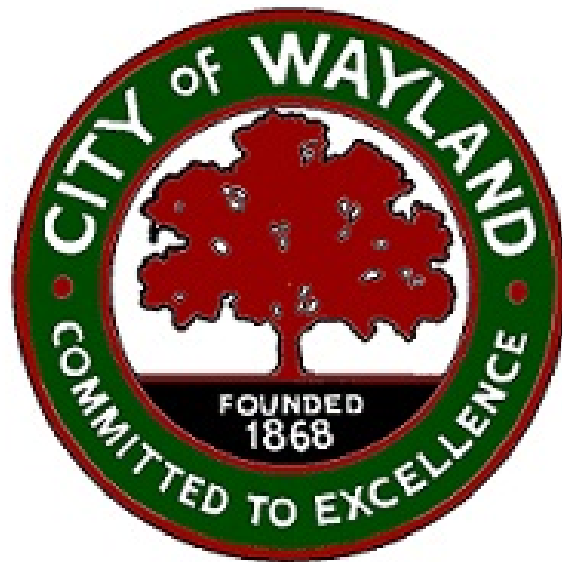


City of Wayland Guide to Development



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Introduction

This guide to development contains everything you need to know about the planning and development process in the City of Wayland. For new commercial developments, or multi-unit residential buildings, a site plan review and/or other planning procedures must be followed. However, most developments can be handled through the building permitting process, if it is an allowed development under the Code of Ordinances. This guide will help guide you to the right direction, and for assistance, you can always contact our Zoning Administrator, Lori Castello, who is contracted through Professional Code Inspections.

Contact Information

Zoning Administrator: Lori Castello, lcastello@pcimi.com, (616) 877-2000
PCI Michigan: Dorr Office
1575 142nd Ave.
Dorr, MI 49323

Meeting Schedules

Depending on your development, there may need to be multiple stages of approval through various commissions or boards. Your item will be placed on the agenda for the meeting to be discussed and potentially approved. When prescribed by state guidelines, meetings shall be held via Zoom, otherwise, meetings will be held at Wayland City Hall.

Planning Commission

The Planning Commission meets the 2nd Tuesday of each month at 7 PM. The Planning Commission is responsible for decisions or recommendations to City Council for site plan reviews, special-use permits, rezoning requests, and ordinance amendments.

Zoning Board of Appeals

The Zoning Board of Appeals meets as needed at 7 PM when there are variance requests.

Downtown Development Authority

The Downtown Development Authority may need to be involved should your development be taking place within the downtown district. If you are unsure of whether you are downtown or not, use this [map](#) to see. The Downtown Development Authority meets the 3rd Thursday of each month at 7 AM.

City Council

If your application requires a secondary approval (see timelines below), City Council will review your request at their next meeting. The City Council meets the 1st and 3rd Mondays of each month at 7 PM.

Conceptual Meetings

While many of your questions about the review process can likely be answered with a phone call to our Zoning Administrator, there may be a situation in which you'd like additional assistance in the form of a conceptual review meeting. In this meeting, Lori will assist you with answering questions about the process of permit application and approval, go over the relevant zoning ordinances, and troubleshoot problems before you submit your application.

Code of Ordinances

The City of Wayland Code of Ordinances can be found on the City Website, under Government, where it says "Codes and Ordinances" or at this link here:

https://library.municode.com/mi/wayland/codes/code_of_ordinances

The Municode website is very easy to use, with a search feature you can use for key terms or specific sections of code. Below are some key codes and ordinances we would like you to be aware of before you begin.

Site plans are reviewed administratively and developers are guided through the process to meet the conditions set by the code of ordinances. The Planning Commission approves site plans for permitted uses. After the site plan is approved, some minor changes may be made to the site plan in the categories outlined in 20-125 (below) and approved administratively, but any other changes must be brought back to the Planning Commission again.

Code of Ordinances, Section 20-117

Sec. 20-117. - Submission and review requirements.

Thirteen (13) copies of a site plan shall be submitted to the City for distribution to the Planning Commission. Site plans shall be subject to the following procedures:

1. Professional review by an architect, planner or engineer may be obtained by the city. The costs of such review will be paid by the applicant. No building permit will be issued until these costs are paid.
2. The Planning Commission shall consider the site plan at its next regularly scheduled meeting. The Planning Commission may postpone consideration of a site plan until its next regularly scheduled meeting if the site plan is determined to be incomplete, has been submitted within forty-eight (48) hours of the meeting, or there was insufficient time for the Planning Commission to obtain professional review of the site plan.
3. The Planning Commission shall approve, approve with specified changes and/or conditions, or disapprove a site plan, using the standards described in section 20-120
4. Conditions or changes required by the Planning Commission shall be recorded in the minutes of the meeting and provided to the applicant in writing. Three (3)

copies of an approved site plan shall contain the signatures of the Chairperson of the Planning Commission and the applicant.

Sec. 20-125. - Change to site plan after approval.

Any change to a site plan after approval, except for minor changes described below, shall be approved by the Planning Commission. Minor changes to a site plan may be reviewed and approved administratively by the city manager or his/her designee provided that the site plan complies with all applicable requirements of this chapter.

Administrative site plan approval shall be limited in scope to the following:

1. Minor changes to a site plan involving the addition or relocation of any of the following items, provided that the change does not alter a requirement or condition of approval specifically imposed by the Planning Commission:
 - a. Landscape materials (change of type or location);
 - b. Sidewalks;
 - c. Refuse containers;
 - d. Lighting;
 - e. Signs;
 - f. Retention/detention ponds;
2. A decrease in the size of structures.
3. Moving a proposed structure not more than ten (10) feet, or five (5) percent of the distance to the closest property line, whichever is shorter.
4. An increase in building size that does not exceed one thousand (1,000) square feet or five (5) percent of the gross floor area, whichever is smaller.
5. New parking lots with fewer than six (6) car spaces or one thousand eight hundred (1,800) square feet of surface and no additional curb cuts.

Chapter 6 offers insight into the building code and design requirements

Chapter 16 offers insight into requirements for sidewalks and streets, which might be useful if you are completing a project with an element that interacts with either of those.

Chapter 20 offers insight into the Zoning Code specifically

Site Plan Review

Process

Site Plan Review is needed for commercial buildings, and for multi-unit residential buildings, a consolidated site plan review process will be included in your permitting application. Below is the checklist to follow (all items should be completed before staff can begin the review process, a copy of the application, and a timeline of how applications will be processed.

Plan Review Submittal Form

Professional Code Inspections of Michigan
 1575 142nd St.
 Dorr, MI 49323
 Phone 616-877-2000 Fax 616-877-4455
www.pcimi.com

Applicant must complete all items in each section.

Project Information			
Address		Parcel Number	
Name Municipality in which job is located <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of:		County	Zip Code
Between		and	

Contact Information			
Applicant			
Name		Address	
City	State	Zip Code	Telephone Number (include area code)
Email Address			

Owner			
Name		Address	
City	State	Zip Code	Telephone Number (include area code)
Email Address			

Design Professional			
Name		Address	
City	State	Zip Code	Telephone Number (include area code)
Email Address			
License Number			Expiration Date

Type of Review							
Preliminary Review	<input type="checkbox"/>	Accessibility Review	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Mechanical	<input type="checkbox"/>
Building Plan Review	<input type="checkbox"/>	Energy Code	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Other	<input type="checkbox"/>
Fire Alarm	<input type="checkbox"/>	Fire Suppression	<input type="checkbox"/>	Hood System	<input type="checkbox"/>		

Type of Job

Type of Improvement

<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Relocation
<input type="checkbox"/> Sign	<input type="checkbox"/> Remodel	<input type="checkbox"/> Misc	<input type="checkbox"/> Repair

Plan Review Required

Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for public works less than \$15,000.00 in total construction cost.

