



# Spencer Township

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

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

## ACCESSORY BUILDING PERMIT APPLICATION

ATTACHED GARAGE     DETACHED GARAGE     POLE BUILDING     STICK BUILT

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

LOCATION ADDRESS/PARCEL #: \_\_\_\_\_

\*CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

\*ELECTRICAL NEEDED? Yes / No    \*MECHANICAL NEEDED? Yes / No    \*PLUMBING NEEDED? Yes / No  
*(circle all that apply)*

### BUILDING INFORMATION

- - COMPLETE ATTACHED SCHEMATIC - -

LOT SIZE: \_\_\_\_\_ SQUARE FOOT OF BUILDING: \_\_\_\_\_

BUILDING DIMENSIONS: Width: \_\_\_\_\_ Ft. Length: \_\_\_\_\_ Ft. Height: \_\_\_\_\_ Ft.

PROPOSED BUILDING:     Attached     Unattached

TYPE OF FOUNDATION: \_\_\_\_\_ ESTIMATED COST: \$ \_\_\_\_\_

### This Application must include a scale drawing showing the following:

- A. Site Plan showing location and relationship to other existing buildings or structures, or lot including setbacks from lot lines and elevations.
- B. Truss drawings, plans and specifications (no larger than 11" x 17") with method of construction and attachment to other structures or ground; driveway permit.

**\*Any individuals hired for above work must be licensed contractors who are registered with Solon Township.**

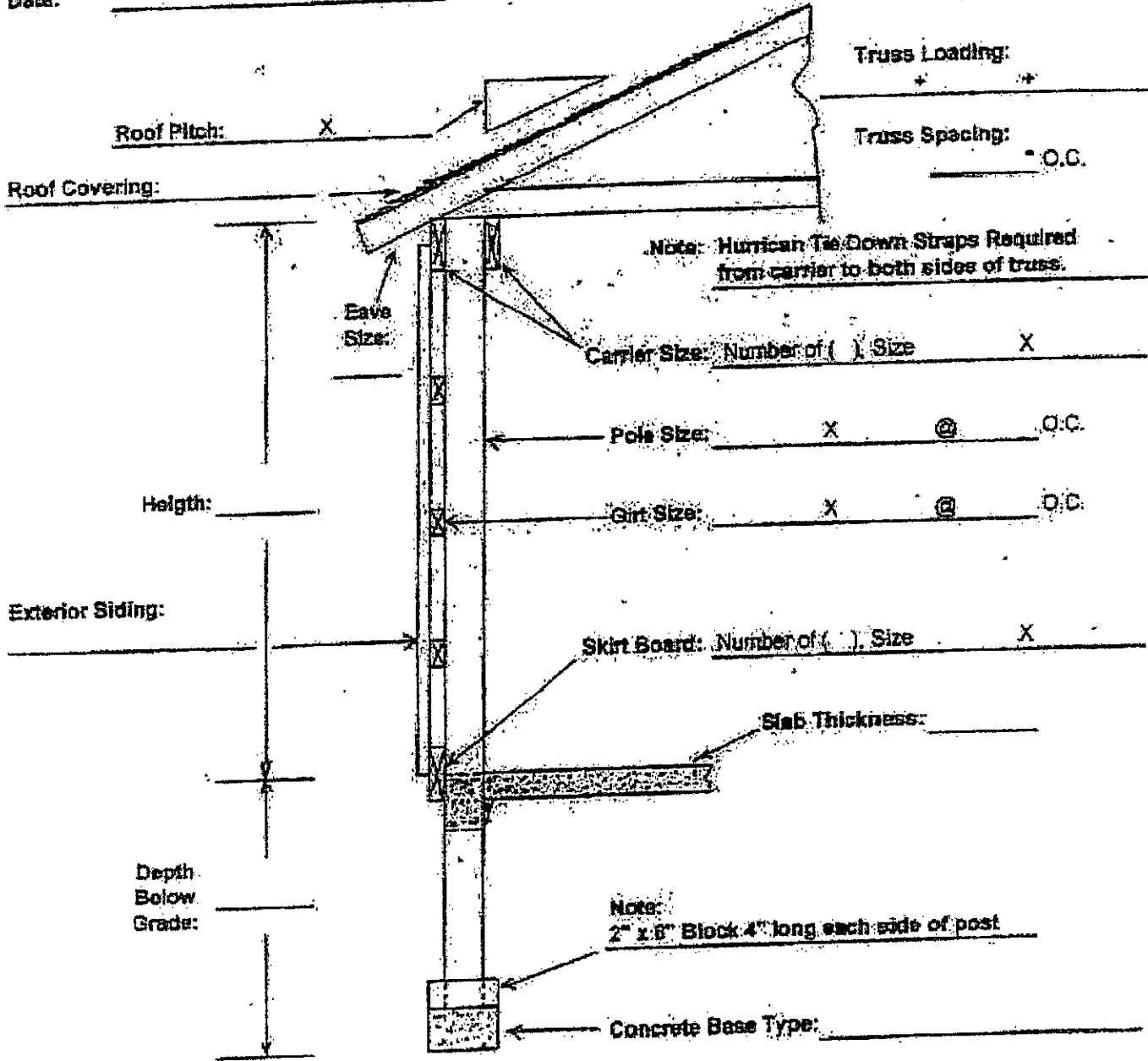
*The Zoning Administrator may request additional documentation to determine compliance with Solon Township Ordinances. Applicants must comply with Solon Township Sign Ordinances.*

