

RESIDENTIAL BUILDING PERMIT APPLICATION

PERMITS ARE NOT ISSUED BY MAIL

Required Items:

- This completed application (incomplete applications will be rejected)
- 2 sets of detailed construction plans drawn to scale
- 2 copies of site plan, drawn to scale, showing lot lines, existing buildings
- Submit plans in electronic format (1 single PDF)
A \$2.00 per page charge will be added for paper plans only
- All items required by attached checklist
- **PLEASE TYPE OR PRINT ALL INFORMATION**

OWNER'S NAME: <hr style="border: none; border-top: 1px solid black;"/>	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.

City Water or Private Well (circle one)	City Sewer or Septic (circle one)
NO WORK IS TO START PRIOR TO ISSUANCE OF BUILDING PERMIT (PROJECTS STARTED WITHOUT A PERMIT ARE SUBJECT TO ADMINISTRATIVE FEE \$100 -1 ST 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.

 Signature of Applicant Print or Type Name Date

2015 MRC plan review check list

All referenced codes are from the 2015 MRC

- Provide a copy of the soil erosion permit from the Allegan or Ottawa County Drain Commissioners Office. (Required for all properties within 500 feet of a lake or stream or excavation of over 1 acre of land.)
- DEQ permit is required if the parcel is within the 100 year flood plain.
- Indicate if energy code compliance will be achieved by prescriptive, simulated performance alternative, or energy rating index. If performance alternative or ERI based, indicate which method/software.(MRC N1101.8)
- Provide a copy of the Manual J, D, and S report used to size the heating and cooling system for the proposed project. (MRC N1101.8)
- Provide the R-value or U-value for each building component and provide construction details showing how those values will be achieved. (Sections and their notations should be reflective of what is provided in the performance based software.)
- Provide 2 site plans, drawn to scale, showing all existing and proposed buildings, streets, all four setback dimensions. Also show all easements and flood plain boundaries if they are applicable.
- Provide the location and design of the driveway.
- Provide two sets of plans that are drawn to scale. Label each plan with the location of the project and the scale of the drawings.
- Provide a section view showing typical construction details.
- Show all exterior elevations and indicate the type of exterior finish to be used on each elevation.
- Show the finished grade on the elevation views and dimension the depth of the foundation below the finished grade as well as the distance between the finished grade and the top of the foundation wall.

- ❑ Indicate the soil classification (from R405.1 unified soil classification system chart on page 120 in the MRC) and the presumptive load bearing of that soil. (MRC page 83 R401.4.1 for Presumptive load bearing values.)
- ❑ Indicate the size of the footings and the foundation walls.
- ❑ Indicate size, spacing and location of rebar for all reinforced concrete walls.
- ❑ If soil conditions require a foundation drainage system then show details of the system and where the drains will discharge. Note on the plan if no system is to be used.
- ❑ Indicate whether waterproofing or damp proofing will be applied to the foundation wall.
- ❑ Indicate what will be used for the required vapor retarder under the concrete floors.
- ❑ Indicate what product will be used for the weather resistant barrier.
- ❑ Label the actual proposed use (not the future use) of each room or space.
- ❑ Show the location of all smoke alarms and carbon monoxide detectors.
- ❑ Indicate the floor joist size, spacing, grade and species. If manufactured joists are to be used note it on the plans and provide the design professional drawings for the project before the rough inspection.
- ❑ Indicate which wall bracing method(s) will be used and construction details for that bracing. Provide information for wall bracing at the garage door wall locations if the walls next to the garage door opening are less than 48 inches. MRC R602.10 thru R602.10.11.2
- ❑ Provide engineered truss drawings, or a completed truss data sheet from page 389 of the MRC. Truss drawings must be submitted before installation of the trusses.
- ❑ Indicate the size, spacing, species and grade of all common rafters and/or ceiling joists.
- ❑ Provide details of all interior stairs, including headroom, riser and tread sizes, handrail profile, location and type of stairway lighting, and guard details on open sided stairs.
- ❑ Provide the details of exterior deck construction. Ledger attachment, joist size and spacing, beam size, post to beam connection, elevation above grade, and dimensions.



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- Provide the details for exterior deck stairs including, riser and tread size, handrail profile, location of lighting, and guard details.

- Provide the details and dimensions of the landings, treads, risers, handrails, and guards from the garage into the house.

- Provide details and dimensions of the egress window well.

- Show the location and size of all attic access openings and indicate how the access lid/door will be insulated and gasketed.

(Revised 2/25/16)