

# CLARK TOWNSHIP

PO Box 367 • Cedarville, MI 49719 • (906) 484-2672

Building and Zoning Inspector

**Ken Waybrant**

inspector@clarktwp.org

Make Check Payable to: **Clark Township**

Date of Application: \_\_\_\_\_

Permit No. \_\_\_\_\_

<b>AUTHORITY COMPLETION PENALTY : P.A.230 OF 1972 AMENDED</b> Mandatory to obtain permit: application must be completed, signed, and proper fee enclosed, or permit will not be issued	The Department of Labor will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital statu8s, handicap or political beliefs.
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## APPLICANT TO COMPLETE ALL ITEMS

**NOTE: SEPARATE APPLICATIONS MUST BE MADE TO THE APPROPRIATE DIVISION FOR PLUMBING, ELECTRICAL AND MECHANICAL WORK PERMITS.**

### I. LOCATION OF BUILDING

Address:			
Village:	Township:	County:	Zip Code:
Between _____		and _____	

### II. IDENTIFICATION

#### A. Owner or Lessee

Name:		Telephone:	
Address:	City:	State:	Zip

#### B. Architect or Engineer

Name:		Telephone:	
Address:	City:	State:	Zip:
License No.	Expiration date:		

#### C. Contractor

Name:		Telephone:	
Address:	City:	State:	Zip:
Builder's License No.	Expiration date:		

### III. TYPE OF IMPROVEMENT AND PLAN REVIEW

#### A. Type of Improvement

1. New Building \_\_\_    3. Alteration \_\_\_    5. Wrecking \_\_\_    7. Foundation only \_\_\_    9. Relocation \_\_\_  
2. Addition \_\_\_    4. Repair \_\_\_    6. Mobile Home Setup \_\_\_    8. Pre-Manufacture \_\_\_

#### B. Review(s) to be performed

Building \_\_\_    Other \_\_\_

#### IV. SELECTED CHARACTERISTICS OF BUILDING

##### A. Principle Type of Frame

1. Masonry \_\_\_\_\_ 2. Wood Frame \_\_\_\_\_ 3. Structural Steel \_\_\_\_\_ 4. Reinforced Concrete \_\_\_\_\_ 5. Other \_\_\_\_\_  
Wall Bearing

##### B. Principle Type of Heating Fuel

6. Gas \_\_\_\_\_ 7. Oil \_\_\_\_\_ 8. Electricity \_\_\_\_\_ 9. Coal \_\_\_\_\_ 10. Other \_\_\_\_\_

##### C. Type of Sewage Disposal

11. Public or Private \_\_\_\_\_ 12. Septic System \_\_\_\_\_

##### D. Type of Water Supply

13. Public or Private Company \_\_\_\_\_ 14. Private Well or Cistern \_\_\_\_\_

##### E. Type of Mechanical

15. Air Conditioning: Yes \_\_\_\_\_ No \_\_\_\_\_ 16. Elevator: Yes \_\_\_\_\_ No \_\_\_\_\_

##### F. Dimensions

17. Number of stories \_\_\_\_\_ 18. Floor Area: 1st and 2nd Floors: \_\_\_\_\_  
3rd and 10th Floors: \_\_\_\_\_  
11th-- above Floors: \_\_\_\_\_  
Total Land Area (Sq. Ft.) \_\_\_\_\_ Total Area: \_\_\_\_\_

##### G. Number of Off Street Parking Spaces

19. Enclosed: \_\_\_\_\_ 20. Outdoors: \_\_\_\_\_

#### V. APPLICANT INFORMATION

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

Name:		Telephone:	
Address:	City:	State:	Zip:

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/her 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 person(s) who are to perform on a residential building or a residential structure. Violators of Section 23A are subject to civil fines.

Signature of Applicant:	Date:
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### Residential Fee Schedule

Detached Single Family Residence	Base Fee +	Number of Square Feet	X	= Fee per Item
House (4 Inspections)	\$50 +		.12	
Modular Home (3 Inspections)	\$120	N/A	N/A	
Additions (4 Inspections)	\$50 +		.12	
Enclosed Porch (2 Inspections)	\$25 +		.05	
Detached garage, boat house or storage building (2 Inspections)	\$20 +		.05	
Decks up to 60 sq.ft. (1 Inspection)	\$20	N/A	N/A	
Decks larger than 60 sq. ft. (1 inspection)	\$20 +		.03	
Car port, boat storage, covered porch, or pole building (2 Inspections)	\$10 +		.05	
Remodeling (2 Inspections)	\$40	N/A	N/A	
Mobile home or sectional (2 Inspections)	\$100	N/A	N/A	

### Plan Review: Single Family Residential

	Value of Construction	X	(minimum)	= Fee
A. Residence	\$	\$.00095	\$20.00	
B. Accessory Building (s)	\$	\$.00075	\$10.00	
<b>Permit Administration Fee</b>				<b>\$25</b>
<b>Residential Building Permit Grand Total: \$</b>				