Other - Buildings Regulated by the Michigan Building Code

<input type="checkbox"/> (A-1) Assembly (Theaters, etc)	<input type="checkbox"/> (H-1) High Hazard (Detonation)	<input type="checkbox"/> (M) Mercantile
<input type="checkbox"/> (A-2) Assembly (Restaurants, bars, etc)	<input type="checkbox"/> (H-2) High Hazard (Deflagration)	<input type="checkbox"/> (R-1) Residential 1 (Hotels, Motels)
<input type="checkbox"/> (A-3) Assembly (Churches, libraries, etc)	<input type="checkbox"/> (H-3) High Hazard (Combustion)	<input type="checkbox"/> (R-2) Residential 2 (Multiple Family)
<input type="checkbox"/> (A-4) Assembly (Indoor sports, etc)	<input type="checkbox"/> (H-4) High Hazard (Health Hazard)	<input type="checkbox"/> (R-3) Residential 3 (Child & Adult Care)
<input type="checkbox"/> (A-5) Assembly (Outdoor sports, etc)	<input type="checkbox"/> (H-5) High Hazard (HPM)	<input type="checkbox"/> (R-4) Residential 4 (Assisted Living)
<input type="checkbox"/> (B) Business	<input type="checkbox"/> (I-1) Institutional 1 (Supervised)	<input type="checkbox"/> (S-1) Storage 1 (Moderate Hazard)
<input type="checkbox"/> (E) Education	<input type="checkbox"/> (I-2) Institutional 2 (Hospitals Etc)	<input type="checkbox"/> (S-2) Storage 2 (Low Hazard)
<input type="checkbox"/> (F-1) Factory (Moderate Hazard)	<input type="checkbox"/> (I-3) Institutional 3 (Prisons Etc)	<input type="checkbox"/> (U) Utility (Miscellaneous)
<input type="checkbox"/> (F-2) Factory (Low Hazard)	<input type="checkbox"/> (I-4) Institutional 4 (Day Care Etc)	

Project Description

Provide a detailed description of the work to be completed.

Project Valuation

Provide the total construction cost of the project, must include labor and materials (exclude land value). \$ _____

Building Data

Type of Mechanical

Will there be fire suppression? Yes No

Type of Construction

<input type="checkbox"/> 1A – Non Combustible (Protected Structural Elements) 3Hr	<input type="checkbox"/> 1B – Non Combustible (Rated Structural Elements) 2Hr
<input type="checkbox"/> 2A – Non Combustible (Rated Structural Elements) 1Hr	<input type="checkbox"/> 2B – Non Combustible (Non Rated Structural Elements)
<input type="checkbox"/> 3A – Non Combustible (Exterior Wall Only)	<input type="checkbox"/> 3B – Non Combustible (Bearing Walls Rated)
<input type="checkbox"/> 4 – Heavy Timber	<input type="checkbox"/> 5A – Combustible (Structural Elements Rated) 1Hr
<input type="checkbox"/> 5B – Combustible (All Elements Not Rated)	

Dimensions / Data

Floor Area:	Existing	Alterations	New
Basement	_____	_____	_____
1 st Floor	_____	_____	_____
2 nd Floor	_____	_____	_____
3 rd – Above	_____	_____	_____
Accessory Building	_____	_____	_____
Total Area	_____	_____	_____

Occupancy Load

Number of Occupants _____

Plan Review Submittal Checklist	
Check all below	
<input type="checkbox"/>	Three (3) copies of drawings signed and sealed by a registered design professional
<input type="checkbox"/>	Three (3) copies of all engineering calculations, soil reports, project manuals.
<input type="checkbox"/>	Construction documents shall contain a site plan that is drawn to scale. It shall indicate the location of the building on the site, setbacks from property lines, accessible routes, slopes and grades, accessible parking if provided, easements and utilities.
<input type="checkbox"/>	Construction documents shall detail the location, construction, size and character of all means of egress.
<input type="checkbox"/>	Construction documents shall indicate Construction Type, Occupancy Classification and compliance with height and area requirements.
<input type="checkbox"/>	Construction document shall indicate occupant loads for every floor and in all rooms and spaces.
<input type="checkbox"/>	Indicate all rated walls and assemblies as well as UL design information.
<input type="checkbox"/>	Provide detail for finished interior in accordance with MBC 2012.
<input type="checkbox"/>	Provide door, hardware and window schedules.
<input type="checkbox"/>	Construction documents shall contain the following information related to the exterior wall envelope: Flashing details, intersections with dissimilar materials, corners, end rails, control joints, intersections at roof, eaves or parapets, means of drainage, water resistive membrane and details around openings.
<input type="checkbox"/>	Compliance with the energy conservation requirements set forth in the Michigan Uniform Energy Code 2009 with amendments.
<input type="checkbox"/>	Indicate the Plumbing Fixture count for Water Closets, Lavatories, Drinking Fountains and Service Sink.

Signatures	
Applicant	
I hereby certify that all information contained on this Plan Review Submittal form is accurate and true to the best of my knowledge, and I acknowledge that missing or incomplete information may delay the plan review process until such time that information has been received.	
Name of Applicant _____	
Signature of Applicant _____	Date _____

CITY OF WAYLAND
103 S. Main St., Wayland, MI 49348
PHONE: 269-792-2265 FAX: 269-792-0387

APPLICATION FOR SITE PLAN REVIEW

For Official Use Only

Date Received: _____

Received By: _____

Received \$300 Fee: _____

Received 13 Site Plans: _____

1. Name of Applicant: _____
Address: _____
City/State/Zip: _____
Phone: **Office:** _____ **Home:** _____
 E-mail: _____ **Fax:** _____
Signature: _____ **Date:** _____

2. Property Owner or authorized agent (if other than the applicant):

Signature: _____ **Date:** _____

NOTES: a) The above signature certifies a formal request and an authorization by an individual having a legal interest in the subject property and the authorization of review activities by the City of Wayland. It further authorizes public notification of the request and authorizes City officials and its designees to visit and visually inspect the subject property for the purpose of site analysis prior to consideration of approval of the application and, during and upon completion of any construction or other activity governed by the City and pertaining to this application.

b) A required minimum fee of \$300.00 for site plan review must be paid when this completed and signed application form is submitted. The actual costs for review of the site plan, including engineering, stormwater management, planning, utility access, traffic issues, etc. shall be charged against the minimum fee. Any costs in excess of the minimum fee shall be billed to the applicant. Any approved site plan shall not become effective until all costs are paid in full by the applicant.

3. Street address (approximate if an official address has not been assigned) of property: _____

4. Permanent parcel numbers(s) (This twelve digit number is on the property tax bill or may be obtained from the Assessor): _____

5. Current Zoning of the property: _____

6. Describe the proposed use and its associated activities: _____

7. Legal description (Attach a separate page, if necessary): _____

8. Attach a site plan (scaled drawing or drawings, see next page (Ref. Sec. 20-119): *Unless specifically exempted by the Zoning administrator, the application will not be accepted unless the site plan contains all information referenced in the attached list.*

City of Wayland
Site Plan Content Checklist
(Ref. Sec. 20-119)

Required for Submittal to Planning Commission:

- 11 copies – 11” x 17” of fully dimensioned site plans and building elevation plans
- 3 copies – 24” x 36” fully dimensioned site plans
- 1 digital file in Adobe Acrobat PDF file format

The following information must be attached to or incorporated on all plans submitted for review:

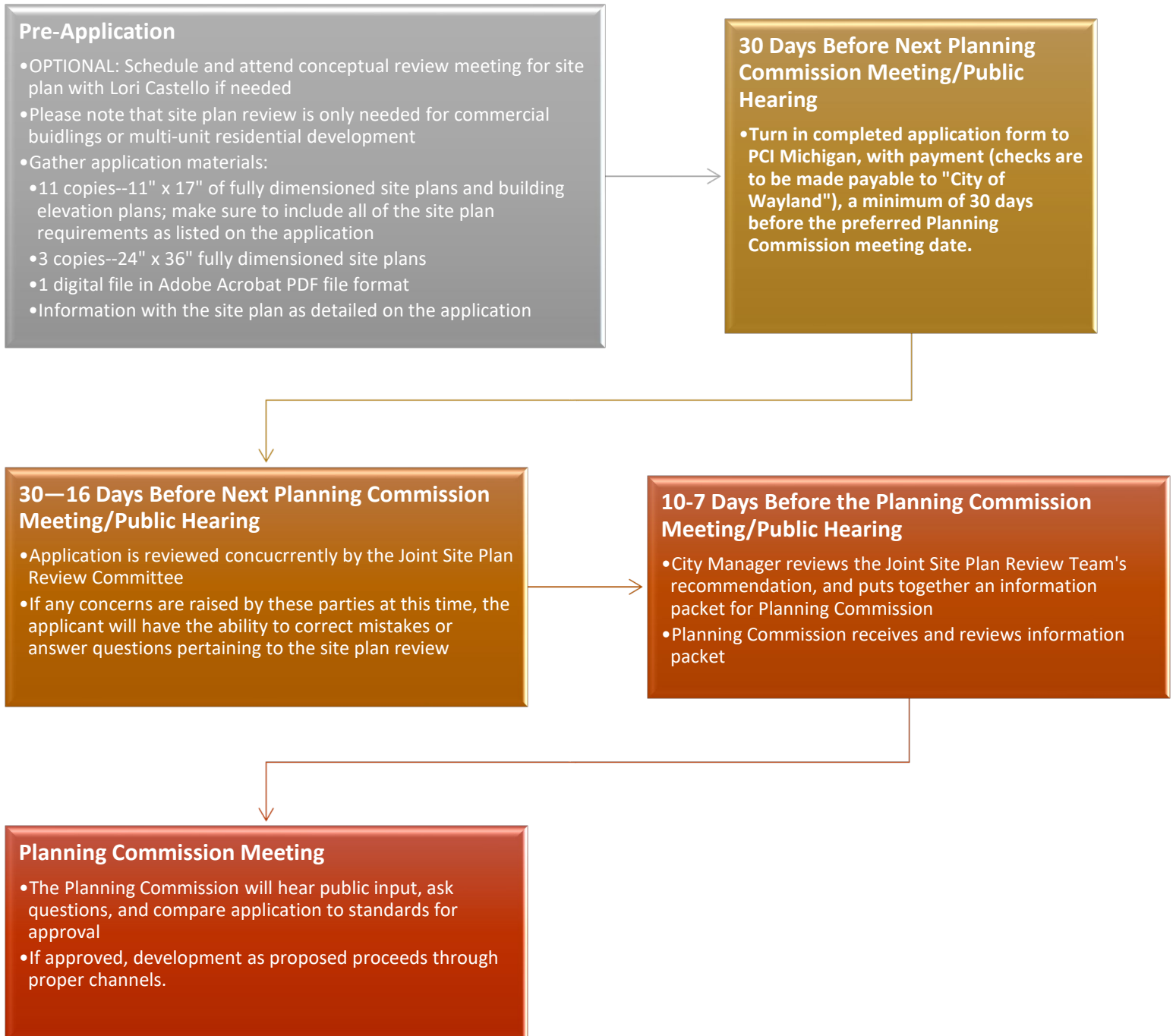
- A legal description of the property under consideration
- A map indicating the gross land area of the development
- The present zoning classification
- The zoning classification and land use of the surrounding properties
- The names and addresses of the architect, planner, designer, or engineer responsible for the preparation of the site plan
- Elevations of proposed buildings, drawings or exterior sketches

