

COLUMBIA CHARTER TOWNSHIP BUILDING PERMIT CHECKLIST

*****COMMERCIAL & INDUSTRIAL PROJECTS GO BEFORE THE PLANNING COMMISSION FOR SITE PLAN REVIEW PRIOR TO PERMIT ISSUANCE*****

COLUMBIA CHARTER TOWNSHIP REQUIRES:

- 1. Proof of Ownership: (Warranty Deed/Land Contract-new owner) _____
- 2. Completion of Building Permit Application _____
- 3. Homeowner Affidavit Completed if work being done by homeowner _____
- 4. Zoning Compliance Completed _____
- 5. 2 Sets of Plans/Blueprints (Lake Columbia only-1 set signed by LCPOA) _____
- 6. Site Drawing (Lake Columbia only-1 drawing must be signed by LCPOA) _____
- 7. If you are NOT on the public sewer system, contact Health Dept. for a Septic Permit (New Homes & added bathrooms) _____
- 8. Grinder can request filled out and returned to Columbia Charter Twp, if you are within 300 ft of the public sewer _____
- 9. Well (New Homes) _____
- 10. Driveway Permits (unless Private Road) _____
- 11. Soil Erosion Permit from the JCDOT (517) 768-6224 _____
- 12. Builder's License & Insurance (Current Copy of information to be on file) _____

FOR OFFICE USE ONLY:

Before Certificate of Occupancy Issued:

- Electrical, Mechanical & Plumbing Final
- Health Department Well & Septic Certificate of Approval
- Soil Erosion, if necessary
- Start-up for Sewer Completed by Columbia Charter Twp if applicable – Date _____
- Check for Total Number of Inspections & Bill for Extra Inspections
- Certificate of Occupancy Issued: Builder _____ or Homeowner _____
- Manufactured/Modular Homes: Serial # _____ and/or Model # _____
- Homestead Exemption Form

PLEASE ALLOW A MINIMUM OF 14 DAYS TO PROCESS THIS APPLICATION

From: Building Department
Columbia Charter Township
8500 Jefferson Road
Brooklyn, MI 49230
(517) 592-2000
www.twp.columbia.mi.us

Office Hours
Mon-Thurs, 7:30 A.M. – 5:00 P.M.
Closed Friday, Saturday & Sunday

BOCA Basic Building Code – Section 114.01 Permits:

114.01 Action of Application: The Building Official shall examine or cause to be examined all applications for permits and amendments thereto within a reasonable time after filing. If the application or the plans DO NOT conform to the requirements of all pertinent laws, he shall reject such application in writing stating the reasons therefore. If he is satisfied that the proposed work conforms to the requirements of the Basic Code and all laws and ordinances applicable thereto, he shall issue a permit therefore as soon as possible.

Columbia Charter Township Building Permit Application Mandatory Procedure:

1. Proof of Ownership: Warranty Deed or Land Contract. The person holding the land contract will need to give written permission stating there are no objections to the application or construction on this parcel, etc.
2. Completion of Building Permit Application
3. Two (2) complete sets of construction plans with specifications that meet BOCA code. Include the following with the construction plans:
 - **Plot Plan:** Showing setbacks, as stated in Columbia Charter Township Zoning Ordinance for this parcel of land, and dimensions of the land.
 - **Foundation Plan:** With Dimensions
 - **Floor Plan:** Show each floor with dimensions
 - **Cross Section:** Show specifications and energy code and basement or crawl space construction.
 - **Rescue or Egress windows in basement:** Must have a minimum clear opening of 5.7 sq.ft. The minimum net clear opening dimension shall be 24” and the minimum net clear opening width dimension shall be 20”.
 - **Scale of Plans:** ¼” to 1’
 - **Attached Garage:** Shall be constructed the same as the house with treated bottom plate
4. Approved permits from the Jackson County Health Department, located at 1715 Lansing Ave., Ste 221, Jackson, MI 49202, (517) 788-4433, for well and septic systems
5. The lot lines and the construction (house or addition) must be staked out. The establishment of the lot lines is the owner’s responsibility.
6. It is advisable to make application to the appropriate companies for electrical and gas service at the time the building permit is filed. Consumers Energy Request Center telephone number is (800) 272-5122.
7. If the construction is at Lake Columbia, you should contact their office for possible deed or bylaw restrictions

8. If the homeowner is doing the work, he/she will have to sign an affidavit of doing own work.
9. If the general contractor is doing the work, he will have to sign the permit and list the following:
 - License Number with expiration date
 - MESC Number
 - Federal ID Number
 - Workman's Comp and Insurance Carrier
10. One set of construction plans will be kept on permanent file by the Building Department of Columbia Charter Township. The second set will be returned with the building permit and must be on site.
11. Must submit required documents to Jackson County Department of Transportation Office for any activity within 500 feet of a lake/stream/conduit or involving 1 acre or more of land, to determine if a soil erosion permit is needed.
12. A driveway permit must also be obtained prior to applying for your building permit. Contact the Jackson County Department of Transportation, 2400 Elm Road, Jackson, MI 49201. Their telephone number is (517) 788-4230.
13. Commercial buildings require fire prevention application/permit.

