR APPLICANT USE**  
Indicate direction of North within the circle



(Attach Additional Sheet  
If Necessary.)

13.) PERMANENT PARCEL #: \_\_\_\_\_

14.) BUILDING SETBACKS (Front setback, as measured in feet, from the road right of way.)

FRONT: \_\_\_\_\_ SIDE: \_\_\_\_\_ SIDE: \_\_\_\_\_ REAR: \_\_\_\_\_

15.) Are there any houses or mobile homes, occupied or not, on this property at this time? \_\_\_\_ yes \_\_\_\_ no  
If yes, what are your immediate and future plans for the existing dwelling? \_\_\_\_\_  
\_\_\_\_\_

I AGREE TO COMPLY WITH THE TERMS AND REQUIREMENTS OF LOCAL ORDINANCES REGARDING SIDE YARDS AND BUILDING SETBACKS. IT IS ALSO UNDERSTOOD THAT ALL STRUCTURAL, ELECTRICAL, PLUMBING, HEATING, DRIVE APPROACHES, AND SIDEWALKS SHALL BE INSTALLED TO BOTH STATE AND LOCAL REQUIREMENTS, AND THAT A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED PRIOR TO OPERATION OR USE.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

APPLICATION REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED  DENIED

Minimum Setbacks Required: Front: \_\_\_\_\_ 1 Side: \_\_\_\_\_ 2 Sides: \_\_\_\_\_ Rear: \_\_\_\_\_

6.) IS ANY PART OF THE PROPOSED PROJECT WITHIN THE 100 YEAR FLOOD PLAIN? YES:  NO:   
 IS ANY PART OF THE PROPOSED PROJECT LOCATED IN A REGULATED WETLAND? YES:  NO:

7.) IS THE EXCAVATED AREA LARGER THAN ONE ACRE, WITHIN 500 FT. OF A LAKE, RIVER, STREAM OR COUNTY DRAIN? YES:  NO:

8.) PROJECT VALUATION \$ \_\_\_\_\_ (Include labor, exclude lot value.)

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

NAME		TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP
FEDERAL I.D. NO./SOCIAL SECURITY NO.			

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 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, 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 sections 23a are subjected to civil fines.

SIGNATURE OF APPLICANT	APPLICATION DATE
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10.) HOMEOWNER'S AFFIDAVIT:

I hereby certify the construction work described on this permit application will be installed by myself in my own single-family dwelling in which I am living or about to occupy. All work will be installed in accordance with the building code adopted by The Municipality, and will not be enclosed, covered up, or put into use until it has been inspected and approved by the Building Inspector. I will cooperate with the Building Inspector and assume responsibility to arrange for the necessary inspections.

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

11.) LOCAL GOVERNMENT AGENCY TO COMPLETE THIS SECTION

ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED	APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> Yes <input type="checkbox"/> No				
B - SOIL EROSION	<input type="checkbox"/> Yes <input type="checkbox"/> No				
C - FLOOD ZONE	<input type="checkbox"/> Yes <input type="checkbox"/> No				
D - WATER SUPPLY	<input type="checkbox"/> Yes <input type="checkbox"/> No				
E - SEWER OR SEPTIC	<input type="checkbox"/> Yes <input type="checkbox"/> No				
F - OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Notes and Date - For Department Use: \_\_\_\_\_

VALIDATION

BUILDING PERMIT NUMBER:	APPROVED BY: SIGNATURE _____ TITLE _____
ISSUE DATE:	
PERMIT FEE:	

# APPLICATION FOR BUILDING ZONING COMPLIANCE

Deliver to: **Professional Code Inspections, Inc.**  
1913 Baldwin St.  
Jenison, MI 49428  
616-667-8803

For: **Georgetown Charter Township**  
1515 Baldwin St, P.O. Box 769  
Jenison, MI 49429  
616-457-2690

revised: 7/19/19

## PROPERTY INFORMATION

ADDRESS:

PARCEL NUMBER:

ZONING DISTRICT:

PLAT NAME:

LOT NUMBER:

## APPLICANT INFORMATION

COMPANY NAME:

PHONE:

APPLICANT NAME:

TITLE:

ADDRESS:

CITY / STATE / ZIP:

## CONTRACTOR INFORMATION

COMPANY NAME:

PHONE:

CONTACT NAME:

TITLE:

ADDRESS:

CITY / STATE / ZIP:

## PROJECT INFORMATION

A SITE PLAN MUST BE SUPPLIED WITH THIS APPLICATION SHOWING ALL THE APPROPRIATE DISTANCES TO LOT LINES, EXISTING AND FUTURE STRUCTURES, ROADWAYS AND ANY OTHER INFORMATION REQUIRED TO PROVE COMPLIANCE WITH THE GEORGETOWN ZONING AND GENERAL ORDINANCES. **PROVIDE PROPOSED SETBACKS.**

SETBACKS: FRONT:

REAR:

SIDE:

SIDE:

OTHER:

TYPE OF CONSTRUCTION:

MODULAR HOME

RANCH

TWO STORY

BI-LEVEL

TRI-LEVEL

POOL

ACC. BLDG.

