

Date ____/____/____

COMMERCIAL MAINTENANCE

Permit # _____

AGS Building Department
8721 Gull Road Ste. B
Richland, MI 49083
Phone: 269-629-0600 Toll Free: 800-627-2801
Fax: 269-629-0601

Job Location: _____ Property tax: _____

Owner: _____ Phone: _____

Address: _____

No. of Floors: _____ Bldg. Height: _____

For Office Use Only	
Zoning District	_____
Use Group	_____
Type of Construction	_____
Permit Determinate	_____

NONRESIDENTIAL – Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use. **Explanation of work :** _____

REQUIRED DOCUMENTS

- ____ Site Plan Approval
- ____ Site Plan
- ____ Variance Approval (if applicable)
- ____ 3 Sets of Sealed Drawings & Specs
- ____ 1 Digital copy of Sealed Drawing
- ____ P.A. 135 Disclosure

ADDITIONAL PERMITS REQUIRED

- ____ Curb or Sidewalk Cut
- ____ Electrical
- ____ Mechanical
- ____ Plumbing
- ____ Sign or Billboard
- ____ Demolition
- ____ Erosion Control
- ____ Sanitary Sewer Tap
- ____ Storm Sewer Connection

PLAN REVIEW \$ _____

COST OF PERMIT \$ _____

TOTAL COST \$ _____

Building Official
Make Checks Payable to:

Engineer/Architect: _____ Phone: () _____

Address: _____

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

E-mail address

Name	Phone	Fax
Address	City	State/Zip Code
Fed ID# or SS#	MESC Emp #	Worker's Disability Comp Carrier
License #	Exp Date	Exempt Reason:

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 the state relating to the persons who are to perform work on a residential building or residential structure. Violators of Section 23a are subject to civil fines.

AGENT'S AFFIDAVIT

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.

Signed: _____ Date: _____

MAINTENANCE PERMIT CHECKLIST – (Return with Application)

Project address/location of proposed work: _____

Owner's Name: _____

Contractor's Name: _____

Before a permit may be issued, all of the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

- _____ 1. **LOT DIAGRAM** on back of first page of application.
Is the structure within the property boundaries? _____ YES _____ NO

- _____ 2. **PROOF OF OWNERSHIP** (Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment...) **RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PRE-MANUFACTURED. THE RECORDING DATE OF THIS DEED MUST BE PRIOR TO 4/1/97.**

- _____ 3. **PROPERTY TAX I.D. NUMBER**

- _____ 4. **DESCRIPTION OF MAINTENANCE WORK PROPOSED:**

- _____ 5. **OTHER PERMITS EVENTUALLY NECESSARY:**
____ Electrical ____ Mechanical ____ Plumbing
The applicant or a licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, plumbing, mechanical, or structural work is concealed or covered. It is also the applicant's responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

BUILDING DEPARTMENT (Associated Government Services, Inc.) OFFICE HOURS are 8:00 am to 12:00 and 1:30pm to 4:30pm, Monday through Friday. The HOME OFFICE may be contacted by PHONE at 269-629-0600 or 1-800-627-2801 (an answering system operates 24 hours a day to obtain information, forms, and inspections); by MAIL at 8721 Gull Road, Suite B, Richland, MI, 49083; or by FAX at 269-629-0601.

Signed: _____ Date: _____

PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.