After the Permit is Issued:

- Post the permit so that it is visible from the road and the inspections can be noted. The inspections are not completed until the card is signed by the inspector(s).
- For ALL inspections, PLEASE CALL THE INSPECTOR DIRECTLY. Inspector's numbers are found on the permit you received from the township.

After the final inspections are completed, a Certificate of Occupancy from the Zoning Administrator will be issued upon request. Please call the Township office.

Extra Inspections

The Building Permit, Electrical Permit, and Mechanical Permit fees cover the permit cost and necessary inspections. Any inspections scheduled which cannot be approved will incur an additional charge equal to the current charge per inspection.

Permits are issued for one (1) year. Upon expiration of this permit, contact the office for an inspection to renew the permit. Renewal permits are issued for six (6) months only.

Sewer

If you are in the sanitary sewer district in Columbia Charter Township, please remember there is a 20-foot-wide permanent easement, centered on the grinder pumps, sewer lead and electrical lines of your house. You are NOT to build in this easement any sort of structure or place any other items, including plants, rocks, or other types of landscaping, in the easement. Doing so is prohibited.

Application for Plan Examination and Building Permit

COLUMBIA CHARTER TOWNSHIP
8500 JEFFERSON ROAD
BROOKLYN, MI 49230

COST OF CONSTRUCTION _____

CHECK FOR ANY DEED RESTRICTIONS
APPLICABLE TO THIS PROPERTY AND/OR THIS
CONSTRUCTION

APPLICANT TO COMPLETE ALL ITEMS IN SECTIONS I, II, III, IV, V, AND VI
Please Note: Separate applications must be made to the appropriate division for Plumbing, Mechanical, Sewer and
Electrical work

I. PROJECT LOCATION

ADDRESS _____

PARCEL # _____

CITY _____ TOWNSHIP _____ ZIP CODE _____

II. IDENTIFICATION

A. OWNER OR LESSEE

NAME _____ E-MAIL ADDRESS _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

B. ARCHITECT OR ENGINEER

NAME _____ E-MAIL ADDRESS _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

C. CONTRACTOR

NAME _____ E-MAIL ADDRESS _____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

BUILDERS LICENSE NUMBER _____ EXPIRATION DATE _____

FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION _____

WORKERS COMPENSATION INSURANCE CARRIER OR REASON FOR EXEMPTION _____

MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION _____

III. TYPE OF IMPROVEMENT AND PLAN REVIEW

A. Type of Improvement

- | | | | |
|--|--|---|------------------------------------|
| 1. <input type="checkbox"/> New Building | 2. <input type="checkbox"/> Addition | 3. <input type="checkbox"/> Alteration | 4. <input type="checkbox"/> Repair |
| 5. <input type="checkbox"/> Demo | 6. <input type="checkbox"/> Mobile Home Set-Up | 7. <input type="checkbox"/> Foundation Only | |
| 8. <input type="checkbox"/> Premanufacture | 9. <input type="checkbox"/> Relocation | | |

B. Reviews to be performed

1. Building 2. Plumbing 3. Mechanical 4. Electrical 5. Energy

IV. PROPOSED USE OF BUILDING

A. Residential- for "demolition", Show most recent use

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> One Family | <input type="checkbox"/> Two or more Family | <input type="checkbox"/> Hotel, Motel | |
| No. of Units _____ | | No. of Units _____ | |
| <input type="checkbox"/> Attached Garage | <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Finish Basement | <input type="checkbox"/> Pool <input type="checkbox"/> Other |

B. Non-Residential- For "demolition", show most recent use:

- | | | |
|---|--|--|
| <input type="checkbox"/> Amusement | <input type="checkbox"/> Church, Religious | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Parking Garage | <input type="checkbox"/> Service Station | <input type="checkbox"/> Hospital, Institutional |
| <input type="checkbox"/> Office, Bank, Professional | <input type="checkbox"/> Public Utility | <input type="checkbox"/> School, Library,
Educational |
| <input type="checkbox"/> Store, Mercantile | <input type="checkbox"/> Tanks, Towers | <input type="checkbox"/> Other |

Non-Residential – Describe, in detail, proposed use of building, e.g. food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