Information to be on Site Plan:

The following information must be included on the site plan:

- A scale of not less than 1” = 40’, if the property is less than three (3) acres, 1” = 100’, if it is three (3) acres or more
- Date, north point and scale
- The dimensions of all lot and property lines
- Existing structures and driveway openings on properties within 100 feet (including opposing drives)
- The location of each proposed structure
- Proposed building height and the number of stories
- Building areas and square footage
- Setback distances between structures and lot lines
- Location and dimensions of vehicular entrances and loading points
- Existing and proposed drives and parking areas, the number of parking and loading spaces
- All pedestrian walks, mall and open areas
- Location and height of all walls, fences
- Landscape plan
- The location and right-of-way widths of all abutting streets
- Types of surfacing, such as paving, turf or gravel
- A grading plan with existing and proposed topographic elevations of the area
- A storm drainage plan
- Size and location of proposed sewer and water lines and connections
- The number of proposed units (or multiple-family developments)
- Wetlands, shorelines, streams, wood lots, existing trees and vegetation
- Site lighting including the location, height and orientation of light fixtures

Site Plan Review Timeline



Rezoning Requests

Process

Rezoning requests are requests to change the zoning of a particular parcel or area. These applications go through the Planning Commission. The Planning Commission reviews the request and considers whether the rezoning would meet the goals of the City's Master Plan. Review includes examination of existing and potential uses within the immediate vicinity and available infrastructure are considered to determine whether the parcel is ripe for rezoning. A Public Hearing will be held for rezoning requests. Notice of Public Hearing will be published in the local newspaper and mailed to property owners and residents within a 300 feet radius of the property under consideration. If any members of the public or interested parties wish to review application materials, a copy will be available at City Hall for viewing. The application and timeline are below.

CITY OF WAYLAND
103 S. Main St., Wayland, MI 49348
PHONE: 269-792-2265 FAX: 269-792-0387

APPLICATION FOR RE-ZONING

For Official Use Only	Received \$300 Fee: _____
Date Received: _____	Received By: _____

1. **Name of Applicant:** _____
Address: _____
City/State/Zip: _____
Phone: **Office:** _____ **Home:** _____
Fax: _____ **Email:** _____
Date: _____ **Signature:** _____

2. **Property Owner or authorized agent (if other than the applicant):** _____
Date: _____ **Signature:** _____

NOTES: a) The above signature certifies a formal request and an authorization by an individual having a legal interest in the subject property and the authorization of review activities by the City of Wayland. It further authorizes public notification of the request and authorizes City officials and its designees to visit and visually inspect the subject property for the purpose of site analysis prior to consideration of approval of the application and, during and upon completion of any construction or other activity governed by the City and pertaining to this application.
b) A required minimum fee of \$300.00 must be paid when this completed and signed application form is submitted.

3. **Permanent parcel number and legal description (attach additional sheet, if necessary):**

4. **Street address (approximate if an official address has not been assigned) of property:** _____

5. **Current Zoning of the property:** _____

6. **Size of subject property (acreage, dimensions, etc.)** _____

7. **Indicate any restrictions that encumber the property; if none, state "none":** _____

8. **State present use of property and any improvements:** _____

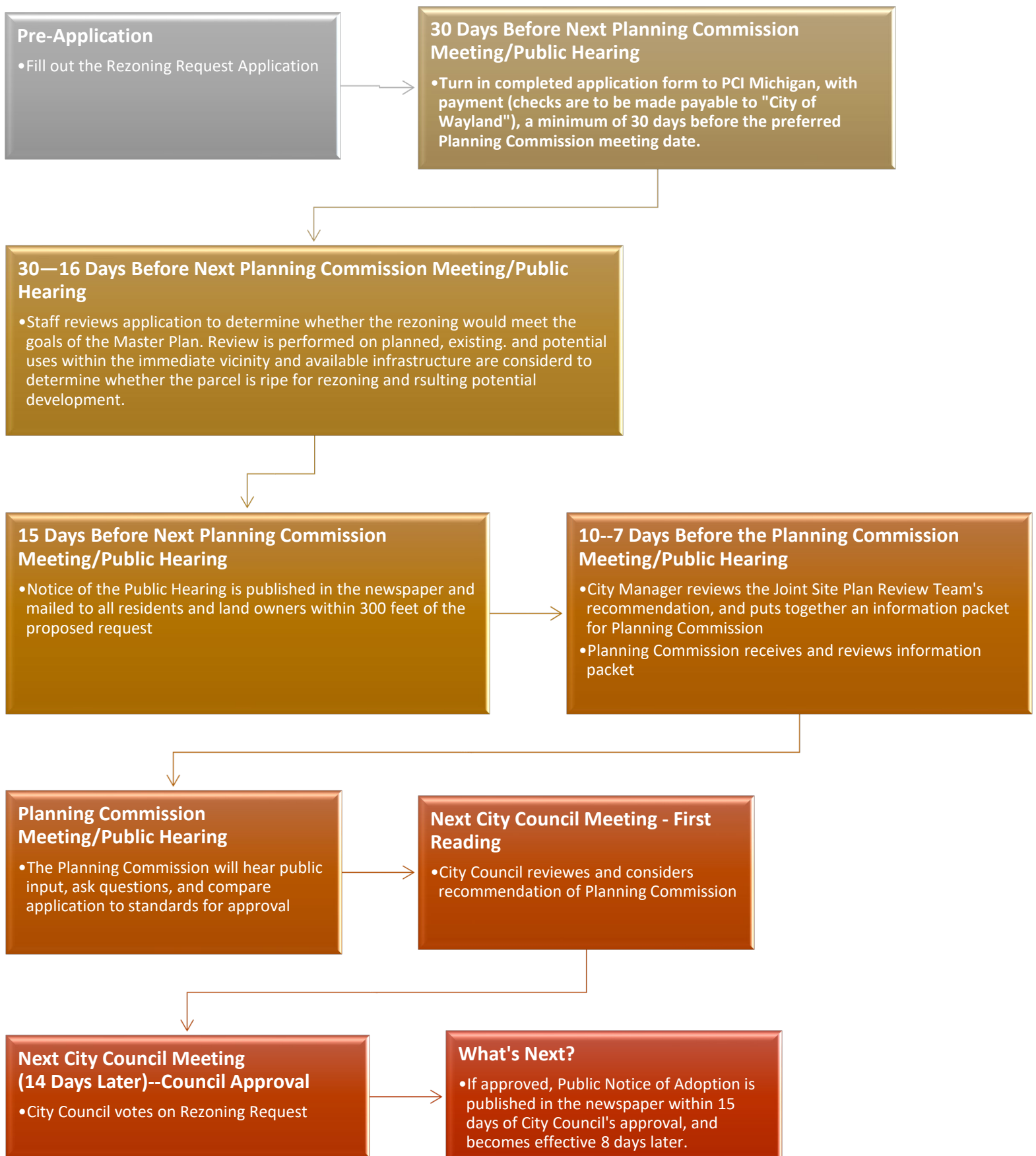
9. **Describe the proposed use and its associated activities:** _____

10. **Describe the nature of the requested re-zoning and the Zoning Ordinance Section relating to it:** _____

11. **Does a site plan accompany the application?** _____ Yes _____ No

12. **It is hereby requested that the foregoing described property be re-zoned from _____ to _____.**

Rezoning Requests Timeline



Variance Requests

Process

Zoning variances are intended to provide relief from a zoning regulation that causes practical difficulty or unnecessary hardship for a property owner, due to unique circumstances of the property. In other words, a zoning variance is official permission to "violate" a specific ordinance requirement when certain findings have been made. Only the Zoning Board of Appeals can grant variances. The "Zoning Enabling Act" requires that a Zoning Board of Appeals be established to consider requests for variances.

