

ARCHITECTS - ENGINEERS - CONTRACTORS - DEVELOPERS

HOLLAND CHARTER TOWNSHIP BUILDING PERMIT REQUIREMENTS FOR COMMERCIAL, INDUSTRIAL AND MULTI-FAMILY DWELLINGS

APPLICATION: All plans must be accompanied by a **completed** form titled: "APPLICATION FOR BUILDING PERMIT AND PLANS EXAMINATION". Incomplete applications will be returned to the applicant. You may also attach additional instructions to the application form that clarifies what you want us to do with your plans, such as: demolition, site plan review, foundation permit, shell permit, tenant space finish, or full building permit. When a project is broken into 2 or more permits, (i.e.: footings and above grade) a separate application and plans must be submitted for each phase of the project.

ZONING SITE PLAN REVIEW: A site plan review by the Zoning Administrator or the Planning Commission is required for all new buildings and additions. When done by the Zoning Administrator, we would prefer to do this review in conjunction with the building permit review.

PLANS: Submit 2 **complete** sets of plans that contain a site plan; floor plans of all floor levels, including mezzanines; elevation views; a foundation plan with details; an electrical plan; a mechanical plan and a plumbing plan. A third set of site plans for use by the water and sewer department will expedite the permit but is not mandatory.

SEALS: With few exceptions, state law requires all plans to be sealed. An architect or engineer is required to seal, sign and date all sheets of all plans, specifications and reports. As an alternative, the plans may contain a sealed, signed and dated index sheet (those sheets listed on the index are considered sealed). If additional sheets are added (such as a site plan, a mechanical plan, an electrical plan, a plumbing plan, etc.) by others, those sheets must also be sealed, signed and dated by the person who prepared them or be listed on the index sheet. All seals and signatures must be **original** (not a blue line or copy).

SOIL REPORT: A soil report is required for all new buildings and building additions. The soil report must come from a soils engineer and include the data that was used as a basis for the report. A permit for a project that includes foundations cannot be issued until soil report issues are resolved.

SPECIAL INSPECTIONS: A special inspections statement is required for most projects and is required by the code to be prepared by the licensed design professional (Architect/Engineer). The code also requires the special inspections statement to be approved prior to the issuance of the building permit. A form for this purpose is available from our office upon request.

ENERGY CODE COMPLIANCE DOCUMENTS: Submit an energy code compliance document for the building envelope, the electrical, and the HVAC systems. **These documents must be prepared by and signed by a licensed architect or engineer.** Forms can be downloaded from the US Dept of Energy website at www.energycodes.gov (ANSI/ASHRA 90.1-2007)

ROAD COMMISSIONER: For new driveways contact Mr. John Gutierrez of the Ottawa County Road Commission at (616) 842-5400 for approval of your driveway design.

DRAIN COMMISSIONER: For new buildings, additions or additional paving of parking areas contact the Ottawa County Drain Commission at (616) 994-4530 for approval of your storm water management plan. A soil erosion permit is also required from the Drain Commissioners office before moving dirt on a site that is near a ditch or stream or if the site is more than 1 acre in size.

PARTIAL PERMITS: The issuance of a permit for a portion of the building is not a guarantee that you will be able to obtain additional permits to complete the project. We discourage partial permits because of the extra work they create for you and for us, but we also acknowledge that they are sometimes necessary. A separate application and the number of plans listed above must be submitted for *each* permit (i.e. foundations permit, shell permit, full permit, tenant finish permit, etc.).

TO EXPEDITE YOUR PERMIT:

The more of the items listed below that are shown on your plans, the faster we can process your plans:

- ❑ **Provide your fax number and/or email address and the cost of the entire project.**
- ❑ Submit all of the plans, specifications and documents at the same time as a package (as opposed to plans one day, special inspector reports two days later). If we send you a plan review letter requesting additional information, wait until you have all the information and bring it all in as a package.
- ❑ If you received a zoning board variance or planning commission approval or township board approval, attach a copy of the approval letter, or at a minimum, indicate the date the project was approved and by which governing body.
- ❑ Indicate the square footages, the zoning district, the construction type, use group(s) and all other pertinent information.
- ❑ If your plans show a fire rating on a building component, be sure to include the UL Fire Resistance Design Manual design number or the Gypsum Design Manual design number (or other source of the rating) for the rated assembly. A copy of the assembly details from these manuals, or your own detail drawing, that shows exactly how to construct the assembly will also be required.
- ❑ List all of the design loads. Please note that Section 1603 of the Michigan Building Code requires the design professional to specifically list a number of design loads, including seismic, on the construction documents.

INSPECTIONS:

The following *minimum* inspections are required:
*Please provide a **MINIMUM** of 24 hours notice for inspections.*

FOUNDATIONS:

- 1) After the footer forms and re-bar is installed and before placing the concrete in the forms.
- 2) After the wall forms and re-bar is installed and before placing the concrete in the forms.
- 3) After thickened slab areas are prepared and the vapor barrier installed and before the concrete is placed on the ground.
- 4) If rigid insulation is used below grade, an insulation inspection is required.
- 5) After the tile, stone and tar is installed and before backfill.

Note: Special inspectors may be contracted to perform some or all of the above.

ROUGH-IN:

After the building is weather tight, the electrical, mechanical and plumbing have been approved and the fireblocking and draftstops are installed, but prior to insulation or drywall. The “special inspectors” should have completed their structural inspections at this stage of the construction.

FLASHING AND WEATHER BARRIER:

After the weather barrier is installed and the flashing installed on all openings, but before any brick or other siding is installed.

INSULATION:

After all the rough in inspections are approved but before the insulation is concealed by drywall or other finishes.

FINAL:

After the building is complete but prior to moving ***anything*** into the new/remodeled area of the building. When special inspectors are involved, we will need their final summary report prior to scheduling a final inspection. A certificate of use and occupancy will not be issued until after the electrical, mechanical and plumbing trades have also been approved and all re-inspection fees are paid.

Inspection requests must be made by personal contact or on fax forms available from our office for this purpose.