V. SELECTED CHARACTERISTICS OF BUILDING

A. Principle Type of Frame

- | | |
|--|--|
| <input type="checkbox"/> Masonry, Wall Bearing | <input type="checkbox"/> Reinforced Concrete |
| <input type="checkbox"/> Wood Frame | <input type="checkbox"/> Other |
| <input type="checkbox"/> Structured Steel | |

B. Principle Type of Heating Fuel

Gas Oil Electricity Coal Other

C. Type of Sewage Disposal

Public or Private Company Septic System

D. Type of Mechanical

Will there be air conditioning? Yes No Will there be an elevator? Yes No

E. Dimensions

Number of Stories _____ Floor Area: 1st & 2nd floor _____
3rd -10th floor _____ 11th – above floors _____
Total Areas _____ Total Area (sq ft) _____

F. Number Of Off Street Parking Spaces

Enclosed _____ Outdoors _____

VI. APPLICANT INFORMATION

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name _____ Telephone Number _____

Address _____ City _____ State _____ Zip _____

Federal I.D. No. _____

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 to the best of my knowledge. _____

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, 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.

Fee Enclosed \$ _____

Signature of Applicant _____ Date _____

VII. VALIDATION

Building Permit Number _____ Issue Date _____

Total Permit Fee \$ _____

Approved BY: _____

Authority: P.A. 230 of 1972, as amended
Completion: Mandatory to Obtain Permit
Penalty: Application must be completed, signed and proper fee enclosed

COLUMBIA CHARTER TOWNSHIP WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS

Table 3-4¹
SITE DEVELOPMENT REQUIREMENTS¹

All principal land uses, structures and buildings shall comply with the site development requirements of Table 3-4 unless otherwise specified by this Ordinance. See Footnote 1.

See Section 3.7 for the Residential Manufactured Housing Community site development requirements.

See Article 4 for Planned Unit Development (PUD) site development requirements.

See Section 20.8 for accessory structure and building requirements.

Zoning District	Minimum Lot Area	Minimum Lot Width and Frontage	Maximum Building Heights	Maximum Lot Coverage	Minimum Yard Setback ⁴		
					Front ⁴	Side ⁴ (each)	Rear ⁴
AG Agricultural	1 acre	200 ft. ²	35 ft. ³ and 2.5 stories	10%	35 ft. ⁴	20 ft. ^{4,5}	50 ft. ⁴
RR Residential Rural	20,000 sq. ft.; 35,000 sq. ft. for TFD	90 ft. ²	35 ft. ³ and 2.5 stories	20%	35 ft. ⁴	20 ft. ^{4,5}	50 ft. ⁴
RS Residential Suburban	10,000 sq. ft.; 15,000 sq. ft. without SS	80 ft.; ² 110 ft. for TFD	35 ft. ³ and 2.5 stories	30%	25 ft. ⁴	10 ft. ^{4,5}	25 ft. ⁴
RLS Residential Lakefront Suburban	10,000 sq. ft.; 15,000 sq. ft. without SS	80 ft.; ²	35 ft. ³ and 2.5 stories	30%	25 ft. ⁴	10 ft., ^{4,5}	50 ft. for waterfront lot, otherwise 25 ft. ⁴
RU Residential Urban	5,000 sq. ft.; ¹⁰ 15,000 sq. ft. without SS	60 ft. ²	35 ft. ³ 2.5 stories	40%	20 ft. ⁴	10 ft. ^{4,5}	25 ft. ⁴
R-MF Residential Multiple Family	10,000 sq. ft.; 15,000 sq. ft. without SS	80 ft. ²	40 ft. ³ 3.0 stories	25%	25 ft. ⁴	10 ft. ^{4,5}	25 ft. ⁴
GO General Office	30,000 sq. ft.	150 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	15 ft. ^{4,6}	35 ft. ⁴
C-1 Commercial Local	15,000 sq. ft.;	100 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	15 ft. ^{4,6}	35 ft. ⁴
C-2 Commercial General	30,000 sq. ft.	200 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	15 ft. ^{4,6}	35 ft. ⁴
C-3 Commercial Highway Service	30,000 sq. ft.	200 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	15 ft. ^{4,6}	35 ft. ⁴
I-1 Industrial Light	1 acre ⁸	200 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	25 ft. ^{4,6}	35 ft. ⁴
I-2 Industrial General	2 acres ⁸	200 ft. ²	35 ft. ³	50%	35 ft. ^{4,7}	25 ft. ^{4,6}	35 ft. ⁴
R&D Research & Development	5 acres ⁹	250 ft. ^{2,9}	35 ft. ³	50%	35 ft. ^{4,7}	15 ft. ^{4,6}	35 ft. ⁴

TFD = Two family dwelling SS = Sanitary Sewer

See following pages for Table 3-4 Footnotes.

