



Grand Haven Charter Township
 13300 168th Avenue, Grand Haven, MI 49417
 Phone: (616) 842-5988 Fax: (616) 842-9419

**Manufactured Home Setup, Modular Home Setup, Addition,
 Alteration, Deck, and Foundation Application**

**Separate Applications Must be Completed for Plumbing, Mechanical, or Electrical Work Permits
 Sheds Require a Separate Zoning Permit (See *Shed Permit Application Form*)**

I. Owner/ Job Location <input type="checkbox"/> Owner is Applicant (if homeowner is applicant, skip Section II)			
Name of Owner/Agent	Home Phone	Cell	
Address	City	State	Zip
Job Location (if different than above)	Name of City, Village, or Township Job is located <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of: Grand Haven Township		
Parcel #	Email:		
II. Builder/Contractor/Licensee Information			
Company Name	Company Address		
Business Phone	Cell	Fax	
Email	Licensee Name	Date of Birth	
HUD Installer License #	Expiration Date		
State Installers for Relocation License #	Expiration Date		
Federal ID # (or reason for exemption)	Workers Comp (or reason for exemption)	UIA Employee # (or reason for exemption)	
III. Builder/Contractor/Licensee Affidavit			
<i>I hereby certify that the proposed work is authorized by the owner of record, and that I have been authorized to make this application as his/her authorized agent. We agree to conform to all applicable laws of the State of Michigan and the HUD Manufactured Housing Standards. All information submitted on this application is accurate to the best of my knowledge.</i>			
Signature of Licensee	Print Name of Licensee	Date	
IV. Homeowner Affidavit			
<i>I hereby certify the work described in this permit application shall be done by myself on my own dwelling in which I am living, or about to occupy. All work shall be done in accordance with the codes and shall not be backfilled, enclosed, dry walled, covered-up, or used until it has been inspected or approved by the appropriate inspector. I understand my responsibility to arrange for the required inspections and I agree not to move anything into, or use the building in any way, until I have received written approval to do so from the appropriate inspector.</i>			
<i>I understand that for any such affidavit connected to a building permit, I (or appropriate licensed contractors) am required to obtain additional permits before installing any electrical, plumbing, heating, air conditioning, fireplace, wood stove, ventilation component, or other similar work. I understand all of the above and acknowledge that failure to comply with the above requirements may cause revocation of the building permit and/or legal action to be taken against me.</i>			
Signature of Homeowner	Print Name of Homeowner	Date	

Complete Application on Back

V. Project Description

A. Type of Project

<input type="checkbox"/> MANUFACTURED HOME SETUP ON NEW FOUNDATION <input type="checkbox"/> RELOCATION OF MANUFACTURED HOME TO EXISTING FOUNDATION <input type="checkbox"/> MODULAR (PRE-MANUFACTURED) HOME SETUP	<input type="checkbox"/> FOUNDATION <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR	<input type="checkbox"/> STAIRS <input type="checkbox"/> PORCH <input type="checkbox"/> DECK <input type="checkbox"/> CARPORT	<input type="checkbox"/> AWNING <input type="checkbox"/> HOT TUB <input type="checkbox"/> POOL
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B. Project Flat Fee Items (Enter the quantity of items being installed, repaired or altered below)

Item Description	Fee	# Item	Total	Item Description	Fee	# Item	Total
Manufactured Home Setup	\$300			Additional Inspections	\$75/hr		
Relocation of Manuf. Home to Existing Foundation	\$125			Starting Work w/o Permit	\$50		

C. Project Value Based Items

Item Description	Value	# Item	Total	Item Description	Value	# Item	Total
Foundation				Deck			
Addition				Carport			
Alteration				Awning			
Repair				Hot Tub			
Stairs				Pool			
Porch				TOTAL	\$		

D. Manufactured or Modular Home Information

Length & Width of Unit (feet): _____	Year Unit Built: _____	HUD Number(s): _____
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(or) If State of Michigan Approved, provide one copy of the Building System Approval and the approved plans:

E. Detailed Description of Work (REQUIRED)

F. Select Characteristics of Building

1. Principal Type of Heating Fuel:
 Gas Oil Electricity Hydronic Other _____ N/A

2. Type of Sewage Disposal:
 Public or Private Company Septic System

3. Type of Water Supply:
 Public or Private Company Private Well or Cistern

4. Will there be Air Conditioning:
 Yes No If Yes, what type of system? Coil/Condenser Hydronic

VI. Plan Review Required

Detailed construction documents must be submitted with any application for a building permit, unless waived by the building official when code compliance can be determined based on the description in the application, and the appropriate fee(s) must be paid in full before a permit can be issued.