There are four types of variances: area/dimension ("non-use") variances; use variances; administrative reviews; and interpretations. A Zoning Variance is the most common variance request. A non-use variance addresses issues such as the height, setback, or area of a structure.

The Zoning Board of Appeals must hold a Public Hearing for variance requests, Members from the public and surrounding residents land owners within three hundred feet of the property under consideration will be notified of the request by mail, and the Notice of Public Hearing will be published in the local newspaper. The proposed plan will be available in City Hall for members of the public to view prior to the meeting. During the Public Hearing, the Zoning Board of Appeals will hear public input, ask questions, and compare the application to the standards for approval. For dimensional variances (the most common kind), the application must meet all of the below standards for approval:

- Strict compliance with the standard would unreasonably prevent the landowner from using the property for a permitted use or would render conformity necessarily burdensome.
- The particular request, or a lesser relaxation of ordinance standard, would provide substantial justice to the landowner and neighbors;
- The plight is due to unique circumstances of property and is not shared by neighboring properties in the same zone.
- The problem is not self-created.

Following a Public Hearing, if relief is granted, development as proposed or modified to meet any conditions of approval may proceed through proper channels. If the application is not granted, there is an additional appeals process that may be followed should the applicant choose to pursue it.

Below are the application and the proposed timeline for variance requests.

CITY OF WAYLAND
103 S. Main St., Wayland, MI 49348
PHONE: 269-792-2265 FAX: 269-792-0387

APPLICATION FOR ZONING VARIANCE

For Official Use Only Date Received: _____	Received \$300 Fee: _____ Received By: _____
---	---

1. **Name of Applicant:** _____
Address: _____
City/State/Zip: _____
Phone: **Office:** _____ **Home:** _____
Fax: _____ **Email:** _____
Date: _____ **Signature:** _____

2. **Property Owner or authorized agent (if other than the applicant):** _____
Date: _____ **Signature:** _____

NOTES: a) The above signature certifies a formal request and an authorization by an individual having a legal interest in the subject property and the authorization of review activities by the City of Wayland. It further authorizes public notification of the request and authorizes City officials and its designees to visit and visually inspect the subject property for the purpose of site analysis prior to consideration of approval of the application and, during and upon completion of any construction or other activity governed by the City and pertaining to this application.

b) A required minimum fee of \$300.00 must be paid when this completed and signed application form is submitted.

3. **Permanent parcel number and legal description (attach additional sheet, if necessary):**

4. **Street address (approximate if an official address has not been assigned) of property:** _____

5. **Current Zoning of the property:** _____

6. **Size of subject property (acreage, dimensions, etc.)** _____

7. **Indicate any restrictions that encumber the property; if none, state "none":** _____

8. **State present use of property and any improvements:** _____

9. **Describe the proposed use and its associated activities:** _____

10. **Describe the nature of the requested variance and the Zoning Ordinance Section relating to it:** _____

11. **Does a site plan accompany the application?** _____ Yes _____ No

Variance Requests Timeline



Special Land Use Requests

Process

A special land use request is for projects that are permitted by Special Use within the designated Zoning District. These uses are those which, if the standards for review and approval are met, will be approved, however they are typically more intense than those uses permitted by right within the same Zoning District. Commonly any use that includes outdoor activities or storage, or additional potential for nuisance or burden on public infrastructure, such as noise or traffic fall within the category of Special Use.. Special Use Permit applications are similar to rezoning requests in that Public Hearing is required for applicants, where the Planning Commission will hear public input, ask questions, compare each request to standards for approval, and make a recommendation to City Council who has final approval authority. . Below is the application and the proposed timeline for special land use requests.

CITY OF WAYLAND
103 S. Main St., Wayland, MI 49348
PHONE: 269-792-2265 FAX: 269-792-0387

APPLICATION FOR SPECIAL USE PERMIT

For Official Use Only	Received \$300 Fee: _____
Date Received: _____	Received By: _____

1. **Name of Applicant:** _____
Address: _____
City/State/Zip: _____
Phone: **Office:** _____ **Home:** _____
Fax: _____ **Email:** _____
Date: _____ **Signature:** _____

2. **Property Owner or authorized agent (if other than the applicant):** _____
Date: _____ **Signature:** _____

NOTES: a) The above signature certifies a formal request and an authorization by an individual having a legal interest in the subject property and the authorization of review activities by the City of Wayland. It further authorizes public notification of the request and authorizes City officials and its designees to visit and visually inspect the subject property for the purpose of site analysis prior to consideration of approval of the application and, during and upon completion of any construction or other activity governed by the City and pertaining to this application.

b) A required minimum fee of \$300.00 must be paid when this completed and signed application form is submitted.

3. **Permanent parcel number and legal description (attach additional sheet, if necessary):**

4. **Street address (approximate if an official address has not been assigned) of property:** _____

5. **Current Zoning of the property:** _____

6. **Size of subject property (acreage, dimensions, etc.)** _____

7. **Indicate any restrictions that encumber the property; if none, state "none":** _____

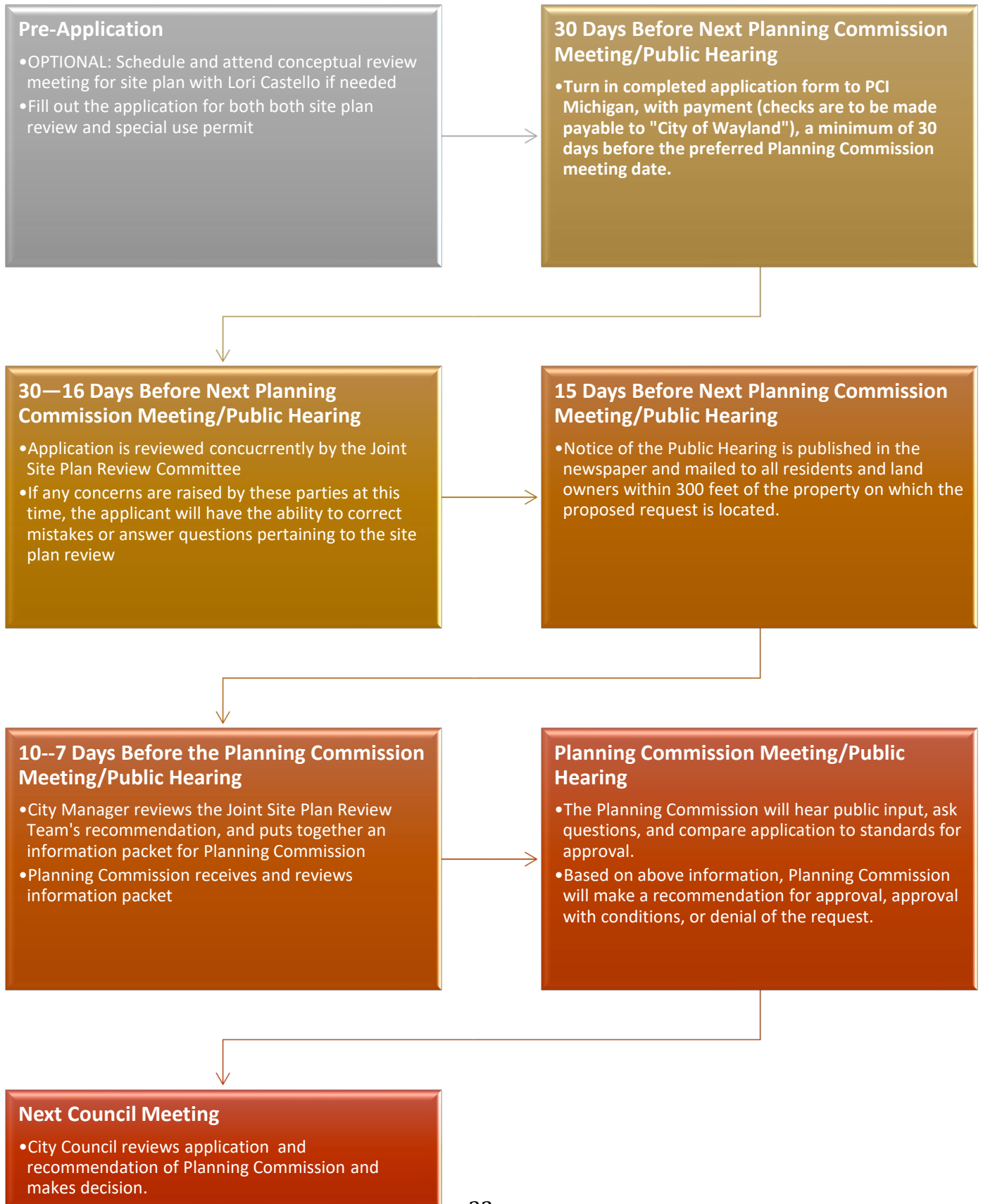
8. **State present use of property and any improvements:** _____

