



CITY OF  
HILLSDALE

97 NORTH BROAD STREET  
HILLSDALE, MICHIGAN 49242-1695  
(517) 437-6455 FAX: (517) 437-6448  
kthomas@cityofhillsdale.org

## Permit Application Requirements for Construction Projects City of Hillsdale

**Proof of ownership** (deed) if requested – Hillsdale County Register of Deeds (517)437-2231

**Property Address** – contact Hillsdale City Assessor at (517)437-6456 for new construction or confirmation of existing addresses to use for new construction or conversion of existing building to multiple units. All addresses shall be in compliance with Chapter 30 of the Hillsdale Municipal Code.

**Property description** – Parcel number and plat map. Combination is required for projects where the site plan will cover more than one separately described parcel of property. Submit written request and obtain written approval from the Hillsdale City Assessor prior to submission of site plan. If project requires division of an existing parcel, application must be made and approval obtained in compliance with Chapter 18 of the Hillsdale Municipal code. Surveys may be required where existing description does not adequately describe the site. Contact the Hillsdale City Assessor at (517)437-6456 for applications or questions.

**MISS DIG:** Call (800)482-7171 prior to any digging for marking of all underground lines on proposed site.

### **1. CITY OF HILLSDALE PERMIT REQUIREMENTS:**

- a. **Site Plan Review for Zoning Compliance Permit** – submit scaled site plan with application and fee showing all property dimensions, new and existing structures and additions, setbacks, driveways, easements, water & sewer lines, wells, drain fields, septic tanks and overhead power lines. Also, have survey report and stakes set up at site for physical inspection by the Zoning Administrator. Refer to Commercial or Residential Site Plan Review Application packet for specific requirements. Contact the City Planning and Zoning Administrator at (517)437-6449 with any questions.
- b. **Right-of-Way Permit** – REQUIRED FOR ALL CONSTRUCTION PROJECTS! Applications are available from the City Clerk or the Department of Public Services. Construction along M-99 may also require approval from MDOT. Contact the Department of Public Services at (517)437-6490 with questions.
- c. **Water & Sanitary Sewer Main Connection** – Contact Hillsdale BPU at (517)437-3387. If no public water and/or sanitary sewer connection is available, contact the Branch/Hillsdale/St. Joseph Community Health Agency at (517)437-7395 to obtain well and/or septic permits. Plumbing permit also required.

### **2. COUNTY OF HILLSDALE PERMIT REQUIREMENTS** – Trade permits must be pulled and work overseen by licensed contractors except an owner may pull permits and oversee the work on his or her own single-family residence. Contact the Hillsdale County Inspection Department at (517)437-4130 to obtain applications and with questions about specific code requirements:

- a. **Soil Erosion & Sediment Control (SESC) Permit**
- b. **Plan Review** – Submit two (2) complete sets of blue prints, including approved site plan and Zoning Compliance Permit.
- c. **Building Permit** – Required for most projects
- d. **Electrical Permit** – Service inspection required prior to meter installation
- e. **Mechanical Permit**
- f. **Plumbing Permit**

City of Hillsdale Site Plan Review Process

**Residential Process:**

Completed required application

Submit (2) scaled site plans to the zoning administrator with:  
- parcel number - description of current buildings - the locations of proposed structure/alteration  
  
(If requested: Legal survey - legal property description - deed restrictions)

Zoning Administrator

Accepted

Zoning Compliance Permit

Declined

Owner Appeal

Zoning Board of Appeals

Comply with all conditions of approval

Zoning Compliance Permit

10 days

45 days

Site Plan Review Fee: \$50.00  
 Permit if Approved Fee: \$25.00

<b>For Office Use Only</b>	
<b>Date Received:</b>	
<b>Received By:</b>	
<b>Amount Paid/Check #</b>	



## RESIDENTIAL APPLICATION for SITE PLAN REVIEW

**LAND USE AND PLANNING DEPARTMENT**  
 97 N. Broad St Hillsdale, MI 49242  
 517-437-6449 Fax 517-437-6448

**PROJECT STREET ADDRESS** \_\_\_\_\_

OWNER NAME \_\_\_\_\_  
 APPLICANT NAME (IF NOT OWNER) \_\_\_\_\_  
 CONTRACTOR NAME (IF APPLICABLE) \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_  
 TELEPHONE NUMBER \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

