



Spencer Township

14960 Meddler Road • Cowen, 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 PRING 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: _____

FOUDATION 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 _____

OFFICE USE ONLY

Building permit fee: _____

Date received: _____

Signature of Official: _____

NOTE: Original for Building Official's File



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BUILDING INSPECTIONS	ELECTRICAL INSPECTIONS	MECHANICAL/PLUMBING INSPECTIONS
ROBERT ELICK 616-799-1495	COLT JACOBS 616-318-2964	JEFF BIEGALLE 616-438-5957

There are a number of inspections required in each of the four codes – Building, Electrical, Mechanical and Plumbing. Therefore, you must call the inspectors when you are ready for each type of inspection. Work may not proceed before the project is inspected and approved to continue. Please make sure you are actually ready for inspection. If an inspection is called for and the job is not ready, a re-inspection fee will be charged.

THE REQUIRED VISUAL INSPECTIONS ARE:

BUILDING:

- FOUNDATION – before back-filling when walls are complete; dampproofed or waterproofed, and the foundation drains are completely installed.
- ROUGH-IN – when framing is complete, BEFORE drywalling and AFTER electrical, plumbing, and mechanical inspections are approved.
- FINAL – when project is complete and ready for occupancy and AFTER electrical, plumbing, and mechanical final inspections are approved.

ELECTRICAL:

- SERVICE – when permanent service is complete and ready for hook-up.
- ROUGH-IN – BEFORE insulating or drywalling, when wiring which will be hidden is complete.
- FINAL – when all fixtures are set, plates are on and the building is ready to be occupied.

MECHANICAL:

- UNDERGROUND – if anything is to be covered by dirt, concrete, or blacktop.
- ROUGH-IN – Anything in walls (including ducts or chimneys) BEFORE drywalling.
- FINAL – when furnace and/or air conditioning is completed and operating and you are ready to occupy.

PLUMBING:

- UNDERGROUND – when pipes are all run in-ground, BEFORE you backfill or pour concrete.
- ROUGH-IN – when pipes are all run in wall, BEFORE drywalling; also, drainage lines in ceiling of basement BEFORE covering.
- FINAL – when fixtures are all set and operating and you are ready to occupy.