

Application for Residential Plot/Building Plan Approval

Department of Community Development

7900 South Westnedge Avenue • Portage, Michigan 49002 • (269) 329-4477

PROJECT INFORMATION

PROJECT DESCRIPTION	ADDRESS
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IDENTIFICATION: OWNER OR LESSEE

ADDRESS			
CITY	STATE	ZIP CODE	TELEPHONE NUMBER

BUILDING CONTRACTOR

NAME		ADDRESS	
CITY	STATE		TELEPHONE NUMBER
BUILDER'S LICENSE NUMBER	FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION		EXPIRATION DATE
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION		MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION	

NOTE: APPLICANT TO PROVIDE THREE (3) 8.5"X11" PLOT PLANS AND TWO (2) SETS OF BUILDING PLANS

Have the Following Items Been Submitted?	Yes	No	NA
Scale:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lot Dimensions _____ W _____ D _____ A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setback Dimensions _____ F _____ S _____ R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and Dimensions of Existing Structure(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and Dimension of Proposed Structure(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of Proposed Paving/Driveway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of Access / Curb Cut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of Proposed Utilities (water, sewer, gas, electric)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of Existing Utilities and Utility Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building / Structure Height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevations: Provide elevations for center line of street; property corners and building corners. Arrows should be used to show lot drainage. <small>(Building and lot elevations must be provided for all new residential houses and addition projects except for accessory buildings less than 200 square feet in area or open decks where no regrading is proposed.)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Plain: Data Elevations (NAVD88 or NGVD29) are required for property within 500 feet of a body of water (i.e., lake, stream, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Swimming Pool:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and type of fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage plan submitted for pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the property corners staked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project staked (building / structure corners or setback lines)? If no, date to be staked _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Valuation of Project _____	Main Floor Area _____	Second Floor Area _____
Finished Basement Area _____	Unfinished Basement Area _____	Screened Porch Area _____
Deck Area _____	Garage Area _____	Shed Area _____
Energy Code Submitted Yes <input type="checkbox"/> No <input type="checkbox"/>	Water Service Size _____	Meter Size _____

Applicant Signature _____ Date _____