**PROJECT INFORMATION**

**PROPOSED USE/ACTIVITY:**  
 (Please be specific)

**Additional Information:**

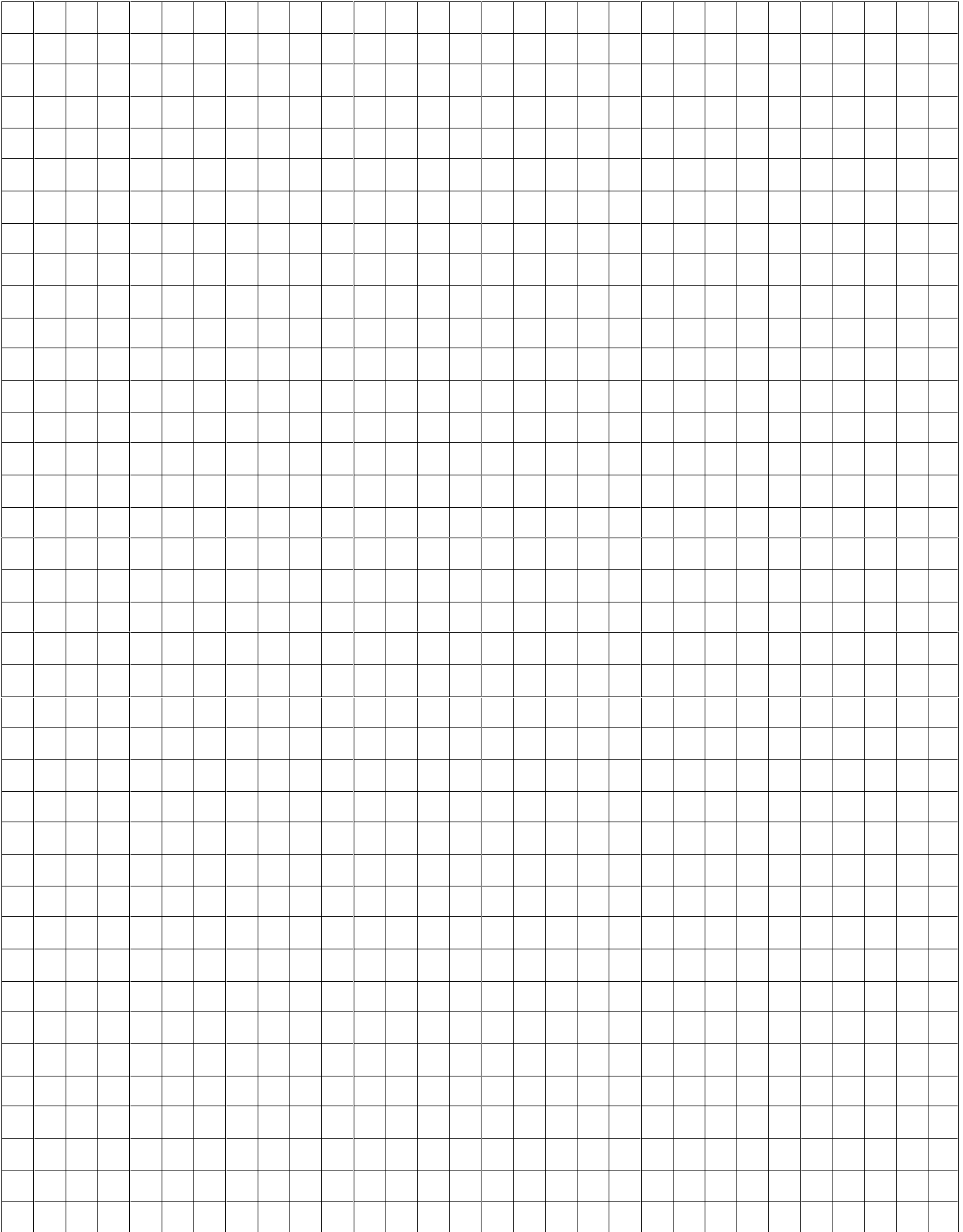
1. Attach or describe deed restrictions for the property in question.
2. Attach or describe the property according to the recorded legal description, deed or land contract.
3. What is the present use of the property \_\_\_\_\_.
4. Estimated completion date of project \_\_\_\_\_.

