



Spencer Township

14960 Meddler Road • Coven, MI 49326
Phone (616) 984-0035 • Fax (616) 984-2207

BUILDING INSPECTOR
Bob Ellick
616-799-1495

ELECTRICAL INSPECTOR
Colt Jacobs
616-318-2964

MECHANICAL & PLUMBING INSPECTOR
Jeff Biegalle
616-438-5957

BUILDING PERMIT APPLICATION / BLUE PRINT CHECK LIST

Truss Drawings and Septic and Well Approval before any application may be made.
Zoning Applications must be submitted with Building application.

DATE: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

OWNER'S PHONE NUMBER: _____ CELL: _____

CONTRACTOR'S NAME: _____

CONTRACTOR'S ADDRESS: _____

CONTRACTOR'S PHONE NUMBER: _____

BUILDING SITE ADDRESS: _____

PARCEL NUMBER: 41-04-____-____-____ PARCEL SIZE IN ACRES _____

DESCRIPTION OF BUILDING PROJECTS _____

NUMBER OF BEDROOMS: _____

NUMBER OF BATHROOMS: FULL _____ HALF _____

ELEVATORS: _____ FIREPLACES: _____

RESIDENTIAL TYPE OR STYLE: _____

FOUNDATION TYPE OR STYLE: _____

(Poured walls, slab, block, etc.)

FOUNDATION FOOT PRINT: _____

SQUARE FOOT BASEMENT: _____ SQUARE FOOT GROUND FLOOR: _____

WIDTH AND LENGTH OF BUILDING OR ADDITION: _____

SQUARE FOOT UPPER FLOOR: _____ SQUARE FOOT GARAGE: _____

SQUARE FOOT COVERED PORCHES: _____ SQUARE FOOT DECKS: _____



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BLUE PRINT CHECK LIST

PARCEL OWNER: _____

BUILDING SITE ADDRESS: _____

PARCEL NUMBER: 41-04 _____

TYPE OF CONSTRUCTION:

RESIDENTIAL: _____
(RANCH, MULT-LEVEL, 2 STORY)

COMMERCIAL: _____

SECONDARY BUILDING: _____
(POLE BARN, UNATTACHED GARAGE, ETC.)

OTHER: _____
(SIGN, FENCE, ETC.)

TRUSS CERTIFICATION ATTACHED: _____

FOUNDATION FOOT PRINT: _____

SQUARE FOOT GROUND FLOOR: _____

SQUARE FOOT UPPER FLOORS: _____

BUILDER'S SIGNATURE: _____

Dollar Value of Project: _____

Attach one set of building plans *no larger than 11x17*, with a copy of the truss certification for your project.

* If you are hiring individuals for the above work, they must be licensed contractors who are registered with the township.

“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 Section 23a are subject to civil fines.”

Name of Builder: _____

Builder's Address _____

Builder's Phone: _____ Fax _____ Cell _____

Builder/Applicant Signature _____

The homeowner and/or builder are responsible to meet and uphold all ordinances of Solon Township. Solon Township Zoning Ordinance Books are available at the township office for \$25.00.

Incomplete applications will be denied and charged a \$50.00 plan review fee.

OFFICE USE ONLY

Building permit fee: _____

Date received: _____

Signature of Official: _____

NOTE: Original for Building Official's File

THIS SHEET IS FOR YOUR INFORMATION PLEASE KEEP WITH YOUR RECORDS

During the process of building, you will have to call for inspections. The following inspections are necessary:

- *Footing and Wall after Damp Proof
- *Rough-In
- *Final
- *Violations Compliance (If necessary)

BUILDING INSPECTIONS

- *Footing/Foundation- Before any backfill
- *Rough-In-before insulation is installed
- *Final- Final Building inspection is done only after all other final inspections for Electrical, Plumbing, and Mechanical have been passed. An address sign must be installed before a Certificate of Occupancy will be issued.

BUILDING INSPECTOR: Bob Ellick 616-799-149

ELECTRICAL INSPECTIONS

Initial inspection after service is installed. Service will only be connected by the Power Company after the inspection has passed. Rough-In inspections comes before any insulation installed. The final inspection is after all fixtures are installed.

ELECTRICAL INSPECTOR: Colt Jacobs 616-318-2934

MECHANICAL INSPECTIONS

Initial inspections are made upon completion of the Rough-In. Final inspection comes after all appliances are installed.

MECHANICAL INSPECTORY: Jeff Biegalle 616-438-5957

PLUMBING INSPECTIONS

The initial inspection (Underground) is made upon completion of the Rough-In inspection. The Final inspection is after all fixtures are installed

PLUMBING INSPECTOR: Jeff Biegalle 616-438-5957