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Pole Barn Construction

Please complete and submit with application.

Owner: \_\_\_\_\_ Jobsite Address: \_\_\_\_\_  
 Date: \_\_\_\_\_ Building Size: \_\_\_\_\_ X \_\_\_\_\_



### Overhead or Sliding Door Sizes

Number of ( ) Size \_\_\_\_\_ X \_\_\_\_\_ Header: \_\_\_\_\_  
 Number of ( ) Size \_\_\_\_\_ X \_\_\_\_\_ Header: \_\_\_\_\_



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**BUILDING  
INSPECTIONS**

Jeff Knapp  
616-984-0035

**ELECTRICAL  
INSPECTIONS**

COLT JACOBS  
616-318-2084

**MECHANICAL/PLUMBING  
INSPECTIONS**

JEFF BIEGALLE  
616-438-5957

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There are a number of inspections required in each of the four areas – 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.

**Spencer Township  
Kent County Michigan**

616-984-0035 fax 6169842207  
E-Mail- [building@spencertwp.org](mailto:building@spencertwp.org)

**Pole Structure Requirements**

1. Pole type structures shall have a minimum of 4x6 poles with .60 treatment.
2. All poles shall be set on concrete and a minimum of 42" below finish grade.
3. Structures 32' (+) wide shall have 6x6 poles.
4. Pole Structures with walls greater than 10' in height shall have 6x6 poles or provide engineering.
5. All pole buildings greater than 24' in width, with a shingle roof and trusses 24" on center shall have a minimum of 2-12x12 carriers.
6. All pole structures with storage lofts shall have double carriers or engineered drawings specifying size of carriers and nailing schedule.
7. Pole buildings over 40' in width shall be engineered and provide sealed drawings.
8. Footings must be poured "in-place" (no precast cookies are allowed).
9. Construction drawings are required to obtain a building permit regardless of how "typical" the building is.

Post Footing Requirements				
Building Width	Sand	Mix	Clay	Carriers (8" c.c)
24'	24"	18"	16"	2 - 2 x 10
26'	24"	20"	16"	2 - 2 x 12
28'	24"	20"	18"	2 - 2 x 12
30'	24"	20"	18"	2 - 2 x 12
32'	24"	20"	18"	2 - 2 x 12
34'	24"	24"	20"	2 - 2 x 12
36'	24"	24"	20"	2 - 2 x 12
38'	24"	24"	20"	2 - 2 x 12
40'	24"	24"	20"	2 - 2 x 12
<b>Over 40' Requires Engineering</b>				
<b>Post Pad Thickness+ ½ the Diameter of the Required Hole</b>				

\*\*\*Note: Concrete for the footings must be mixed prior to placing in the hole dry mixing is not an accepted practice.\*\*\*

This list of requirements is intended to assist the permit applicant. The information on this sheet is not an inclusive list. The Michigan Residential and Building Code contains more information that impacts these types of projects.