*I hereby certify that I am the owner or 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/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. If damages occur to the curb, sidewalk, terrace within the R.O.W. the owner will accept full responsibility and will be required to repair or replace damages at the owner's expense. I agree the statements made above are true, and if found not to be true, any Zoning Appeals Board ruling that may be issued may be void. Further I agree, any Appeals Board ruling and subsequent permit that may be issued is with the understanding all applicable sections of the City of Hillsdale Zoning Ordinance will be complied with. Also, I agree to notify the zoning administrator for the City of Hillsdale for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to enter the property subject to this permit application for purposes of inspection. Also I understand any zoning action by the Board of Appeals conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.*

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Submit drawing on back of application. Refer to Site Drawing Requirements for drawing content.**

**SITE OR PLOT PLAN** (Attach additional sheets, as necessary)





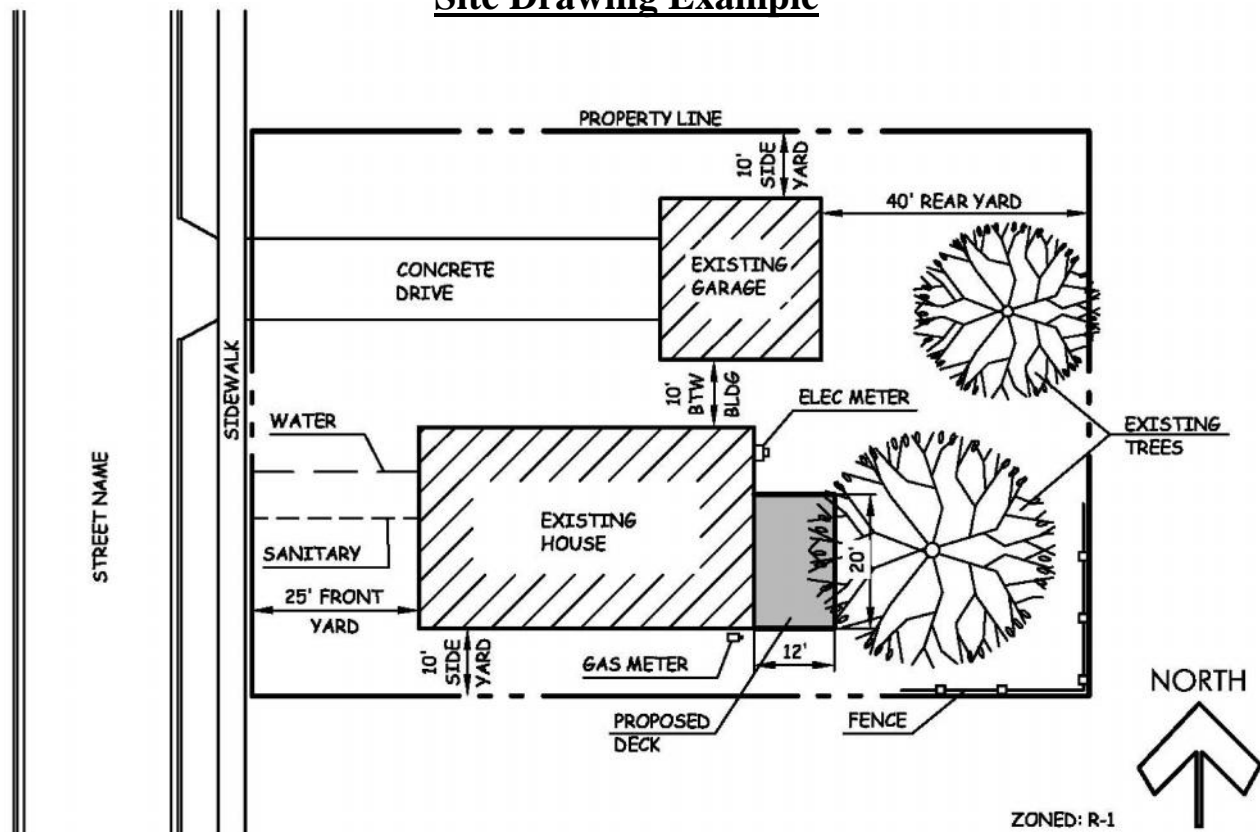
# SITE DRAWING REQUIREMENTS

LAND USE AND PLANNING DEPARTMENT  
 97 N. Broad St Hillsdale, MI 49242  
 517-437-6449 Fax 517-437-6448

The following information is required to be included in site plans submitted for review. Drawing must be to scale. The referenced standards shall apply to the items as listed below in the Table of Requirements and Standards.

