



City of Holland  
 270 S. River Ave.  
 Holland, MI 49423  
 P-616.355.1330 / F-616.546.7058  
 Email: [permits@cityofholland.com](mailto:permits@cityofholland.com)  
[cityofholland.com](http://cityofholland.com)

## RESIDENTIAL BUILDING PERMIT APPLICATION

**Required Items:**

- This completed application (incomplete applications will be rejected).
- One (1) set of detailed construction plans drawn to scale.
- One (1) copy of site plan, drawn to scale, showing lot lines, existing buildings.
- One (1) PDF copy of all documents.

**Plan review may be required, and can take up to ten (10) business days. Please plan accordingly.**

**PLEASE TYPE OR PRINT ALL INFORMATION**

OWNER'S NAME:	PHONE NUMBER:	Be prepared to provide your estimate or contract with the homeowner to verify value. Use estimate or cost of materials x 2 for value. For example: \$1000.00 materials cost x2 =\$2000.00. \$2000.00 would be project value.
EMAIL:		PROJECT VALUE: \$
JOB/PROJECT ADDRESS:		Historic District? ____YES____NO
DETAILED DESCRIPTION OF PROPOSED WORK:		

**CONTRACTOR INFORMATION:** Are you registered with the City of Holland? \_\_\_\_YES \_\_\_\_NO\*

COMPANY NAME:		PHONE:	
CONTACT PERSON:		FAX:	
		Email:	
ADDRESS:	CITY:	STATE:	ZIP:
* LICENSE NUMBER:	* EXP. DATE:	* FEDERAL ID#:	
*MESC #.	* WORKERS COMP INS. CARRIER:		

Section 23a of the state construction code, act 230 of the public acts of 1972, being section 125.1523a 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 structure. Violators of section 23a are subject to civil fines.

**Select:** City Water \_\_\_\_ or Private Well \_\_\_\_ City Sewer \_\_\_\_ or Septic \_\_\_\_

**NO WORK IS TO START PRIOR TO ISSUANCE OF BUILDING PERMIT**

(PROJECTS STARTED WITHOUT A PERMIT ARE SUBJECT TO ADMINISTRATIVE FEE \$100 -1<sup>ST</sup> DAY AND \$50.00 PER DAY AFTER THAT)

**I am the owner (or designated agent of the owner) of the above mentioned project and the information on this application is true and correct to the best of my knowledge.**

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Signature of Applicant Print or Type Name Date

# CITY OF HOLLAND

## HOMEOWNER AFFIDAVIT FOR A BUILDING PERMIT

By signature, I affirm I am the owner of the single family dwelling located  
at \_\_\_\_\_ and that I will personally perform the  
work authorized by permit # \_\_\_\_\_.

FUTHER, I AFFIRM THAT:

- 1. I understand that I am obligated to perform the work authorized by the above mentioned permit as the homeowner, and any persons I contract with to perform work under this permit, must have a valid residential builders license with the State of Michigan. \*
- 2. I recognize that I am legally obligated to assume full responsibility to arrange for all necessary inspections and otherwise comply with all codes and ordinances.
- 3. Michigan State law prevents a person from conspiring to circumvent the licensing requirements of the State. Violators of this law are subject to legal action. Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prevents 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.

I HAVE READ AND UNDERSTAND THE ABOVE,

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Signature

date

\* Copies of this law and exceptions are on file for examination.