ADDITION

REMODEL

OTHER: \_\_\_\_\_

ARCHITECTURAL FEATURES SIMILAR TO HOME AS FOLLOWS ROOF DESIGN, ROOF SHINGLES, SIDING:

1ST FLOOR SQ. FT.:

2ND/3RD FLOOR SQ. FT.:

GARAGE/ACCESSORY SQ. FT.:

UNFINISHED BASEMENT SQ. FT.:

FINISHED BASEMENT SQ. FT.:

THREE SEASON ROOM SQ. FT./HEATED?

DECK SQ. FT.:

OPEN PORCH W/ ROOF SQ. FT.:

SWIMMING POOL SQ. FT./& STYLE?

## APPLICANT SIGNATURE

IT IS THE APPLICANT'S RESPONSIBILITY TO MEET THE REQUIREMENTS OF THE TOWNSHIP ZONING AND GENERAL ORDINANCES IN ALL RESPECTS AND TO PROVIDE THE NECESSARY INFORMATION TO THE TOWNSHIP FOR APPROVAL. COPIES OF THE ORDINANCE MAY BE OBTAINED FROM THE GEORGETOWN TOWNSHIP WEBSITE AT [WWW.GEORGETOWN-MI.GOV](http://WWW.GEORGETOWN-MI.GOV). BY SIGNING, PERMISSION IS GRANTED FOR THE TOWNSHIP STAFF TO ENTER THE SUBJECT PROPERTY FOR PURPOSES OF GATHERING INFORMATION TO REVIEW THIS REQUEST. A ZONING COMPLIANCE CERTIFICATE MUST BE OBTAINED PRIOR TO OCCUPYING, OPERATING OR USE OF THE STRUCTURE. I ACKNOWLEDGE THERE ARE NO REFUNDS FOR ANY REASON.

APPLICANT SIGNATURE:

DATE:

Basement Finish			
SF-Square Feet	Square Feet of project	Areas to be finished: Circle	How Many
Total SF of finished area		Family Room/Recreation Room	Full Bath (3 + Fixtures)
Total SF of finished area to have floor covering?		Mechanical Room/Storage Room	Half Bath (2 Fixtures)
Total SF of area to be dry walled or paneled?		Kitchenette	Bedrooms
Will a fireplace be installed?	Yes No	Laundry Room	
Pool			
Pool Size		Pool Liner: Circle	Pool Style: Circle
	Vinyl	Concrete	Inground Above Ground
Accessory Structure			
SF-Square Feet	Square Feet of project	Type of Construction: Circle	Footings: Circle Heated: Circle
Total SF		Pole	42" Forced Air
Dimensions of Building		Stick Built	None Forced Heat Cool
Overhead Doors	Yes No	Size	Slab Space Heater
Loft or second story area	Yes No	SF	Wood Stove
Will there be a garage below	Yes No	SF	Other: _____
Addition			
SF-Square Feet	Story Height: Circle	Foundation: Circle	Rooms: Circle How Many
Total SF	One Story	Basement	Bedroom
	Two Story	Crawl	Full Bath (3 + Fixtures)
Will a fireplace be installed?	Yes No	Slab	Half Bath (2 Fixtures)
Heated ?	Yes No	Piers/post	Family Room *****
Forced Air Forced Heat Cool Space Heater	Wood Stove Other	Porches/Patios/Decks: Circle	Laundry Room *****
Air Conditioned?	Yes No	Covered Uncovered	
		Concrete Wood Brick Pavers	



**STATEMENT OF INTENT**

I \_\_\_\_\_ the **owner / contractor** of the new home being built at:  
\_\_\_\_\_, Parcel # \_\_\_\_\_

Accept responsibility for the following:

Hook up of the sump-crock and footing drains to storm lead if one is available.

Installation of the sidewalks according to the Ottawa County Specifications provided to me when making application for the building permit. (It is understood that should the sidewalks be installed incorrectly, it will be my responsibility to correct the problem.)

\_\_\_\_\_  
Applicant Name Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature Date

Revised: 05/21/2007

Sidewalk Construction Standards Within  
Right-of-ways in Georgetown Township  
as of June 10, 2014

All sidewalks constructed within the road right-of-way in Georgetown Township must comply with the specifications adopted by the Ottawa County Road Commission. **Permits are required** for the construction of sidewalks within the right-of-way in an approved plat and within the right-of-way on a metes and bounds parcel.

**It is the responsibility of the property owner that the construction of sidewalks meets Ottawa County Road Commission specifications. If the sidewalks do not meet the specifications, the possibility exists that the sidewalks would have to be removed and replaced according to the correct specifications.**

**Sidewalks-Sidewalk construction shall be in accordance with section 803 of the MDOT Specification.**

1. Location and Width

The sidewalk shall be 5' in width and the outside edge located 1' from the right-of-way line. Sidewalk elevations shall be determined by the existing elevation of the road. Construct the property side of the sidewalk at 6" above the centerline of the road.