Requirement	Standard
North Arrow	Clear and prominent, pointing to the top or right of the page.
Sidewalks (internal and external)	Sidewalk min. 4 ft. width
Required Building Setback	Front, rear and side per Sec. 36-411 Hillsdale Zoning Ordinance (see back of sheet)
Building Size(s), Use(s) and Location(s)	Existing, proposed, total per Sec. 36-411 Hillsdale Zoning Ordinance (see back of sheet)
Distance between buildings	At the closest point – per Michigan construction code as currently adopted by the City of Hillsdale, all applicable sections.
Building Height in feet	Per Section 36-411 Schedules of Regulations, Hillsdale Zoning Ordinance (See back of sheet)
Driveway Widths (internal and external)	Existing and Proposed
Driveway Construction	Concrete, Asphalt, Gravel, etc.
Utility Locations: existing and proposed	Water, Gas, Sanitary, Electrical
Landscaping	Existing and proposed trees
Fences	Existing and proposed fencing Fencing materials

## Site Drawing Example



**Sec. 36-411. Limitations on height, bulk, density and area by land use.**

Districts	Minimum Size Lot Per Unit		Maximum Height of Structures		Minimum Yard Setback (Per Lot in Feet)			Minimum Floor Area Per Unit (Square Feet)	Maximum Percentage of Lot Area Covered by All Buildings
	Area in Square Feet	Width in Feet	In Stories	In Feet	Front	Each Side	Rear		
R-1 One-Family Residential	(a) 8,400	(a) 70	2½	25	<b>25</b>	<b>8</b>	<b>35</b>	1,000	30%
RD-1 One-Family Residential	(a) 6,500	(a) 60	2½	25	<b>25</b>	<b>8</b>	<b>10</b>	1,000	30%
RD-1 Two-Family Residential	(a) 8,400	(a) 70	2½	25	<b>25</b>	<b>8</b>	<b>10</b>	1,000	35%
RM-1 Multiple-Family Residential		—	2½	30	<b>25</b>	<b>8</b>	<b>10</b>	1,000	35%

- a. In those instances where public sewers are not provided, all lot areas per dwelling unit shall equal at least 12,000 square feet. See sections 36-402 and 36-403 regarding exceptions as to lot area and density controls.

Complies With Zoning:      Height      Density      Required Set Back:      Front      Rear      Side      Side

Notes:

Approved      Denied      \_\_\_\_\_      Date \_\_\_\_\_

Zoning Permit Additional \$25.00 fee

Obtain and final any required permits from the Hillsdale County Inspection Department (517.437.4130) or the City of Hillsdale Department of Public Services (517.437.6490). Contact the Hillsdale Board of Power for utility questions (517.437.3387).

Received by \_\_\_\_\_  
Date \_\_\_\_\_  
Amount Rec' \_\_\_\_\_  
Check # \_\_\_\_\_  
  
Permit # \_\_\_\_\_



**CITY OF HILLSDALE**

City Hall  
97 N. Broad St.  
Hillsdale, Michigan 49242  
(517) 437-6490  
www.cityofhillsdale.org

**APPLICATION FOR PERMIT  
OCCUPANCY OF OR WORK WITHIN STREET RIGHT-OF-WAYS**

**TYPE:**

- APPLICATION FOR PERMIT
- APPLICATION FOR BLANKET ANNUAL PERMIT
- REQUEST TO COMMENCE WORK

**Post a copy of the  
Permit on-site**

Applicant's Name	Date	Contractor's Name	Date		
Mailing Address		Mailing Address			
City	State	Zip Code	City	State	Zip Code
Telephone Number			Telephone Number		

DESCRIPTION OF WORK OR USE:

LOCATION: (Drawing to be provided)

FACILITIES, STRUCTURES, OR EQUIPMENT TO BE INSTALLED:

TIME PERIOD:

COMMENCING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

THE FOLLOWING MUST BE SUBMITTED PRIOR TO PERMIT ISSUANCE:

- Certificate of Insurance
- Performance Bond \$ \_\_\_\_\_
- Construction Plan
- Subcontractor's Names
- Other

**NOTE: THIS APPLICATION BECOMES A VALID PERMIT ONLY UPON APPROVAL BY THE DIRECTOR, DEPARTMENT OF PUBLIC SERVICES AND/OR CHIEF OF CITY POLICE.**

**Staff Use Only**

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Recommendation for Issuance

Approved  Denied

Director Comments:

\_\_\_\_\_  
Director, Department of Public Services

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Recommendation for Issuance

Approved  Denied

Chief of Police Comments:

\_\_\_\_\_  
Chief of Police

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Bond Received \$ \_\_\_\_\_

Fee Received \$ \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Note: All payments must be received and recorded before permit is valid.