### Commercial Fee Schedule

Commercial	Base Fee +	Number of Square Feet	X	= Fee per item
Commercial Building (5 Inspections)	\$60 +		\$.15	
Remodeling (4 Inspections)	\$50 +		\$.05	
Special or Additional Inspections	# of Additional Inspections	Quantity	\$20.00	

### Plan Review: Commercial Building

	Value of Construction	X	+ Base Fee	= Fee
A. Value up to \$500,000	\$	\$.001	N/A	
B. Value more than \$500,000	\$	\$.001	\$750.00	
<b>Permit Administration Fee</b>				\$25
<b>Commercial Building Permit Grand Total</b>				

### VI. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

#### Environmental Control Approvals

	Required	Approved	Date	Number	By
A. Zoning	<input type="checkbox"/> Yes <input type="checkbox"/> No				
B. Fire District	<input type="checkbox"/> Yes <input type="checkbox"/> No				
C. Pollution Control	<input type="checkbox"/> Yes <input type="checkbox"/> No				
D. Noise Control	<input type="checkbox"/> Yes <input type="checkbox"/> No				
E. Soil Erosion	<input type="checkbox"/> Yes <input type="checkbox"/> No				
F. Flood Zone	<input type="checkbox"/> Yes <input type="checkbox"/> No				
G. Water Supply	<input type="checkbox"/> Yes <input type="checkbox"/> No				
H. Septic System	<input type="checkbox"/> Yes <input type="checkbox"/> No				
I. Variance Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No				
J. Other	<input type="checkbox"/> Yes <input type="checkbox"/> No				

### VII. VALIDATION--FOR DEPARTMENT USE ONLY

Notes and Data:

Building Permit Number:	Approval Signature:
Issue Date:	
Permit Fee:	<b>Clark Township Building Inspector</b>

- Fee Schedule Effective as of May 1, 2007
- A Scale Drawing Must Be Submitted with Land Use Permit
- Other Documents May Be Required

## **Notice to Applicant**

**The issuance of this building permit only signifies approval by Clark Township for the applicant to construct the structure described.**

**The applicant remains obligated to comply fully with all federal, state and local laws and regulations that pertain to all aspects of the construction and development of the property as described on the application.**

## **Addendum to Clark Township Building Permit Fee Schedule**

### **Special Site Inspections**

The Inspector will be available by appointment for Special Site Inspections at times outside of his two-day work schedule, as circumstances permit. The inspection charge for Special Inspections will be twice the normal rate, and the applicant will pay the Inspector's round-trip mileage from his home to the building site at the rate specified in the Clark Township Employee Policy Manual, which is the current rate set by the IRS.

A form will be provided for completion and will provide details of each Special Inspection done, indicating date, time, mileage, name and signature of permit holder or his agent, etc. Compensation will depend upon submission of a satisfactorily completed form.

### **"After-the-Fact" Fees for Permits**

A change in policy regarding Land Use, Land Division, Building, Electrical and Sewer Permit applications went into effect Monday, October 22, 2007. For proper approvals and tracking of projects, the State, Township, and other agencies require that permits be issued **prior** to any developmental activities or occupancy.

