



### **Commercial Building Permit Application**

*(Use this check off sheet to indicated items included with application and submit it with the application packet)*

**Submit the following to Georgetown Township Office, 1515 Baldwin St., Jenison, MI 49428:**

- A completed and signed Building Permit Application
- A completed and signed Building/Zoning Compliance Application
- A completed assessor sheet with building information
- The site plan previously approved by the Township (dated the same as the previously approved site plan)
- Three (3) sets of sealed construction plans
- Digital file of plans in PDF Format, either on device or email to: [kscharphornjr@pcimi.com](mailto:kscharphornjr@pcimi.com)
- A completed Statement of Intent for Commercial
- Driveway permit from Ottawa County Road Commission
  - Contact number: 669-9075
  - Required prior to releasing the building permit
- Soil Erosion permit from Ottawa County Water Resources Commission, if applicable
  - Contact number: 616-994-4528
  - If required, see number seven (7) on the building permit application
- Storm Water Drain permit (if required) from Ottawa County Water Resources Commission.
  - Contact number: 616-994-4523
- A check made out to Georgetown Township for all outstanding fees owed including:
  - Building/Zoning Compliance Review fee of \$100.00.
  - Water/sewer fees (contact DPW Director 616-457-2340 or [jhanenburg@georgetown-mi.gov](mailto:jhanenburg@georgetown-mi.gov))
  - Outstanding special assessments (contact DPW Director 616-457-2340 or [jhanenburg@georgetown-mi.gov](mailto:jhanenburg@georgetown-mi.gov))
  - Any other outstanding fees owed.
- Evidence of compliance with any other conditions of approval stipulated with site plan approval (if any)
- By signing the application the applicant acknowledges there are no refunds for any reason
- Submit all of the above to: Georgetown Township, 1515 Baldwin Street, Jenison, MI 49429, Phone: 457-2690

When the building/zoning review is completed, the application will be forwarded to (PCI) Professional Code Inspections, Inc., who will contact the applicant when the building permit is completed and with the fee amount. The permit may be picked up at PCI, 1913 Baldwin Street, Jenison, MI 49428, and Phone: 667-8803.

**All permit applications - email the wall survey to: [kscharphornjr@pcimi.com](mailto:kscharphornjr@pcimi.com)**

# COMMERCIAL BUILDING PERMIT/ZONING COMPLIANCE APPLICATION

**Deliver to:**                **Georgetown Township**  
**1515 Baldwin St.**  
**Jenison, MI 49428**  
**616-4557-2690**

**Get permit:**    **Professional Code Inspections**  
**1913 Baldwin St.**  
**Jenison, MI 49428**  
**616-667-8803 (p) 616-667-8869 (f)**

<b>PROPERTY INFORMATION – Location of building/construction</b>	
ADDRESS:	
PARCEL NUMBER:	ZONING DISTRICT:
Between (cross street):	And (cross street
<b>APPLICANT INFORMATION –Owner or lessee</b>	
APPLICANT NAME:	PHONE:
ADDRESS:	CITY / STATE / ZIP:
<b>CONTRACTOR INFORMATION</b>	
COMPANY NAME:	PHONE:
CONTACT NAME:	TITLE:
ADDRESS:	CITY / STATE / ZIP:
BUILDERS LICENSE NUMBER:	EXPIRATION DATE:
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION:	SELF EMPLOYED / NO EMPLOYEES
WORKERS COMP. INSURANCE CARRIER OR REASON FOR EXEMPTION:	SELF EMPLOYED / NO EMPLOYEES:
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION:	SELF EMPLOYED / NO EMPLOYEES:
<b>SUB - CONTRACTOR INFORMATION</b>	
ELECTRIC:	PHONE:
ADDRESS:	
HEATING/AC:	PHONE:
ADDRESS:	
PLUMBING:	PHONE:
ADDRESS:	

**ZONING INFORMATION**

**A PREVIOUSLY APPROVED SITE PLAN MUST BE SUPPLIED WITH THIS APPLICATION UNLESS IT IS ONLY FOR INTERIOR WORK.**

**SETBACKS – provide proposed not required**

FRONT:	SIDE:	SIDE:	REAR:	OTHER:
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**PROJECT DESCRIPTION**

DESCRIBE PROJECT: \_\_\_\_\_  
\_\_\_\_\_

**PROJECT INFORMATION – CIRCLE ALL THAT APPLY**

ADDITION	NEW COMMERCIAL BUILDING	REMODEL/INTERIOR
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OTHER – DESCRIBE

**PROJECT DETAILS AND NEW BUILDING DIMENSIONS – unless interior only**

WIDTH	LENGTH	NUMBER OF STORIES
TOTAL SQUARE FOOTAGE	FIRST FLOOR SQUARE FOOTAGE	SECOND FLOOR SQUARE FOOTAGE

**ADDITIONAL INFORMATION**

ARE THERE ANY OTHER STRUCTURES ON THIS PROPERTY AT THIS TIME? (circle one) YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, SHOW THEM ON THE SITE PLAN. IF YES, WHAT ARE YOUR IMMEDIATE AND FUTURE PANS FOR THE EXISTING STRUCTURES? \_\_\_\_\_