**Return Application to:**  
Department of Public Services  
149 Waterworks Drive  
Hillsdale, MI 49242  
**or**  
City of Hillsdale Clerk  
97 N. Broad St.  
Hillsdale, MI 49242  
**Or email to:** [jhammel@cityofhillsdale.org](mailto:jhammel@cityofhillsdale.org)

**INSPECTIONS MUST BE SCHEDULED  
MINIMUM 2 HOURS PRIOR TO  
COMMENCEMENT OF WORK.**





## CITY OF HILLSDALE

### RULES AND REGULATIONS PERMITS FOR OCCUPANCY OF AND WORK WITHIN STREET RIGHT-OF-WAYS

#### SECTION 1 – AUTHORITY

- A. These rules and regulations are promulgated pursuant to the provisions of Section 30-55 of Chapter 30 of the Hillsdale Municipal Code.

#### SECTION 2 – APPLICATION PROCEDURES

- A. Applicants for permits shall complete the permit form provided by the Department of Public Services and shall return the completed form to the **Public Services Building, 149 Waterworks Drive** or the **Clerk's Office, City Hall, 97 N. Broad Street**, together with such additional information which is required pursuant to Chapter 30 of the Hillsdale Municipal Code and these rules and regulations.
- B. Each application shall be reviewed by the Director of Public Services, or his designee, for compliance with the provisions of Chapter 30 and these rules and regulations. In addition, the following persons shall receive written notification that an application has been received and they shall be provided an opportunity to review the application prior to its approval: Director of Utilities, Police Chief, Fire Chief, and City Forester.
- C. If, in the opinion of the Director of Public Services, the application complies with the applicable provisions of Chapter 30 and these rules and regulations, then he shall notify the applicant that the application has been approved. If the application fails to comply with Chapter 30 and these rules and regulations, then the Director shall notify the applicant that the application has been denied. The Director may permit the applicant to submit additional information or to revise information previously submitted so as to cause the application to comply with Chapter 30 and these rules and regulations.
- D. If an application is approved, the Director shall prepare the necessary permit and shall determine the amount of any fees which the applicant must pay. The permit and the statement of fees shall be delivered to the City Clerk.
- E. Upon payment of the fees as determined by the Director of Public Services, the City Clerk shall deliver the permit to the applicant and shall notify the Director of Public Services that the permit has been issued.

#### SECTION 3 – REQUEST TO COMMENCE WORK

- A. Any person, firm, or corporation to whom an annual blanket permit has been issued shall apply to the Director of Public Services for permission to commence work pursuant to the annual blanket permit by submitting a request to commence work on the forms provided by this purpose. Such request to commence work shall be submitted in accordance with applicable provisions of Chapter 30.
- B. Each request to commence work shall be reviewed by the Director of Public Services to determine its compliance with the provisions of Chapter 30, these rules and regulations, and the annual blanket permit. The Director shall notify the following persons and shall provide them an opportunity to comment upon the request to commence work: Director of Utilities, Police Chief, Fire Chief, and City Forester.
- C. If, in the opinion of the Director, the request to commence work is in compliance with the applicable provisions of Chapter 30, these rules and regulations, and the annual blanket permit, then he shall approve the request and notify the applicant of such approval. If the request is not in compliance, then the request shall be denied and the applicant shall have the opportunity to submit a request to commence work which is in compliance. The Director may permit the applicant to submit additional information or to revise information previously submitted so as to cause the application to comply with Chapter 30 and these rules and regulations.

#### SECTION 4 – STREET CLOSINGS AND STREET OCCUPANCIES

- A. If an application or request to commence work approved pursuant to these rules and regulations requires the closing of a street to vehicular traffic, then the applicant shall notify the Chief of Police not less than twenty-four (24) hours prior to commencing the work which will necessitate the closing of the street of the dates and times when such street is required to be closed.
- B. Streets shall be closed only pursuant to directives issued by the Chief of Police in accordance with the provisions of the Uniform Traffic Code and shall be evidenced by temporary traffic control orders and/or by the Police Chief's endorsement on the permit, or, in the case of an annual blanket permit, on the request to commence work form.
- C. The Director may issue permits for the temporary occupancy or use of portions of the street right-of-way when such occupancy or use does not significantly impair the utilization of such right-of-way for vehicular or pedestrian traffic or when such occupancy or use is for a short duration. In reviewing applications for such permits, the Director shall consider the public safety and aesthetic considerations associated with such occupancy or use as well as the public benefit which such occupancy or use provides. If such occupancy or use involves a significant restriction on vehicular traffic, other than closing, the permit, or, in the case of an annual blanket permit, the request to commence work form, shall be endorsed by the Police Chief prior to issuance.

