



Residential Building Permit/Zoning Compliance Application

RESIDENTIAL PROJECTS

Building a New Home? Fill out the New Home Building Permit instead!

DIRECTIONS AND PROCESS

- Complete the following application and submit all required materials directly to the Georgetown Township Zoning Department: 1515 Baldwin St, Jenison, MI 49428
 - Phone: 616-457-2340 ext. 221
 - Email: building@georgetown-mi.gov
- The Zoning Department will review your application for zoning compliance.
- Once approved, the Zoning Department will forward your application to PCI (Professional Code Inspections).
- Once approved, PCI will contact you to pick up your permit. They are located at their Baldwin Street office: **1913 Baldwin St, Jenison, MI 49428 (same parking lot as Little Caesar's). 616-667-8803.**

[Do you need a building permit for your project?](#)

[Click here](#) or call us at 616-457-2340 ext. 304!

REQUIRED APPLICATION DOCUMENTATION CHECKLIST

- Site Plans** must indicate the following: all structures, location of construction, all setbacks (front, sides, rear) from property lines, and required minimum building opening (MBO) if you are lowering the building opening. **For Interior Remodels: no setbacks are necessary, but a construction plan of the project is still required.**
- A Soil Erosion Permit** may be required for additions and egress windows near a watercourse.
 - If it is required, we must have it before releasing the building permit. Please contact the Ottawa County Water Resources Commission for soil erosion permits: 616-994-4528
 - If it is not required, please forward the Water Resources Commission's confirmation that you do not need one to building@georgetown-mi.gov
- Two (2) Sets of Physical Construction Plans/Blueprints** are required
- Digital File of Plans** in PDF format, either on device (USB) or emailed to: building@georgetown-mi.gov
- Zoning Fees** paid to the Township. 2025 Zoning Compliance Review Fee: \$100.00. Interior only: No fee.
- Other documents may be required through PCI.**

I HAVE READ THIS CHECKLIST & OBTAINED THE NECESSARY DOCUMENTS FOR MY PROJECT. Signature of Applicant: _____

INTAKE (OFFICE USE ONLY)	_____ DATE RECEIVED	_____ SOIL EROSION PERMIT
	_____ BLDG PERMIT/ZONING COMPLIANCE	_____ DRIVEWAY PERMIT
	_____ SITE PLAN _____ BLDG PLANS (3)	_____ CHECK# \$ _____ ZONING
	_____ E-BLDG PLANS	\$ _____ WATER/SEWER

Building Permit/Zoning Compliance

PROPERTY INFORMATION

ADDRESS			
OWNER NAME			
PARCEL NUMBER		ZONING DISTRICT	

CONTRACTOR INFORMATION

NAME			
CONTRACTOR ADDRESS			
PHONE		EMAIL	
BUILDER LICENSE NO.		EXPIRATION DATE	
INSURANCE INFORMATION (OR REASONS FOR EXEMPTIONS):		SELF-EMPLOYED/ NO EMPLOYEES	<input type="checkbox"/>
FEDERAL EMPLOYER ID NUMBER			
WORKERS COMP. INSURANCE CARRIER			
MESC EMPLOYER NUMBER			

SUB-CONTRACTORS

ELECTRICAL CO NAME		PHONE	
ADDRESS			
MECHANICAL (HVAC) CO. NAME		PHONE	
ADDRESS			
PLUMBING CO. NAME		PHONE	
ADDRESS			

APPLICANT INFORMATION (APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES APPLICABLE TO THIS APPLICATION.)		SAME AS CONTRACTOR?	<input type="checkbox"/>
NAME			
ADDRESS			
PHONE		EMAIL	