9. **Describe the proposed use and its associated activities:** _____

10. **Describe the nature of the request and the Zoning Ordinance Section relating to it:** _____

11. **Does a site plan accompany the application?** _____ Yes _____ No

Special Use Permit Timeline



Fee Schedule

All planning and zoning applications require a minimum fee of \$300. The actual costs for review of site plans, including engineering, stormwater management, planning, utility access, traffic issues, etc. shall be charged against the minimum fee. Any costs in excess of the minimum fee shall be billed to the applicant. Individual fees for building permit applications vary, dependent on the type of work being done. For all, the permit base fee is \$40, with additional fees dependent on the type of work and inspections being done. The specific fee schedule can be found on the application itself. A complete fee schedule for all city services can be found on the City website.

Special Meeting Procedures

If there is a determined need, a special meeting may be called for your project; however, there is not a need for this often given the frequency at which the Planning Commission meets. However, should a special meeting be needed, the only business that could be conducted at the meeting will be the purpose for which the meeting was called. Special Meeting fees may apply.

Appropriate notice will need to be given to the public through a public notice, as well as mailings sent to every property owner within a 300 foot radius of the property in question for applications which require a Public Hearing. Public comment will be solicited at all public meetings in conformity with the Open Meetings Act.

Financial Assistance Tools

There are no tax abatements or incentives available in the City of Wayland at this time.

Design Guidelines

There are no form-based codes in the City of Wayland. Façade requirements are required in some zoning districts; details may be found in the City of Wayland Zoning Ordinance Sec. 40-468.

Building Permits

Building, remodeling or adding onto a single or two family residential dwelling or accessory building, may require the following permits dependent upon the scope of work you are performing. There are many home improvement projects that do not require a building permit, please consult PCI with specific questions regarding the necessity of a permit.

Once all required materials are submitted, a staff member will review your application within 10 days. However, ALL materials must be in before then. Depending on the nature of work, electrical, mechanical, and plumbing permits may also be required. Please consult those lists.

Below is the checklist for building permit applications, the building permit application, the electrical permit application, the mechanical permit application, and the plumbing permit application. Prices for building permits vary based on the value of the project. Individual fee schedules for electrical, mechanical and plumbing are located on the permit application.

Building Permits Timeline

Pre-Application

- OPTIONAL: Call the PCI office with questions about the timeline, or if doing a commercial project and you'd like more guidance, schedule a conceptual review meeting with Lori Castello
- Not all projects will need a building permit. New structures will, and some existing structures. Residential structures over 200 square feet or additions to structures that will make the combined total floor area be over 200 square feet (120 square feet for commercial structures) require permits. In addition, there are many types of projects that may be considered maintenance. Call the PCI Office for questions relating to this

Gather Information for Building Permit

- A full checklist can be found here: <http://pcimi.com/forms/dorr-office/wayland-city/235-building-requirements-updated-14-23/file>
- 3 sets of plans or blueprints for all building projects (see attached sheet for details of what the blueprint should include dependent on the type of building being changed)
- Site diagram (see page 3 of building permit application for all requirements)
- Legal description of property –deed or survey (indicate recent property splits if any)
- Copy of paid utility fees (call the City at 269-792-2265 for assistance on this)
- All commercial projects require 3 sets of sealed plans

Gather Information for Other Needed Permits

- Electrical Permit: Needed if electrical work is done as part of construction or alteration.
- Plumbing Permit: Needed if plumbing work is done as part of construction or alteration.
- Mechanical Permit: Needed if mechanical work is done as part of construction or alteration (air conditioning, furnace, etc.)

The Completed Applications

- The Building Department will review COMPLETED applications within 10 days and either approve work to begin or contact applicant to adjust plans before beginning work
- All application materials must be submitted before the review process can begin

1575 142nd Avenue Dorr, MI 49323 (616) 877-2000	Jurisdiction:	Fax #: 877-4455 Watts #: 1-800-628-3335
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•• APPLICATION FOR BUILDING PERMIT ••

1.) LOCATION OF BUILDING			
ADDRESS _____			
CITY/VILLAGE _____	TOWNSHIP _____	COUNTY _____	ZIP CODE _____
BETWEEN (cross street) _____	AND (cross street) _____		
a. IDENTIFICATION: OWNER OR LESSEE			
NAME _____		TELEPHONE NO. _____	
ADDRESS _____	CITY _____	STATE _____	ZIP CODE _____

2.) CONTRACTOR		NOT APPLICABLE COMMERCIAL <input type="checkbox"/>	
NAME _____		TELEPHONE NO. _____	FAX NO. _____
ADDRESS _____	CITY _____	STATE _____	ZIP CODE _____
BUILDERS LICENSE NO. _____		EXPIRATION DATE _____	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION _____		SELF EMPLOYED <input type="checkbox"/> NO EMPLOYEES <input type="checkbox"/>	
WORKERS COMP. INSURANCE CARRIER OR REASON FOR EXEMPTION _____		SELF EMPLOYED <input type="checkbox"/> NO EMPLOYEES <input type="checkbox"/>	
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION _____		SELF EMPLOYED <input type="checkbox"/> NO EMPLOYEES <input type="checkbox"/>	

3.) SUB-CONTRACTORS:
(a) ELECTRIC: _____ TELEPHONE NO. _____ ADDRESS: _____
(b) HEATING/AC: _____ TELEPHONE NO. _____ ADDRESS: _____
(c) PLUMBING: _____ TELEPHONE NO. _____ ADDRESS: _____

4.) PROJECT DESCRIPTION: COMMERCIAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/>
(a) <input type="checkbox"/> NEW BUILDING (b) <input type="checkbox"/> ADDITION (c) <input type="checkbox"/> ALTERATION (d) <input type="checkbox"/> DEMOLITION (e) <input type="checkbox"/> RELOCATION of BUILDING <input type="checkbox"/> SIGN
<input type="checkbox"/> DET. GAR <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> POLE BARN <input type="checkbox"/> MODULAR <input type="checkbox"/> MOBILE HOME (include year) _____
(a) <input type="checkbox"/> SINGLE FAMILY (b) <input type="checkbox"/> TWO FAMILY (c) <input type="checkbox"/> MULTI-FAMILY (d) <input type="checkbox"/> ATTACHED GARAGE/CARPORT (e) <input type="checkbox"/> ACCESSORY STRUCTURE
BRIEF DESCRIPTION OF PROJECT: _____ _____ _____

5.) BUILDING DIMENSIONS
WIDTH _____ Ft. x LENGTH _____ Ft. x HEIGHT _____ TOTAL SQ. Ft. _____ NUMBER OF STORIES _____
Square Footage by Floor: 1st Floor _____ 2nd Floor _____ Basement _____ Garage _____ Porch/Deck _____

6.) IS ANY PART OF THE PROPOSED PROJECT WITHIN THE 100 YEAR FLOOD PLAIN? YES: NO:
 IS ANY PART OF THE PROPOSED PROJECT LOCATED IN A REGULATED WETLAND? YES: NO:

7.) IS THE EXCAVATED AREA LARGER THAN ONE ACRE, WITHIN 500 FT. OF A LAKE, RIVER, STREAM OR COUNTY DRAIN? YES: NO:

8.) PROJECT VALUATION \$ _____ (Include labor, exclude lot value.)

9.) APPLICANT INFORMATION:

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
FEDERAL I.D. NO./SOCIAL SECURITY NO.			

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 construction 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.

SIGNATURE OF APPLICANT	APPLICATION DATE
------------------------	------------------

10.) HOMEOWNER'S AFFIDAVIT:

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.