**SECTION 5 – STREET OPENINGS AND RIGHT-OF-WAY CONSTRUCTION**

- A. It shall be the responsibility of the applicant to contact “Miss Dig” prior to commencing any construction activities within the right-of-way so that all public utilities and other facilities can be located.
- B. It shall be the responsibility of the applicant to provide all necessary warning signs, barricades, flagmen and the like in accordance with the current Manual on Uniform Traffic Control Devices (MUTCD) Part 6 to insure that the public is safe from injury or damage to vehicles as a result of the construction activities.
- C. The applicant, upon completion of any construction, shall restore the right-of-way areas to a condition which is as good as or better than the condition which existed prior to the commencement of construction activities.
- D. The applicant shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other street installation such as sewers, culverts, etc. the applicant shall assume the full responsibility for this protection and shall not proceed with construction or excavation activities prior to receiving the approval of the Department of Public Services for the methods to be used. The applicant shall dispose of all surplus or unsuitable material outside of the limits of the streets.
- E. All trenches, holes and pits shall be filled with gravel, placed in successive layers not more than nine inches in depth, loose measure, and each layer shall be thoroughly compacted by mechanical tamping. Restoration shall be such that it will provide a condition equal to or better than the original condition.
- F. Street openings will be properly maintained by the applicant until the street surface is replaced.
- G. Bituminous surfaces must be replaced with bituminous materials compacted at a minimum of two lifts. Concrete surfaces must be replaced with concrete materials flush with the existing surface and properly finished.
- H. Materials used in construction, backfilling and repair operations shall comply with the State of Michigan, Department of Transportation specifications. These include the following:
  - 1. Aggregate types for backfilling.....22A and 23
  - 2. Asphalt type for replacement of street surface.....20AA
  - 3. Concrete type for replacement of concrete surface....Type 35P
- I. All vegetative areas shall be restored using top soil which is free of weeds and shall be seeded and protected from erosion.
- J. Street openings shall be made in such manner and with such tools as to produce straight edges. All such openings shall be rectangular in shape unless conditions warrant an irregular shape.

**SECTION 6 – SIDEWALK CONSTRUCTION, REPAIR, AND REPLACEMENT**

- A. All sidewalk work shall consist of constructing the sidewalk in a single course on a prepared subgrade.
- B. All sidewalks shall project one inch above finished grade and shall slope one quarter inch per foot toward the drainage side. Sidewalks shall be four inches thick except at driveway crossings which shall be six inches thick. Sidewalks shall be a minimum of five feet wide and a maximum of six feet wide. All walks shall meet the requirements of the Americans with Disabilities Act (ADA).
- C. All unstable subgrade material shall be removed and replaced with a minimum of four inches granular material or sand, compacted.
- D. Forms shall be clean and straight, composed of wood or metal. The forms shall be staked to line and grade in a manner that will prevent deflection or settlement. Forms shall be oiled before placing concrete. If the line of the sidewalk conflicts with trees adjacent to the sidewalk, the applicant shall notify the City Forester and Director prior to proceeding with the installation of forms.
- E. The base shall be thoroughly wetted and the concrete deposited thereon to the proper depth. It shall be spaded along the forms compressed and struck-off flush with the top of the forms. The surface shall be floated, edges and joints properly tooled, and finished with a brush to provide a non-slip surface.
- F. The applicant shall insure the use of appropriate materials which shall comply with the following specification:
- G. Expansion joints shall be placed every fifty feet or more often if required to prevent cracking of the sidewalk. Grooved joints a minim of on-half inch in depth shall be placed every five feet.
- H. Sidewalks and sidewalk ramps shall be constructed in accordance with the standard specifications of the Michigan Department of Transportation (MDOT).
- I. Driveway approaches shall be a minimum of ten feet in width and shall be constructed of concrete a minimum of six inches thick. Expansion joints shall be placed where the approach meets a sidewalk or street. Approaches shall be constructed in accordance with standards provided in Section 6E.

**SECTION 7 – INSPECTIONS**

- A. It shall be the responsibility of the applicant to contact the Department of Public Services at such times as inspections are required pursuant to these rules and regulations and in accordance with sound construction practices.
- B. At a minimum inspections shall be required at the following times”
  - 1. Sidewalks
    - a) After installing forms and prior to pouring concrete.
    - b) Upon completion of work and restoration of the area.
  - 2. Street Openings
    - a) Prior to commencing backfilling.