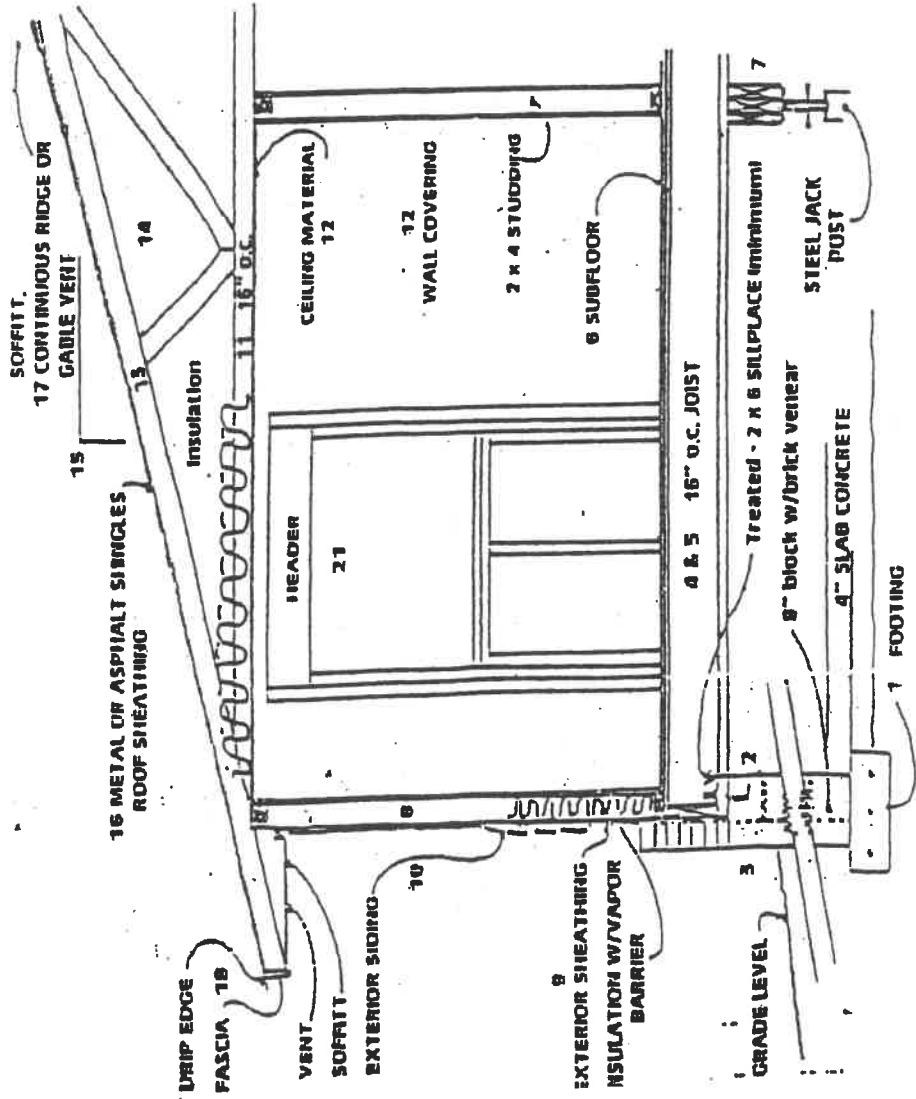
If it is discovered that projects are begun prior to receiving the proper permits, the regular permit fees will be doubled for work that has already commenced. Work that does not meet approvals or requirements will be denied and remediation will be at the expense of the property owner.

For habitual offenders with a history of beginning at least two projects prior to obtaining proper permits, the "After-the-Fact" fees will be tripled.

Must be completed and returned with application.

VI. SPECIFICATIONS

1. Footings \_\_\_\_\_
2. Foundation wall thickness \_\_\_\_\_ height \_\_\_\_\_
3. Number of crawl space vents \_\_\_\_\_
4. Floor joists material \_\_\_\_\_
5. Floor joists size \_\_\_\_\_ span \_\_\_\_\_
6. Subfloor material \_\_\_\_\_  
Subfloor 1st layer thickness \_\_\_\_\_ 2nd layer thickness \_\_\_\_\_
7. Size of basement beam (if used) \_\_\_\_\_
8. Stud size \_\_\_\_\_ height \_\_\_\_\_
9. Exterior sheathing, Material \_\_\_\_\_
10. Exterior siding, Material \_\_\_\_\_
11. Ceiling joists size \_\_\_\_\_ span \_\_\_\_\_
12. Ceiling covering \_\_\_\_\_ wall covering \_\_\_\_\_
13. Rafters, Trusses \_\_\_\_\_ span \_\_\_\_\_
14. Load rating of trusses \_\_\_\_\_
15. Roof, pitch \_\_\_\_\_ overhang \_\_\_\_\_
16. Roof sheathing material \_\_\_\_\_ Roof cover material \_\_\_\_\_
17. Type of venting, ridge \_\_\_\_\_ soffit \_\_\_\_\_ gable \_\_\_\_\_
18. Fascia and soffit material \_\_\_\_\_
19. Entrance door size \_\_\_\_\_
20. Garage door size \_\_\_\_\_
21. Bedroom window size \_\_\_\_\_
22. Smoke detector is mandatory Brand \_\_\_\_\_



**PERMIT REQUIRED ON SITE BEFORE START OF CONSTRUCTION OR  
REMODELING**

Building Inspector shall be notified 48 hours in advance of:

1. Pouring Footings
2. Doing foundation
3. Rough in completion
4. Final (Before Occupancy)

**DO NOT START BUILDING UNTIL A BUILDING PERMIT IS POSTED ON  
SITE**

WORK STARTED BEFORE PERMIT is issued will result in a stop work order until such time as a permit obtained.

This is only an application; not a permit.

**A LAND USE PERMIT IS REQUIRED ON SITE BEFORE DIGGING**

This is only an application; do not start digging until you have a Land Use Permit Posted.

Work started before a permit is issued will result in a stop work order until such time as a permit is obtained.

**WE NEED PLANS BEFORE A PERMIT IS ISSUED.** Complete layout of all floors and garage with dimensions, location of windows, doors, rooms, basement/crawlspace beams, stairs, etc.

