



LINCOLN CHARTER TOWNSHIP

2055 West John Beers Road • P.O. Box 279 • Stevensville, MI 49127-0279 • (269) 429-1589 • FAX (269) 429-0880

Application for Building Permit and Plan Examination

Authority: P.A.230 of 1972, as amended
Completion: Mandatory to obtain permit
Penalty: Permit will not be issued

The Lincoln Charter Township Department of Building Safety will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

APPLICANTS TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V AND VI.
NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED
FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS

I. PROJECT INFORMATION

DATE: _____ PROJECT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BETWEEN _____ AND _____

II. IDENTIFICATION

A. OWNER OR LESSEE

NAME: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____

CELL PHONE: _____ FAX: _____ EMAIL: _____

B. ARCHITECT OR ENGINEER

NAME: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____

CELL PHONE: _____ FAX: _____ EMAIL: _____

LICENSE NUMBER: _____ EXPIRATION DATE: _____

C. CONTRACTOR

NAME: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____

CELL PHONE: _____ FAX: _____ EMAIL: _____

BUILDERS LICENSE NUMBER: _____ EXPIRATION DATE: _____

FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION: _____

WORKERS COMP 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. ☐ NEW BUILDING 2. ☐ ADDITION 3. ☐ ALTERATION 4. ☐ REPAIR 5. ☐ DEMOLITION
6. ☐ MOBILE HOME SET-UP 7. ☐ FOUNDATION ONLY 8. ☐ PREMANUFACTURE 9. ☐ RELOCATION 10. ☐ SPECIAL INSPECTION

Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost.

B. REVIEW(S) TO BE PERFORMED

BUILDING ☐ ELECTRICAL ☐ MECHANICAL ☐ PLUMBING ☐ ZONING ☐

REQUIRED ITEMS NEEDED FOR A CONSTRUCTION PROJECT: SITE PLAN, FLOOR PLAN, EXTERIOR OF ALL ELEVATIONS DRAWING, CROSS-SECTION DRAWING. 2 SETS OF DRAWINGS NEEDED FOR RESIDENTIAL AND 2 SETS OF DRAWINGS NEEDED FOR COMMERCIAL OR INDUSTRIAL PROJECTS.

IV. PROPOSED USE OF BUILDING

A. RESIDENTIAL

1. ☐ ONE FAMILY 2. ☐ TWO OR MORE FAMILY # OF UNITS _____ 3. ☐ HOTEL, MOTEL # OF UNITS _____
4. ☐ ATTACHED GARAGE 5. ☐ DETACHED GARAGE 6. ☐ OTHER _____

B. NON-RESIDENTIAL

7. ☐ AMUSEMENT 8. ☐ CHURCH, RELIGION 9. ☐ INDUSTRIAL 10. ☐ PARKING GARAGE
11. ☐ SERVICE STATION 12. ☐ HOSPITAL INSTITUTIONAL 13. ☐ OFFICE, BANK, PROFESSIONAL
14. ☐ PUBLIC UTILITY 15. ☐ SCHOOL, LIBRARY, EDUCATIONAL 16. ☐ STORE MERCANTILE
17. ☐ TANKS, TOWERS 18. ☐ OTHER

C. TYPE OF SEWER SYSTEM AND WATER SUPPLY

PUBLIC SEWER ☐ SEPTIC SYSTEM ☐ PUBLIC WATER ☐ PRIVATE WELL ☐

DESCRIBE WORK AND TYPE OF STRUCTURE:

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: _____ PHONE: _____ CELL PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

FEDERAL I.D. NUMBER _____ FAX# _____

I HEREBY CERTIFY THAT THE OWNER OF RECORD AUTHORIZES THE PROPOSED WORK AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HERS AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL THE APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND AND AGREE, THAT BY SIGNING THIS DOCUMENT I AM RESPONSIBLE FOR ENSURING THAT ANY IMPROVEMENTS TO THE PROPERTY ARE IN COMPLIANCE WITH ALL HOMEOWNER OR SUBDIVISION ASSOCIATION RESTRICTIONS.

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 subjected to civil fines.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

VALUE OF WORK \$ _____

New Permit Cost: _____

Re-Open Expired Permit (\$75.00 Fee): _____

All permit applications must include payment of cash or check at the time or submission to be processed.