- b) Prior to commencing restoration of the street surfaces.
- c) Upon completion of work and restoration of the area.
- 3. Other Construction
  - a) Upon completion of work and restoration of the area.
  - b) At such other times as determined by the Director of Public Services.

**SECTION 8 – TREES**

- A. The applicant shall not remove, trim, cut roots from, or otherwise damage any tree growing within the street right-of-way without first having obtained the endorsement of the City Forester on the permit or, in the case of an annual blanket permit, on the request to commence work form.
- B. If during the course of any activities conducted pursuant to a permit granted in accordance with these rules and regulations the applicant finds that there is the possibility of interference with trees growing in the street right-of-way, the applicant shall immediately contact the Director of Public Services and the City Forester.

**SECTION 9 – INSURANCE AND BONDS**

- A. Any applicant proposing to conduct any activities involving construction within the right-of-way of streets in the City of Hillsdale shall provide evidence of liability insurance covering personal injury and property damage in the amount of not less than \$1,000,000 combined single limit. The applicant shall provide an endorsement naming the City of Hillsdale as an additional insured.
- B. The applicant shall keep such insurance in effect during all times that the applicant is conducting activities within the street right-of-ways.
- C. If the applicant is self-insured for personal injury and/or property damage risks, the applicant shall provide documentation of such self-insurance program and shall further agree to indemnify and hold the City harmless from any and all liability arising out of any activities conducted pursuant to the permit.
- D. If an applicant utilizes subcontractors in performing some or all of the work which is covered by a permit, each such subcontractor shall be required to comply with the provisions of this Section.
- E. Pursuant to the provisions of Section 30-37 of the Hillsdale Municipal Code, the Director shall determine the amount of the performance bond or cash deposit which shall be provided by the applicant prior to the issuance of the permit. In no case shall the amount of such performance bond or cash deposit required for a permit for construction activities within the traveled portion of any street be less than \$10,000.
- F. If an applicant provides a blanket bond to cover all bond requirements during a specified period of time, the amount of such bond shall be maintained at least equal to the amount required to satisfy the terms of all permits issued during that period of time.

**SECTION 10 – FEES**

- A. The following schedule shall be the fees as established for permits issued pursuant to these rules and regulations:

Application fee.....	\$20.00
Annual Blanket Permit.....	\$160.00
Sidewalk under 25 square feet.....	\$35.00
Sidewalk over 25 square feet.....	\$60.00
Driveway Approach Permit.....	\$60.00
Street Opening.....	\$110.00
Terrace.....	\$35.00
Storm Sewer Connection fee.....	\$160.00
Use of Traffic Control (if available).....	\$25.00
Curb Cut/Repair/Extension.....	\$60.00

- B. In addition to the fees indicated above, all work requiring inspections after 3:00 p.m. or on Weekends shall be subject to an additional fee of \$75.00 per hour (Minimum 2 hour charge) or portion thereof with personnel availability.
- C. Traffic control measures may incur additional fees.

# Hillsdale County Inspection Department

33 McCollum Street  
Hillsdale, Michigan 49242

Tel: 517-437-4130

Fax: 517-437-3233

## APPLICATION for PLAN EXAMINATION and BUILDING PERMIT

**IMPORTANT – Applicants Complete All Items in Sections: I, II, III, IV, V and VI**

<b>I. LOCATION of BUILDING</b>	Location (Street Number and Street Name)		Zoning District	
	Names of Cross Streets			
	Between		and	
	Subdivision	Lot Number	Block	Lot Size