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 are not required for one- and two-family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost. The building official also reserves the right to require architect or engineer supervision on any other construction method deemed unusual or non-typical.

VII. Plan Requirements

You must provide a DIMENSIONED SITE PLAN showing the lot size, the location of the street, the unit placement, and all setback dimensions from the lot lines.

Manufactured Home Setup:

- Must provide a minimum of 2 sets of plans showing the type, size, and depth of the footings and piers. Provide the method of anchoring the unit to the foundation (i.e., footings & piers). Include a copy of the manufacturer's installation instructions for anchors (tie downs).
- Must show how the entrance/exit doors will be accessed. If the unit only has stairs, show the landing size, the rise height and run depth of the steps, the guardrail and the handrail details.

Must provide 2 sets of construction documents of the proposed addition, alteration, or foundation.

For decks and additions built 'on site' the drawings must include:

- Top view showing size, layout, stairs, joist (and/or rafter) layout, etc. all with dimensions.
- Elevation (side) view showing depth & type & size of footings; post type & size & locations; beam type & size & location; floor joist type & size & span & spacing; floor decking type & size; guard rail type & height & spacing details; stairway details (including lighting & location of light switch) with guardrail & handrail sizes & spacing & etc.; and any other details not mentioned above.
- All connection details and specifications to include sizes and types of all connectors.
- If a deck or roof is attached to the unit, documentation from the unit manufacturer shall be submitted, which states the deck or roof may be attached to the unit.
- If a deck or roof is attached to the unit, provide flashing material for the unit/ledger board and information proving compatibility of the flashing material with the treatment in the wood.
- If the deck or roof is attached to the unit, 42" deep footings are required. If not attached, the posts may sit directly onto a concrete slab.
- Any proposed addition(s) that are pre-manufactured (such as carports, canopies, sunrooms, etc.) must be accompanied with State of Michigan signed and sealed engineered documents showing how they meet the State of Michigan snow loads (50# ground) and wind loads (90 mph).

SPECIAL NOTE: Any addition, alteration, or foundation to be performed on any unit must first be approved by the River Haven Village Office personnel. A copy of that written approval must be provided before this application can be processed.

VIII. Notice to Applicant

GENERAL: Work shall not be undertaken until a permit is issued.

EXPIRATION OF PERMIT: A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A permit will be cancelled when no inspections are requested and conducted within 180 days of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded or reinstated.

SCHEDULING INSPECTIONS: Applicant is responsible for arranging all required inspection until the permit is finalized. Call (616) 842-5988 (select option 2) at least 48 hours in advance to schedule an inspection and include job location and permit number.

PERMIT PRE-PAYMENTS: Grand Haven Charter Township may accept payment for application fees before the permit is issued. The payment will be held in an escrow account until the permit is ready to be issued and will then be applied to the application fees due. If the initial payment is insufficient to pay the application fees in full, additional payment will be required. Permits will not be issued until all fees are paid in full. **No work authorized by the permit may commence prior to the permit being received by the applicant.** If the application is for an electrical, plumbing, or mechanical permit associated with an application for a manufactured home permit, the manufactured home permit must be issued prior to any electrical, plumbing, or mechanical permit being issued.

NO WORK MAY COMMENCE UNTIL THE PERMIT HAS BEEN RECEIVED BY THE APPLICANT.
THIS INCLUDES ELECTRICAL, MECHANICAL, AND PLUMBING.
PRE-PAYMENT OF A PERMIT DOES NOT MEAN A PERMIT HAS BEEN ISSUED.

Inspector's Signature

Date

IX. Site Plan with Setbacks (or attach a site plan and/or survey)

Tip: use an aerial map to draw the Site Plan, go to <https://gis.miottawa.org>, and click Property Mapping Lite

North

West

East

South