PROJECT INFORMATION				
PROJECT VALUATION (INCLUDE LABOR; EXCLUDE LOT VALUE)			\$ _____	
TYPE OF PROJECT:				
ADDITION	DECKS AND PORCHES (CIRCLE)		SWIMMING POOLS	
BASEMENT FINISH	DECK	PORCH	ABOVE GROUND	BELOW GROUND
DEMOLITION	ATTACHED	DETACHED	POOL SHAPE _____	
FENCE	COVERED	UNCOVERED	OTHER/UNLISTED PROJECT?	
ACCESSORY BUILDING (SHED/GARAGE)	LOCATION _____			
GAZEBO/DETACHED ROOF STRUCTURE	DETAIL THE PROJECT (BE SPECIFIC): _____			
INTERIOR REMODEL				
PROJECT DIMENSIONS (ONLY FILL IN FIELDS APPLICABLE TO YOUR PROJECT)				
WIDTH _____ FT	LENGTH _____ FT	TOTAL SQ FT. _____	HEIGHT _____ FT	
# OF STORIES _____	1 ST FLOOR _____ FT ²	2 ND FLOOR _____ FT ²	3 RD FLOOR _____ FT ²	
FINISHED BASEMENT _____ FT ²		UNFINISHED BASEMENT REMAINING _____ FT ²		
POOL _____ FT ²		DECK/PORCH _____ FT ²		
SHED/GARAGE _____ FT ²		3-SEASON ROOM _____ FT ²		
MISC (PLEASE STATE STRUCTURE[S] AND SQ. FT.)				
PLEASE NOTE FOR <u>ACCESSORY BUILDINGS (SHED/GARAGE) AND ADDITIONS</u> : THE ARCHITECTURAL FEATURES OF THE STRUCTURE MUST BE SIMILAR TO THE HOME (ROOF, COLOR, SIDING ORIENTATION).				
SETBACKS	A SITE PLAN MUST BE SUPPLIED WITH YOUR APPLICATION SHOWING ALL THE APPROPRIATE DISTANCES TO LOT LINES, EXISTING AND FUTURE STRUCTURES, ROADWAYS, AND ANY OTHER INFORMATION REQUIRED TO PROVE COMPLIANCE WITH THE GEORGETOWN ZONING AND GENERAL ORDINANCES. SETBACKS ARE N/A FOR INTERIOR-ONLY PROJECTS, BUT A BLUEPRINT IS STILL REQUIRED.			
FRONT _____	REAR _____	SIDE _____	SIDE _____	OTHER _____
IS ANY PART OF THE PROJECT WITHIN THE 100 YEAR FLOOD PLAIN?			YES	NO
IS ANY PART OF THE PROJECT LOCATED IN A REGULATED WETLAND?			YES	NO
IS THE EXCAVATED AREA LARGER THAN ONE ACRE, WITHIN 500 FT OF A LAKE, RIVER, STREAM, OR COUNTY DRAIN?			YES	NO
ARE THERE ANY HOUSES, MOBILE HOMES, OCCUPIED OR NOT, ON THIS PROPERTY AT THIS TIME?			YES	NO

SIGNATURES PAGE**PROPERTY ADDRESS:****APPLICANT AGREEMENT**

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 Constitution 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 sections 23a are subjected to civil fines.

APPLICANT SIGNATURE:**DATE:****STATE AND LOCAL REGULATIONS AGREEMENT**

I agree to comply with the terms and requirements of local ordinances regarding side yards and building setbacks. It is also understood that all structural, electrical, plumbing, heating, drive approaches, and sidewalks shall be installed to both state and local requirements, and that a certificate of occupancy must be obtained prior to operation or use.

APPLICANT SIGNATURE:**DATE:****ZONING COMPLIANCE AGREEMENT**

It is the applicant's responsibility to meet the requirements of the Township Zoning and General Ordinances in all respects and to provide the necessary information to the Township for approval. Copies of the ordinance may be obtained from the Georgetown Township website at **Georgetown-mi.gov**. By signing, permission is granted for the Township staff to enter the subject property for purposes of gathering information to review this request. A zoning compliance certificate must be obtained prior to occupying, operating, or use of the structure. I acknowledge there are no refunds for any reason.

APPLICANT SIGNATURE:**DATE:**

**HOMEOWNER'S AFFIDAVIT
(ONLY FOR HOMEOWNERS PERFORMING THE WORK THEMSELVES)**

I hereby certify the construction work described on this permit application will be installed by myself in my own single-family dwelling in which I am living or about to occupy. All work will be installed in accordance with the building code adopted by the Municipality, and will not be enclosed, covered up, or put into use until it has been inspected and approved by the building inspector. I will cooperate with the building inspector and assume responsibility to arrange for the necessary inspections.

HOMEOWNER SIGNATURE:**DATE:**

OFFICE USE ONLY

	REQUIRED	APPROVED	DATE	NUMBER	BY
ZONING	Y N				
SOIL EROSION	Y N				
FLOOD ZONE	Y N				
WATER SUPPLY	Y N				
SEWER OR SEPTIC	Y N				
OTHER	Y N				
ZONING APPROVAL SIGNATURE					
SIGNATURE:				DATE:	

OFFICE USE ONLY

ITEMS MISSING:

- _____
- _____
- _____
- _____
- _____

DATE CONTACTED: _____ **BY:** PHONE OR EMAIL