### II. TYPE and COST of BUILDING – All Applicants Complete Parts A through D

<b>A. TYPE OF IMPROVEMENT</b> 1. <input type="checkbox"/> New Building 2. <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13) 3. <input type="checkbox"/> Alteration (See number 2 above) 4. <input type="checkbox"/> Repair, Replacement 5. <input type="checkbox"/> Wrecking (If multifamily residential, enter number units in building in Part D, 13) 6. <input type="checkbox"/> Moving (Relocation) 7. <input type="checkbox"/> Foundation Only	<b>D. PROPOSED USE</b> For "Wrecking" most recent use <b>Residential</b> 12. <input type="checkbox"/> One Family 13. <input type="checkbox"/> Two or more Family Enter number of units _____ 14. <input type="checkbox"/> Transient Hotel, Motel or Dormitory Enter number of units _____ 15. <input type="checkbox"/> Garage 16. <input type="checkbox"/> Carport 17. <input type="checkbox"/> Other (Specify) _____ _____ _____	<b>Nonresidential</b> 18. <input type="checkbox"/> Amusement, Recreational 19. <input type="checkbox"/> Church, other Religious 20. <input type="checkbox"/> Industrial 21. <input type="checkbox"/> Parking Garage 22. <input type="checkbox"/> Service Station, Repair Garage 23. <input type="checkbox"/> Hospital, Institutional 24. <input type="checkbox"/> Office, Bank, Professional 25. <input type="checkbox"/> Public Utility 26. <input type="checkbox"/> School, Library, other Educational 27. <input type="checkbox"/> Stores, Mercantile 28. <input type="checkbox"/> Tanks, Towers 29. <input type="checkbox"/> Other (Specify) _____
<b>B. OWNERSHIP</b> 8. <input type="checkbox"/> Private (Individual, Corporation, Nonprofit Institution, etc.) 9. <input type="checkbox"/> Public (Federal, State, Local Government)	(Omit Cents)	
<b>C. COST</b> 10. Cost of Improvement.....\$ _____ To be installed but not included in the above cost: a. Electrical.....\$ _____ b. Plumbing.....\$ _____ c. Heating, Air Conditioning.....\$ _____ d. Other (Elevator, etc.).....\$ _____ 11. TOTAL Cost of Improvement..... \$ _____	<b>Nonresidential – Describe in detail proposed use of buildings, 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. If use of existing building is being changed, enter proposed use.</b> _____ _____ _____ _____	

### II. SELECTED CHARACTERISTICS of BUILDING – For New Buildings and Additions complete Parts E through L, for Wrecking, complete only Part J, for all others skip to IV.

<b>E. PRINCIPAL TYPE of FRAME</b> 30. <input type="checkbox"/> Masonry (Wall Bearing) 31. <input type="checkbox"/> Wood Frame 32. <input type="checkbox"/> Structural Steel 33. <input type="checkbox"/> Reinforced Concrete 34. <input type="checkbox"/> Other (Specify) _____	<b>G. TYPE of SEWAGE DISPOSAL</b> 40. <input type="checkbox"/> Public or Private Company 41. <input type="checkbox"/> Private (Septic Tank, etc.) <b>H. TYPE of WATER SUPPLY</b> 42. <input type="checkbox"/> Public or Private Company 43. <input type="checkbox"/> Private (Well, Cistern, etc.)	<b>J. DIMENSIONS</b> 48. Number of Stories..... _____ 49. Total Sq. Ft. of Floor Area, All Floors, Based on Exterior Dimensions..... _____ 50. Total Land Area, Sq. Ft..... _____
<b>F. PRINCIPAL TYPE of HEATING FUEL</b> 35. <input type="checkbox"/> Gas 36. <input type="checkbox"/> Oil 37. <input type="checkbox"/> Electricity 38. <input type="checkbox"/> Coal 39. <input type="checkbox"/> Other (Specify) _____	<b>I. TYPE of MECHANICAL</b> Will there be Air Conditioning? 44. <input type="checkbox"/> Yes 45. <input type="checkbox"/> No Will there be an Elevator? 46. <input type="checkbox"/> Yes 47. <input type="checkbox"/> No	<b>K. NO. of OFF STREET PARKING SPACES</b> 51. Enclosed..... _____ 52. Outdoor..... _____
		<b>L. RESIDENTIAL BUILDINGS ONLY</b> 53. Number of Bedrooms..... _____ 54. Number of Bathrooms Full..... _____ Partial..... _____



#### IV. IDENTIFICATION

Homeowner Permits Must List All Subcontractors and Their License Numbers

##### A. OWNER

Name			Telephone Number ( )	
Address		City	State	Zip Code

##### B. ARCHITECT or ENGINEER

Name			Telephone Number ( )	
Address		City	State	Zip Code

##### C. CONTRACTOR

Name			Telephone Number ( )	
Address		City	State	Zip Code
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)		

#### V. APPLICANT INFORMATION

The 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 Code
Federal Employer ID Number				
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. I acknowledge receipt of and agree to comply with the Hillsdale County Building Guide.				
Fee Enclosed:				
Signature of Applicant			Date	
Section 23A of the State Construction Code Act of 1972, Act Number 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.				

#### VI. ZONING PLAN EXAMINERS NOTES

District	
Use	
Front Yard	
Side Yard	Side Yard
Rear Yard	
Notes	

**VII. SITE or PLOT PLAN – For Applicant Use**



A large grid of 30 columns and 30 rows, intended for drawing a site or plot plan.