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 \_\_\_\_\_

IS THE EXCAVATED AREA LARGER THAN ONE ACRE, WITHIN 500 FEET OF A LAKE, RIVER, STREAM OR COUNTY DRAIN? YES \_\_\_\_\_ NO \_\_\_\_\_

PROJECT VALUATION INCLUDE LABOR, EXCLUDE LOT \$ \_\_\_\_\_

**OFFICE USE ONLY**

Zoning reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Meets setback requirements: Yes \_\_\_\_\_ No \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

SIGNATURE:

**STATEMENT OF INTENT – NEW BUILDINGS ONLY**

I, THE OWNER/CONTRACTOR OF THE NEW BUILDING BEING BUILT AT:

ADDRESS:

PARCEL NUMBER:

ACCEPT RESPONSIBILITY FOR THE FOLLOWING: INSTALLATION OF THE SIDEWALKS ACCORDING TO THE OTTAWA COUNTY SPECIFICATIONS PROVIDED TO ME WHEN MAKING APPLICATION FOR THE BUILDING PERMIT. I UNDERSTAND THAT IF THE SIDEWALKS ARE INSTALLED INCORRECTLY, IT WILL BE MY RESPONSIBILITY TO CORRECT ANY PROBLEMS.

APPLICANT PRINTED NAME

PHONE NUMBER

APPLICANT ADDRESS

APPLICANT SIGNATURE

DATE

**APPLICANT INFORMATION/ STATEMENT AND SIGNATURE**

APPLICANT NAME:

PHONE:

ADDRESS:

CITY / STATE / ZIP:

FEDERAL ID NUMBER/SOCIAL SECURITY NUMBER

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 o the best of my knowledge.

I hereby acknowledge that it is the applicant's responsibility to meet the requirements of the Township zoning and general ordinance in all respects and to provide the necessary and accurate information to the Township for approval. Copies of the ordinances may be obtained from the website at [www.georgetown-mi.gov](http://www.georgetown-mi.gov). By signing, I grant permission for Township staff or contracted agents to enter the subject property for purposes related to this application. I acknowledge there are no refunds for any reason.

I hereby agree to comply with the terms and requirements of local ordinances regarding side yards and building setbacks. I also acknowledge that I understand that all structural, electrical, plumbing, hearing, drive approaches and sidewalks shall be installed to both state and local requirements.

I hereby acknowledge that both a Certificate of Occupancy and a Zoning Compliance Certificate must be obtained prior to occupying, operating or use of the structure.

I hereby acknowledge that the applicant is responsible for the payment of all fees and charges applicable to this application and must provide the information requested above.

Section 23a of the State Construction Code, Act of 1972, 1972 PA230, 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 building structure.

APPLICANT SIGNATURE

APPLICATION DATE:

**LOCAL GOVERNMENT AGENCY TO COMPLETE THIS SECTION – Environmental Control Approvals**

	REQUIRED	APPROVED	DATE	NUMBER	BY
A - ZONING	Yes_____ No_____				
B – SOIL EROSION	Yes_____ No_____				
C – FLOOD ZONE	Yes_____ No_____				
D – WATER SUPPLY	Yes_____ No_____				
E – SEWER OR SEPTIC	Yes_____ No_____				
F - OTHER					

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

**VALIDATION**

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

**COMMERCIAL/INDUSTRIAL BUILDING INFORMATION**

**Type of Construction:** Circle

Steel Pole                      Frame                      Block                      Other: List \_\_\_\_\_

**Fire suppression system:** Circle Yes    \_\_\_\_SF of building                      No

**Heating Source/s-Select each source and indicate % of floor area to be heated**

Heat # 1 Circle    % of floor area to be heated by heat #1

Package Heat Cool    Complete HVAC

Space Heat: Circle                      Radiant                      Gas with Fan

Heat # 2 Circle    % of floor area to be heated by heat #2

Package Heat Cool    Complete HVAC

Space Heat: Circle                      Radiant                      Gas with Fan

Other: List Type and % of floor area to be heated by this source

\_\_\_\_\_  
\_\_\_\_\_

**Loading Dock:** Circle    Yes    Quantity\_\_\_\_                      No  
# of hydraulic dock    # of mechanical levelers\_  
levelers\_\_\_\_\_

# of manual levelers\_\_\_\_\_

**Mezzanine:** Circle    Yes    Quantity\_\_\_\_                      No  
\_\_\_\_SF    Circle Use: Storage Office    Open    Display Classroom  
\_\_\_\_SF    Circle Use: Storage Office    Open    Display Classroom

**Basement:** Circle    Yes    No  
\_\_\_\_SF    Finished                      \_\_\_\_\_SF                      Unfinished Heat  
Source for basement: \_\_\_\_\_

**Elevator:** Circle Yes    No    Size\_\_\_\_\_

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.