SIGNED: _____ DATE _____

11.) LOCAL GOVERNMENT AGENCY TO COMPLETE THIS SECTION

ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED	APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> Yes <input type="checkbox"/> No				
B - SOIL EROSION	<input type="checkbox"/> Yes <input type="checkbox"/> No				
C - FLOOD ZONE	<input type="checkbox"/> Yes <input type="checkbox"/> No				
D - WATER SUPPLY	<input type="checkbox"/> Yes <input type="checkbox"/> No				
E - SEWER OR SEPTIC	<input type="checkbox"/> Yes <input type="checkbox"/> No				
F - OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Notes and Date - For Department Use: _____

VALIDATION

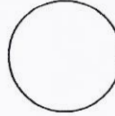
BUILDING PERMIT NUMBER:	APPROVED BY: SIGNATURE _____ TITLE _____
ISSUE DATE:	
PERMIT FEE:	

ZONING: Site Plan: (Please read carefully and complete)

Using the space provided, or on a separate sheet of paper, draw a diagram showing all of the following items:

1. The dimensions of the lot or acreage (all sides).
2. The location, with distances to lot lines, of all existing and proposed structures.
3. The dimensions of all existing and proposed structures.
4. The distances between all existing structures.
5. The location of all roads bordering or on the property.
6. The location of any power and gas lines on the property.
7. The location of any lakes, rivers, streams, flood plain areas, or wetlands on or near the property.
8. The location of any easements on the property.

12.) SITE OR PLOT PLAN – FOR APPLICANT USE
Indicate direction of North within the circle



(Attach Additional Sheet
If Necessary.)

13.) PERMANENT PARCEL #: _____

14.) BUILDING SETBACKS (Front setback, *as measured in feet*, from the road right of way.)

FRONT: _____ SIDE: _____ SIDE: _____ REAR: _____

15.) Are there any houses or mobile homes, occupied or not, on this property at this time? ____ yes ____ no
If yes, what are your immediate and future plans for the existing dwelling? _____

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.

SIGNATURE OF APPLICANT: _____ DATE: _____

FOR OFFICE USE ONLY

APPLICATION REVIEWED BY: _____ DATE: _____

APPROVED

DENIED

Minimum Setbacks Required: Front: _____ 1 Side: _____ 2 Sides: _____ Rear: _____

PROFESSIONAL CODE INSPECTIONS OF MICHIGAN, INC

1575 142nd AVENUE

DORR, MI 49323

PHONE: 616-877-2000 FAX: 616-877-4455

PERMIT APPLICATIONS MAY BE DOWNLOADED OFF OUR WEBSITE AT

www.pcimi.com

THE FOLLOWING INFORMATION IS REQUIRED TO BE SUBMITTED WITH ALL BUILDING PERMIT APPLICATIONS

1. A COMPLETED BUILDING PERMIT APPLICATION **(INCOMPLETE FORMS WILL DELAY YOUR PROJECT)**
2. 3 SET OF PLANS OR BLUEPRINTS FOR ALL BUILDING PROJECTS:
RESIDENTIAL DWELLINGS & ADDITIONS-FLOOR PLAN, FOUNDATION PLAN(CEMENT INFORMATION) & A CROSS SECTION DIAGRAM OF THE WALLS, TRUSS DATA SHEETS, ENERGY COMPLIANCE REPORT REQUIRED.
BUILDING OFFICIAL 2015 ENERGY CODE "R-VALUES/U-FACTORS, AND MANUALS JD & S"
MODULAR & MOBILE HOMES: (SINGLE OR DOUBLEWIDE)-FLOOR PLAN & CEMENT INFORMATION (PIER DIAGRAM, CRAWL OR FULL BASEMENT)
IF A MODULAR, ALSO SUBMIT THE BUILDING SYSTEMS APPROVAL SLIP.
ACCESSORY BUILDINGS INCLUDING POLEBARNs - CROSS SECTION WALL DIAGRAM INDICATING POLE DEPTH OR FOUNDATION & CEMENT INFORMATION, STUD PLACEMENT ALONG WITH A MATERIALS LIST & TRUSS DIAGRAM.
3. **SITE DIAGRAM**-INDICATING DISTANCE FROM SIDE AND REAR LOT LINES AND THE DISTANCE FROM THE ROAD RIGHT-OF-WAY TO THE STRUCTURE **(ON PAGE 3 OF APPLICATION)**
INCLUDE THE PERMANENT PARCEL NUMBER OF THE PROPERTY **(LOCATED ON YOUR TAX BILL)**
4. **LEGAL DESCRIPTION OF PROPERTY**—DEED OR SURVEY **(INDICATE RECENT PROPERTY SPLITS IF ANY)**
IF THIS PERMIT IS FOR A NEW RESIDENCE, A PERMIT WILL NOT BE ISSUED UNLESS YOU SUBMIT A COPY OF YOUR RECORDED DEED.
5. **SEPTIC PERMIT, WELL PERMIT OR COPY OF PAID UTILITY FEES - NOT THE APPLICATION**
TOWNSHIPS IN ALLEGAN CO. (269-673-5415), KENT CO. (616-632-6900),
AND OTTAWA CO. (616-396-5266 Ext.5) CITY OF OTSEGO (269-692-3391), CITY OF ROCKFORD (616-866-1537) & CITY OF WAYLAND (269-792-2265)
6. **DRIVEWAY PERMIT (IF REQUIRED)** - CONTACT THE ROAD COMMISSION FOR YOUR COUNTY **(ALLEGAN 269-673-2184) (KENT 616-242-6900) (OTTAWA 616-772-2684)**
7. **SOIL EROSION (IF REQUIRED)** - SEE #7 ON BUILDING PERMIT APPLICATION.
CITY OF ROCKFORD (616-866-1537), ALLEGAN (269-673-5415), KENT (616-242-6920) OR OTTAWA (616-846-8222)
8. **ALL COMMERCIAL PROJECTS REQUIRE 3 SETS OF SEALED PLANS**

ATTENTION

IN THE FOLOWING MUNICIPALITIES YOUR ZONING MUST BE APPROVED BEFORE SUBMITTING APPLICATIONS

ALLEGAN TOWNSHIP – STEVE SCHULTZ - PHONE # 269-673-5051

CHESHIRE TOWNSHIP - FRANK TOOKER- PHONE # 269-521-4563

FILLMORE TOWNSHIP - KEN DEWEERD - PHONE # 269-751-7655 (TOWNSHIP HALL)

LOWELL CITY- SUE ULLERY - PHONE # 616-897-8457

OAKFIELD TOWNSHIP - ROGER MASON - PHONE # 616-754-5679

OTSEGO CITY - PHONE # 269-694-6146 (CITY HALL)

PLAINWELL CITY - DENISE SIEGEL - PHONE # 269-685-6821 (CITY HALL)

ROCKFORD CITY - CHRISTINE BEDFORD - PHONE #616-866-1537 (CITY HALL)

TROWBRIDGE TOWNSHIP - NICK LOLL - PHONE # 269-720-2197

Jurisdiction of:

ELECTRICAL APPLICATION

Make checks payable to the Jurisdiction.

Great Lakes Energy DATE _____

1575 142nd Avenue
Dorr, MI 49323
(616) 877-2000

PERMIT NO. _____ Consumer's Energy Request # _____

Job Location _____

Owner _____

Address _____

City _____ State _____ Zip _____

Phone No. (Home) _____ (Business) _____

TYPE OF JOB:

COMMERCIAL: NEW REMODEL

RESIDENTIAL: NEW REMODEL

BLDG. PERMIT NO. _____

COMMERCIAL & RESIDENTIAL REMODEL

ELECTRICAL PERMIT FEE SCHEDULE

	Per Unit	Number	FEE
Permit base fee (non-refundable, no inspections included)	40.00	1	40.00
Final Inspection	40.00		
Rough In Inspections	40.00		
Re-inspection	40.00		
Underground/Pool Bonding	40.00		
Additional Inspection	40.00		
Inspections, hourly rate	50.00		
Electrical Services thru 600 amp Permanent and Temp	20.00		
600 amp - 800 amp	20.00		
Over 800 amp	25.00		
Sub Panel	5.00		
Circuits, each	4.00		
Light fixtures per 25 and fraction thereof	5.00		
Dishwasher, garbage disposal, and range hood, each	4.00		
Furnace, unit heaters	5.00		
Electrical heating units (baseboards), each	4.00		
Power outlets (including ranges, dryers, etc.), each	4.00		
Exhaust and ventilation fans	5.00		
Signs, per circuit	5.00		
Feeders, bus ducts, etc per 50 ft & fraction thereof	6.00		
Mobile home park site, each	6.00		
Recreational vehicle park site, each	4.00		
TOTAL FEE			

- Please send jurisdiction maps.
- Please send permit forms.