2. Grade

Sidewalks are to have a traverse grade of 2% (1/4" per foot) draining toward the road. The maximum allowed longitudinal grade shall be 5%. This grade shall not be exceeded unless the road grade is of a steeper grade, in which case the longitudinal sidewalk grade shall not exceed the road grade.

3. Surface Material Requirements and Specifications

Sidewalks shall meet the following aggregate base course requirements and shall be hard surfaced with concrete materials as listed below:

- |     |                       |                                      |
|-----|-----------------------|--------------------------------------|
| (a) | Aggregate Base Course | - M.D.O.T. Spec. 302                 |
|     | Material              | - 22A                                |
|     | Gradation             | - M.D.O.T. 902-1 Minimum 25% crushed |
|     | Thickness             | - 6" compacted in place              |
| (b) | Concrete Surface      | - M.D.O.T. Spec. 802                 |
|     | Material              | - 5 sack mix design                  |
|     | Thickness             | - 4"                                 |
|     |                       | - 6" through residential driveways   |
|     |                       | - 8" through industrial driveways    |

4. Surface Drainage

All existing drainage shall be accommodated with the construction of new sidewalk. All connections to existing storm sewer systems shall be approved by the Ottawa County Drain Commission.

Non-Motorized Facility Construction Standards Within Right-of-way in Georgetown Township  
as of June 11, 2014

**Any non-motorized facility constructed within the right-of-way in Georgetown Township must receive Ottawa County Road Commission approval for alignment and grade and Township Board approval prior to beginning construction. It is the responsibility of the property owner that the construction meets Ottawa County Road Commission specifications. If the construction does not meet the specifications, the possibility exists that the construction would have to be removed and replaced according to the correct specifications.**

Non-motorized facility construction shall be in accordance with section 806 of the MDOT Specifications.

1. Location and Width

The non-motorized facility shall be 8' in width and the outside edge located 1' from the right-of-way line. Non-motorized facility elevations shall be determined by the existing elevation of the road. Construct the property side of the non-motorized facility at 6" above the centerline of the road.

2. Grade

Non-motorized facilities are to have a traverse grade of 2% (1/4" per foot) draining toward the road. The maximum allowed longitudinal grade shall be 5%. This grad shall not be exceeded, unless the road grade is of a steeper grade, in which case the longitudinal non-motorized facility grade shall not exceed the road grade.

3. Vertical and Horizontal Curves

Non-motorized facilities shall be designed in accordance with the requirements of the AASHTO-Guide for Development of New Bicycle Facilities (1991 or current edition).

4. Surface Material Requirements and Specifications

Non-motorized facilities shall meet the following aggregate base course requirements and shall be hard surfaced with either bituminous or concrete materials as listed below:

- |     |                                    |                                      |
|-----|------------------------------------|--------------------------------------|
| (a) | Aggregate Base Course              | - M.D.O.T. Spec. 302                 |
|     | Material                           | - 22A                                |
|     | Gradation                          | - M.D.O.T. 902-1 Minimum 25% crushed |
|     | Thickness                          | - 6" compacted in place              |
| (b) | Bituminous Surface                 | - M.D.O.T. Spec. 500                 |
|     | Material                           | - Bituminous Mixture 13A Leveling    |
|     |                                    | - Bituminous Mixture 36A Surface     |
|     | Thickness                          | - 2 1/2" 275#/Sq. Yd. Min.           |
|     | Asphalt Cement                     | - Performance Grade 58-28            |
|     | Temperature & Seasonal Limitations | Table 502.03.J                       |
| (c) | Concrete Surface                   | - M.D.O.T. Spec. 802                 |
|     | Material                           | - 5 sack mix design                  |
|     | Thickness                          | - 4"                                 |
|     |                                    | - 6" through residential driveways   |
|     |                                    | - 8" through industrial driveways    |

5. Surface Drainage

All existing drainage shall be accommodated with the construction of non-motorized facilities. All connections to existing storm sewer systems shall be approved by the Ottawa County Drain Commission.

## **#060925-08 - Sidewalk Installation Standards**

Moved by Daniel Carlton, seconded by Richard VanderKlok, to approve the following Sidewalk Installation Standards:

### **Sidewalk Specifications**

Since the sidewalk ordinance states that specifications shall be on file in the Township Office, the following sidewalk specifications are adopted and are to be on file:

- The sidewalk specifications adopted, used and enforced by the Ottawa County Road Commission;
- At all intersections, sidewalks shall be installed as a “T” with connections to the intersected roads where permitted by the Ottawa County Road Commission;
- Where the road right-of-way changes, the last property owner to install sidewalks shall be the one responsible to merge with the existing sidewalk;
- Developers of plats shall be responsible to set the lot stakes at the elevation required for the sidewalks according to specifications and such stakes shall be visible.

Note:           The Water/Sewer Committee recommends approval

**MOTION CARRIED.**