COST OF IMPROVEMENT:	\$ _____
a. Electrical:	\$ _____
b. Plumbing:	\$ _____
c. Heating, air conditioning	\$ _____
d. Other (Elevator, etc.)	\$ _____



Items to be included when submitting an appeal to the Planning Commission/Board of Appeals:

1. Your permit denied by the Zoning Officer
2. Letter of Appeal stating basis of appeal
3. Site Plan – A hearing will not be scheduled until this is provided
4. Appropriate Appeal Fee – a hearing will not be scheduled until this is paid
5. If you are unable to attend the hearing, a letter authorizing a personal representative should be supplied.

We hope, by requiring these items, to help streamline and eliminate some of the confusion of the Appeals Process.

Thank you for your cooperation.

# **LMAS REQUIREMENTS:**

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**Before any permit, building or land use, can be issued, LMAS (Health Department) must be contacted. PHONE# (906) 643-1100**

## **LMAS MUST BE NOTIFIED IF:**

**The project is within 500 feet of a lake, river, stream, lowlands, and marshy areas....any body of water.**

**The construction/excavation is more than 500 feet from water but will disturb one acre or more of soils.**

**For any well and/or septic permits.**

## **ADDITIONALLY:**

**If less than 225 square feet of soil will be disturbed or excavated during construction, LMAS still must be notified, if the project is within 500 feet of any water.**

**CLARK TOWNSHIP SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION  
FOR SEWER HOOKUP IN COMPLIANCE WITH  
CLARK TOWNSHIP SEWAGE ORDINANCE**

**FILL OUT FORM COMPLETELY AND TURN IN TO TREASURER'S OFFICE  
WITH THE APPROPRIATE FEE**

I am the owner of property located on \_\_\_\_\_ Street,  
Property No. 003-\_\_\_\_\_

I request a permit to make a sewer connection to sewer line located on  
\_\_\_\_\_ Street  
to be approx. \_\_\_\_\_ ft. from the North side of building, or  
South  
East (circle one)  
West  
\_\_\_\_\_ ft. North from the North property line.  
South South  
East East  
West West

I will notify the sewer manager when work is about to commence and standards adopted  
by the Township will be adhered to.

\_\_\_\_\_  
Date Property Owner

**SKETCH LOT, HIGHWAY AND POINT OF CONNECTION**

**FOR OFFICE USE ONLY**

This application is hereby Approved Denied  
Received: Hookup Fee \$ \_\_\_\_\_  
Date Sewer Inspector  
Date Township Clerk

**PROGRESS:** Start \_\_\_\_\_ Finish \_\_\_\_\_

Fee Schedule:

Permit Fee: \$ 10.00

Total for hook-up and labor is: \$4250.00 for non-gravity feed (SUBJECT TO CHANGE)

Total for hook-up of gravity feed is: \$1000.00 ( SUBJECT TO CHANGE )

**THESE FEES SHALL BE PAID IN ADVANCE OF ANY WORK**

# Easement Agreement

INDENTURE, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

Between \_\_\_\_\_

Of \_\_\_\_\_

Hereafter called Grantor, and MACKINAC COUNTY, organized under the laws of the State of Michigan, of Court House, Marley Street, St, Ignace, Michigan 49781, hereinafter called the Grantee.

**WITNESSETH:** Grantor, the receipt of which is hereby acknowledged, does by these presents grant, bargain, sell, release and warranty unto Grantee, its successors and assigns, an easement situated in the Township of Clark, Mackinac County, Michigan described as follows:

I. The Grantors Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

II. The Easement: \_\_\_\_\_

The Grantor hereby grants permission to the County of Mackinac, the Grantee, permission to (1) enter upon the property described above for the purpose of constructing, operating, maintaining and replacing a municipal sanitary system, and to (2) enter upon property described above for the purpose of accessing the municipal sanitary system on adjacent properties. The location of the municipal sanitary system on the property described above shall be by mutual agreement between the Grantor and the Grantee.

IN WITNESS WHEREOF, the Grantor hereupon executes this easement by signature on the date above set forth.

\_\_\_\_\_

\_\_\_\_\_

STATE OF MICHIGAN  
County of Mackinac

On \_\_\_\_\_, before me, a Notary Public in and for said County appeared \_\_\_\_\_, to me known to be the same person described in and who acknowledged the within instrument, who acknowledged the same to be their free act and deed.

This agreement shall be binding upon the parties, their successors, assigns and personal representatives. Time is of the essence on all undertakings. This agreement shall be enforced under the laws of the State of Michigan

This is the entire agreement.  
Signed the day and year first written above.

Signed in the presence of:

Witness: \_\_\_\_\_ First Party: \_\_\_\_\_

Witness: \_\_\_\_\_ Second Party: \_\_\_\_\_

**\*\*\* A FEE OF \$14.00 IS REQUIRED FOR THE FILING OF THIS FORM.**