Columbia Charter Township
Property Owner's Affidavit

To be signed by the actual owner requesting permission to do his/her
own work

The undersigned, having made application to Columbia Charter Township for a Building Permit and having been advised as to the provisions of Public Act 299 of the public acts for the year 1980, as amended, requiring that any persons engaging in the business of a residential builder, and so forth, shall be licensed, says the he is exempt from the provisions of the act by reason of

DOING OWN WORK AT:

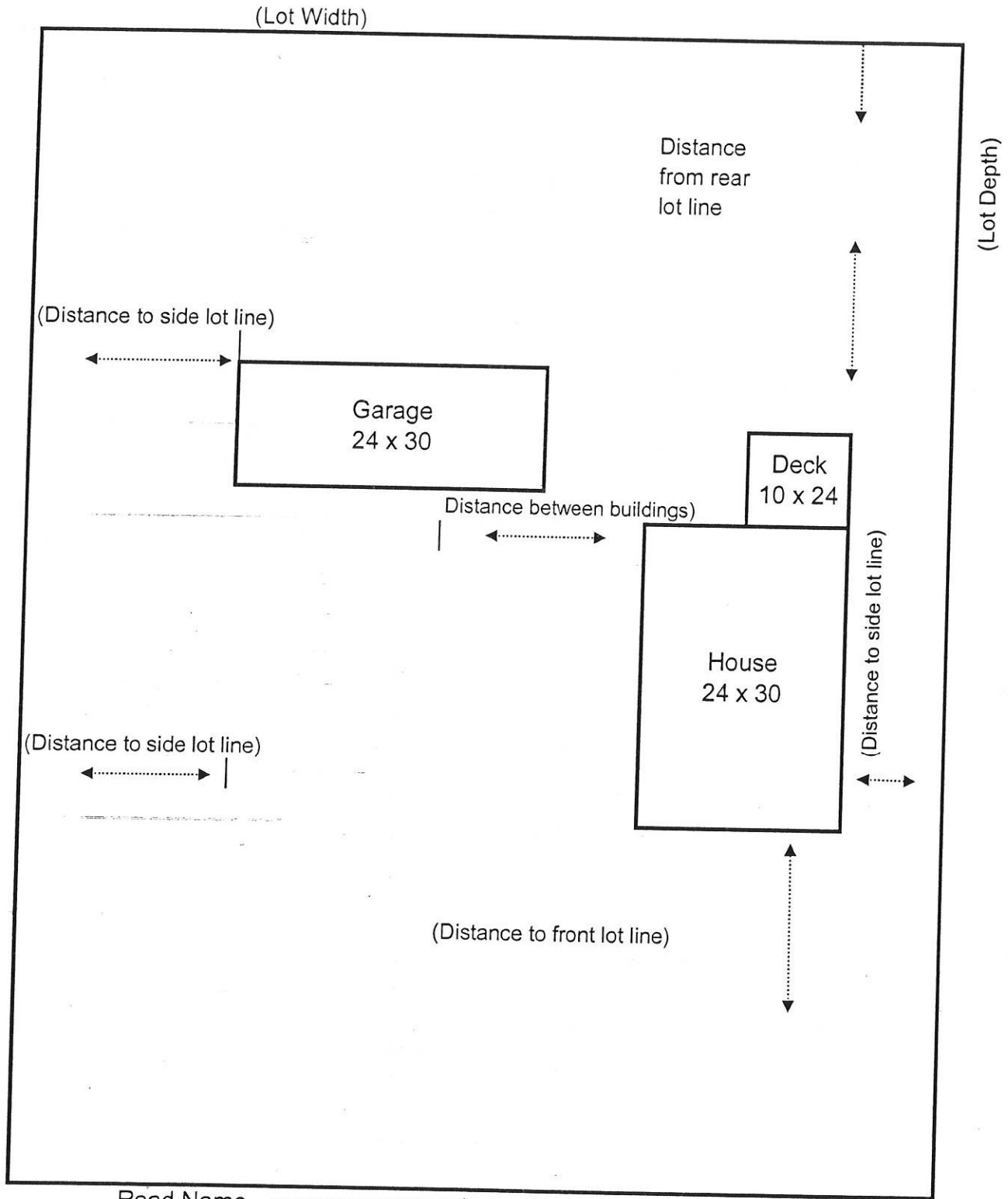
Signature of Owner:

Print Full Name:

Property Address:

X. Site or Plot Plan- For Applicant use

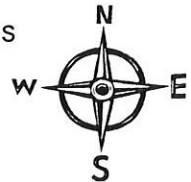
SAMPLE



Road Name

Information needed on site Plan: To include overhead power line locations

Indicate direction of north within the circle:



SITE OR PLOT PLAN- FOR APPLICATION USE