K.V.A. & H.P., each up to 20 K.V.A. or H.P. 4.00
over 20 K.V.A. or H.P. 8.00
Fire alarms up to 10 stations and horns 50.00
11 to 20 stations and horns 100.00
over 20 stations and horns, each 5.00

Per Unit	Number	FEE
4.00		
8.00		
50.00		
100.00		
5.00		
TOTAL FEE		

NEW RESIDENTIAL

New Single Family Dwelling 160.00
Duplex 210.00
Special inspections not requiring permits 75.00

160.00		
210.00		
75.00		
TOTAL FEE		

Please itemize when using flat rates for One & Two Family Residence. (CHECK NO. COLUMN ONLY).

If work is started before permit is applied for, an additional fee will be charged

CONTRACTOR			
NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE
LICENSE NO.		EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION		SELF EMPLOYED	<input type="checkbox"/>
		NO EMPLOYEES	
WORKERS COMP. INSURANCE CARRIER OR REASON FRO EXEMPTION		SELF EMPLOYED	<input type="checkbox"/>
		NO EMPLOYEES	
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION		SELF EMPLOYED	<input type="checkbox"/>
		NO EMPLOYEES	

THIS IS YOUR PERMIT WHEN APPROVED BY ADMINISTRATIVE AUTHORITY

Inspectors Validation Signature _____ Date _____

HOMEOWNERS AFFIDAVIT

I hereby certify the electrical work described on this permit application shall be installed by myself in my single family dwelling in which I am living or about to occupy. All work shall be installed in accordance with the local Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Electrical Inspector. I will cooperate with the Electrical Inspector and assume responsibility to arrange for necessary inspections.

Section 23a of the state construction 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.

Signature of Licensee or Homeowner _____

Keep pink copy. Return other copies with payment

Printed Name of Licensee or Homeowner _____

Jurisdiction of _____

MECHANICAL APPLICATION

Make checks payable to the Jurisdiction.

Please send jurisdiction maps

Please send permit forms

1575 142nd Avenue
Dorr, MI 49323
(616) 877-2000

PERMIT NO. _____

Job Location _____

Owner _____

Address _____

City _____ State _____ Zip _____

Phone No. (Home) _____ (Bus.) _____

DATE _____

BLDG. PERMIT NO. _____

TYPE OF JOB:
COMMERCIAL: NEW REMODEL
RESIDENTIAL: NEW REMODEL

NOTE: Any equipment to be covered must be inspected before covering. If more than one inspection is required, include "final" inspection fee.

Mechanical Permit Schedule Single Family, Additions, & Remodeling

	Per Unit	No.	Fee
Permit Base Fee (non-refundable, no inspections included) ...	40.00	1	40.00
Final inspections, Additional inspections	40.00		
Underground inspection	40.00		
Rough-in inspection	40.00		
Inspections, hourly rate	50.00		
Inspections not requiring a permit	75.00		
Furnaces, heat pumps, boilers, fireplaces, solid fuel equipment, complete woodstoves	20.00		
Add on furnaces and water heaters, each	20.00		
Chimney factory built	15.00		
Duct system or hydronic piping	10.00		
Solar equipment, piping fee included	15.00		
Gas piping new installation	10.00		
Exhaust fans, each	3.00		
LPG piping fee	10.00		
Central Air Conditioning	15.00		
Single Family (new)	160.00		
Duplex (new)	210.00		
TOTAL FEE			

Commercial, Industrial

	Per Unit	No.	Fee
Permit Base Fee	40.00	1	40.00
Final inspections, Additional inspections	40.00		
Underground inspection	40.00		
Rough-in inspection	40.00		
Inspections, hourly rate	50.00		
Inspections not requiring a permit	75.00		
Gas/oil burning equipment (New or Conversion)	30.00		
Gas piping, each outlet new installation	4.00		
Solar equipment, each panel & tank, piping fee included	15.00		

Air Conditioning and Refrigeration heat pumps, self contained:			
Under 15 HP a/c each	15.00		
Evaporator coils, each	25.00		
Under 5 HP, Split System, each	25.00		
5HP and over, split system, each	35.00		
Chiller, each	80.00		
Fireplace	30.00		
Chimney factory built	15.00		
Cooling towers, each	35.00		
Compressor, 15 HP to 50 HP, each	30.00		
Over 50 HP, each	50.00		
Air handlers, self-contained units			
Ventilation & Exhaust fans under 1500CFM, each	5.00		
1500 CFM to 10,000 CFM each	25.00		
Over 10,000 to CFM, each	50.00		
heat recovery and wall fan coils, each	10.00		
unit heaters, each	15.00		
Ducts, insulation, piping, fire suppression/protection systems, baseboard			
Based on bid price			
under \$3000	30.00		
\$3000 to \$7999	40.00		
\$8000 to 10,999	50.00		
Over \$11,000 (\$ 10.00 for each \$ 3,000.00 in addition to above rate)			
(\$ 10.00 for each \$ 3,000.00 in addition to above rate)			
Fire suppression plan review fee	100.00		
Incinerators, each	15.00		
Crematories, each	15.00		
Humidifiers, each	10.00		
Electronic air cleaner with washer, each	30.00		
TOTAL FEE			

Please itemize when using flat rates for One & Two Family Residence.
(CHECK NO. COLUMN ONLY).

If work is started before permit is applied for, an additional fee will be charged

CONTRACTOR			
NAME		TELEPHONE NO.	
ADDRESS		CITY	STATE ZIP CODE
LICENSE NO.		EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION		SELF EMPLOYED NO EMPLOYEES <input type="checkbox"/>	
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION		SELF EMPLOYED NO EMPLOYEES <input type="checkbox"/>	
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION		SELF EMPLOYED NO EMPLOYEES <input type="checkbox"/>	

THIS IS YOUR PERMIT WHEN APPROVED BY ADMINISTRATIVE AUTHORITY

Inspectors Validation Signature _____ Date _____

HOMEOWNERS AFFIDAVIT

I hereby certify the mechanical work described on this permit application shall be installed by myself in my single family dwelling in which I am living or about to occupy. All work shall be installed in accordance with the Local Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume responsibility to arrange for necessary inspections.

Section 23a of the state construction 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.

Signature of Licensee or Homeowner _____

Printed Name of Licensee or Homeowner _____

Keep pink copy. Return other copies with payment

PLUMBING APPLICATION

Make checks payable to the Jurisdiction.

Jurisdiction of _____

PERMIT NUMBER: _____

1575 142nd Avenue
Dorr, MI 49323
(616) 877-2000

DATE _____
B.P.# _____

Commercial, Residential Remodel	Per Unit	No.	Fee
Permit base fee (non refundable, no inspections included)	40.00	1	40.00
Final Inspection	40.00		
Rough In Inspections	40.00		
Re-inspection	40.00		
Underground	40.00		
Inspection, hourly rate	50.00		
Subsoil Drains, each	5.00		
Fixtures, each	5.00		
Stacks, Vents and Roof Conductors	5.00		
Sewers, each (city sewer)	10.00		
Water services, each (city water)	10.00		
Utility Holes, Catch Basins, each	5.00		
Sewage Pumps, sewage injectors, each	5.00		
Water distributing pipe (systems)			
up to one inch	5.00		
over one inch	20.00		
Reduced pressure zone backflow preventer, each	5.00		
Water connected appliances, equipment and devices, each	2.00		
All drains and traps, each	2.00		
Laboratory, hospital, clinic fixtures, equipment and devices, each	2.00		
Medical Gas Piping, per opening (includes certificate)	20.00		
Water Heater Including Inspection	45.00		
New Single Family Residence	160.00		
New Duplex	210.00		
Pre-Manufactured Dwelling w/o a basement	40.00		
Inspections not requiring a permit	75.00		
If work is started before permit is applied for, an additional fee will be charged.		TOTAL FEE	

TYPE OF JOB
 COMMERCIAL: NEW REMODEL
 RESIDENTIAL: NEW REMODEL

(Job Location)

(Print Name of owner or agent)

(Street Address)
 _____ (City) _____ (Twp.)
 _____ (Ph. No.)

Please itemize when using flat rates for One & Two Family Residence. (CHECK NO. COLUMN ONLY).

CONTRACTOR / HOMEOWNER INFORMATION: NOT APPLICABLE COMMERCIAL

CONTRACTOR MASTER HOMEOWNER WATER TREATMENT INSTALLER

OWNER OR NAME OF PLUMBING CONTRACTOR _____ TELEPHONE NO. _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

CONTRACTOR LICENSE # _____ EXPIRATION DATE _____

FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION _____ SELF EMPLOYED NO EMPLOYEES

WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION _____ SELF EMPLOYED NO EMPLOYEES

MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION _____ SELF EMPLOYED NO EMPLOYEES

THIS IS YOUR PERMIT WHEN APPROVED BY ADMINISTRATIVE AUTHORITY

Send list of Jurisdictions

Send permit forms Keep pink copy. Return other copies with payment.

