



# Spencer Township

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

**BUILDING INSPECTOR**  
Jeff Knapp  
616-984-0035

**ELECTRICAL INSPECTOR**  
Coit 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  
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**ELECTRICAL  
INSPECTIONS**

**COLT JACOBS**  
**616-318-2964**

**MECHANICAL/PLUMBING  
INSPECTIONS**

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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.