Inspectors Validation Signature _____ Date _____

HOMEOWNERS AFFIDAVIT

I hereby certify the plumbing work described on this permit application shall be installed by myself in my single family dwelling in which I am living or about to occupy. All work shall be installed in accordance with the Local Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Plumbing Inspector. I will cooperate with the Plumbing Inspector and assume responsibility to arrange for necessary inspections.

Section 23a of the state construction 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.

Signature of Licensee or Homeowner _____

Printed Name of Licensee or Homeowner _____

Other Requests

Outside of the basic planning, zoning, and permitting process, PCI also handles a few other processes for the City. For the following three processes, payments will be written out to "PCI". Forms for these items may be found on the following pages.

Agricultural Zoning Compliance Form – This application is used to construct a building for 100% qualified agricultural use. A \$35 fee is required.

Land Division Application – This application is required to divide property under the Land Division Act, and staff would ensure this is in compliance with the various laws. A \$75 fee is required. If property is platted, additional approval is required from City Council.

Land Transfer Application – This would be used to transfer land from one parcel to another. A \$75 is required. A \$75 fee is required. If property is platted, additional approval is required from City Council.

PROFESSIONAL CODE INSPECTIONS OF MICHIGAN, INC.

Application for Zoning Compliance Permit

Date _____ *Please Print* Receipt # _____

Fee \$ _____

Township _____ Section & Parcel No. _____

Applicant(s) _____ Phone: _____

Owner (if other than applicant) _____

Present Address _____

*Note: Legal Description
may be required.

*Site Address _____

Plat: _____ Lot(s): _____ Lake: _____

Are you within 500 ft. of a lake or stream? Yes No

Site Plan Drawing

*Use Space Below or Attach
Drawing must indicate North*

Items required on drawing:

1. Road(s) adjoining property or access to property.
2. Size of property (length, width or odd shaped sizes).
3. Existing structures, their location on the property and their use (i.e. house, barn, etc.).
4. Proposed construction site and distance in feet to:
 - a. Front lot line
 - b. Side and back lot lines
 - c. Closest building(s)

5. Use of new structure: _____

6. Size: _____ / _____ / _____
Width Length Height

Zoning Department Use:

Zoning District: _____

Minimum Front Yard Required _____

Minimum Side Yard Required _____

Minimum Rear Yard Required _____

Approved Denied:

Not in compliance with the following provisions of the
zoning ordinance:

Article No. _____ Section No. _____

Zoning Administrator/Deputy





**PROFESSIONAL CODE INSPECTIONS
OF MICHIGAN, INC.**

1575 142nd Avenue
Dorr, MI 49323
(616) 877-2000
(Fax) #(616) 877-4455

PROPERTY SPLIT FORM FOR _____
(Name of City, Village or Township)

PERMANENT PARCEL NO: _____ LOT NO: _____

ZONING DISTRICT: _____ FEE: \$75.00 PER NEW PARCEL

NAME OF PROPERTY OWNER(S) _____

MAILING ADDRESS: _____

CONTACT INFORMATION: HOME PHONE: _____ CELL PHONE: _____

IS THE PROPERTY IN A P.A 116 PROGRAM? _____ OR A P.A 260 PROGRAM? _____

TO PROCESS YOUR APPLICATION YOU MUST PROVIDE THE FOLLOWING :

1. A copy of the Recorded Deed showing ownership of the property
2. If you are not the owner, provide proof that you are the legally appointed agent for the property owner
3. Proof that all due and payable taxes and installments of special assessments are paid in full.
4. Survey map, prepared pursuant to Michigan statutory requirements by a licensed surveyor showing:
 - a. The current boundaries as of March 31, 1997
 - b. All land divisions made after March 31, 1997
 - c. The proposed division(s) including dimensions and acreage
 - d. Existing and proposed road/easement right of way
 - e. Easements for public utilities from each parcel to existing public utility facilities
 - f. Existing improvements (buildings, well, septic, driveways, etc.) OR INDICATE NONE
 - g. Locate any site limitations (wetlands, floodplain) OR INDICATE NONE
5. Proposed Legal Descriptions for each new parcel
6. Materials from the County Road Commission, MDOT or respective municipality for a new private road
7. A signed and dated statement giving detailed information about the terms and availability of future division rights.
Or a statement that all future land division rights are being retained by the grantor. THIS STATEMENT IS
REQUIRED BY LAW TO BE ON YOUR DEED.

Each parcel or tract of land is allowed a designated number of land divisions (determined by total acreage). Each proposed land division must meet the requirements of the Land Division Act and the local Zoning Ordinance. This signed and dated statement will indicate weather the seller is retaining all future divisions with the parent parcel/tract (the land he/she is keeping) or weather the seller is allowing the buyer (of proposed parcel) the right to divide the new parcel within the next 10 years and the number of divisions being designated to the new parcel.

APPROVAL OF ANY LAND DIVISION IS CONDITIONAL ON THE ACCURACY OF THE INFORMATION PROVIDED BY THE APPLICANT. FALSE OR INACCURATE INFORMATION OR A DEVIATION FROM THE APPROVED LAND DIVISION APPLICATION WILL IMMEDIATELY VOID YOUR APPROVAL.

A BUILDING PERMIT WILL NOT BE ISSUED FOR A NEW PARCEL UNTIL A DEED TRANSFERRING OWNERSHIP OF THE PROPERTY IS RECORDED WITH THE OTTAWA COUNTY REGISTER OF DEEDS OFFICE.

DEED STATEMENTS REQUIRED BY LAW: All Deeds for un-platted lands must contain the following two statements:

1. The Grantor(Seller) Grants to the Grantee(Purchaser) The Right to Make _____(insert number) Divisions Under Section 108 of the Land Division Act. No. 288 of the Public Acts of 1967. (In the absence of such a statement or the failure to write a number the right to make such divisions stays with the remainder of the parent parcel retained by the grantor)
2. This property may be located within the vicinity of Farmland or a Farm Operation. Generally Accepted Agricultural and Management Practices which may generate Noise, Dust, Odors and Other Associated Conditions may be used and are protected by the MICHIGAN RIGHT TO FARM ACT.

DATE: _____ SIGNATURE OF APPLICANT: _____

(FOR OFFICE USE ONLY)

DATE APPROVED: _____ NOT APPROVED: _____

If denied, the request was not in compliance with the following provisions of the local Zoning Ordinance:
Chapter _____ Section _____

Conditions of Approval: _____

Zoning Administrator/Deputy



**PROFESSIONAL CODE INSPECTIONS
OF MICHIGAN, INC.**

1575 142nd Avenue
Dorr, MI 49323
(616) 877-2000
(Fax) #(616) 877-4455

LAND TRANSFER FORM FOR _____
(Name of City, Village or Township)

PERMANENT PARCEL NO: _____ LOT NO: _____

ZONING DISTRICT: _____ FEE: \$75.00

NAME OF PROPERTY OWNER(S) _____

MAILING ADDRESS: _____

CONTACT INFORMATION: HOME PHONE: _____ CELL PHONE: _____

IS THE PROPERTY IN A P.A 116 PROGRAM? _____ OR A P.A 260 PROGRAM? _____

TO PROCESS YOUR APPLICATION YOU MUST PROVIDE THE FOLLOWING:

1. A copy of the Recorded Deed showing ownership of the property
2. If you are not the owner, provide proof that you are the legally appointed agent for the property owner
3. Survey map, prepared pursuant to Michigan statutory requirements by a licensed surveyor showing:
 - a. The current boundaries
 - b. The proposed transfer(s) including dimensions and acreage
 - c. Existing and proposed road/easement right of way
 - d. Existing improvements (buildings, well, septic, driveways, etc.) OR INDICATE NONE
 - e. Locate any site limitations (wetlands, floodplain) OR INDICATE NONE
4. Proposed Legal Descriptions for each new parcel

APPROVAL OF ANY LAND TRANSFER IS CONDITIONAL ON THE ACCURACY OF THE INFORMATION PROVIDED BY THE APPLICANT. FALSE OR INACCURATE INFORMATION OR A DEVIATION FROM THE APPROVED LAND TRANSFER APPLICATION WILL IMMEDIATELY VOID YOUR APPROVAL.

A BUILDING PERMIT WILL NOT BE ISSUED ON THE PROPERTY BEING TRANSFERRED UNTIL A DEED TRANSFERRING OWNERSHIP OF THE PROPERTY IS RECORDED WITH THE OTTAWA COUNTY REGISTER OF DEEDS OFFICE.

DATE: _____ SIGNATURE OF APPLICANT: _____

Community Feedback

We value your feedback and want to make the development process easy to follow and understand. We welcome any questions you might have to PCI, and the front office there can answer many questions about your project. Do you have feedback on our development process? Fill out our survey here: <https://www.surveymonkey.com/r/2KR9KKG>