

MUNICIPAL INSPECTION SERVICES, INC.  
P.O. Box 146, Grand Ledge, MI 48837  
517-622-8822 Fax 517-622-8833  
E-mail: municipalinspections@hotmail.com

**CITY OF PORTLAND  
BUILDING PERMIT APPLICATION**

Date: \_\_\_\_\_

Parcel ID 34-300 \_\_\_\_\_

Permit Number: \_\_\_\_\_

Type of Construction

- Alteration  
 Demolition  
 New Building  
 Remodel  
 Repair/Replace  
 Other \_\_\_\_\_

Residential

- New Build  
 Addition  
 Garage  
 Pole Barn  
 Shed

- Pool  
 Deck/Porch  
 Covered Porch  
 Reroof  
 Mobile Home

Commercial/Industrial

- Building  
 Remodel  
 Addition  
 Sign  
 Foundation

**Building Site Address:** \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Lot # \_\_\_\_\_

**Owner/Lessee Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Architect or Engineer:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Builders License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Federal Employee ID Number (or reason for exemption):** \_\_\_\_\_

**Workers Comp Insurance Carrier (or reason for exemption):** \_\_\_\_\_

**MESC Employee Number (or reason for exemption):** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dimensions**

Number of Stories: \_\_\_\_\_ Floor Area 1<sup>st</sup> & 2<sup>nd</sup> Floor: \_\_\_\_\_ Sq. Ft.  
Basement – Finished: \_\_\_\_\_ Sq. Ft. Basement – Unfinished: \_\_\_\_\_ Sq. Ft.  
Garage: \_\_\_\_\_ Sq Ft. Porches & Decks: \_\_\_\_\_ Sq. Ft.

**Cost**

Value of Construction: \_\_\_\_\_ (Total value less the cost of land)

**\*\*Permit will not be processed without the value of construction\*\***

Electrical: \_\_\_\_\_ (Separate application must be completed)

Plumbing: \_\_\_\_\_ (Separate application must be completed)

Mechanical: \_\_\_\_\_ (Separate application must be completed)

**Proposed Use of Building**

**Residential** (if this application is for demolition, please show the most recent use)

- Single Family
- Two/Multiple Family \_\_\_\_\_ Number of Units
- Hotel/Motel \_\_\_\_\_ Number of Units

**Non-Residential** (if this application is for demolition, please show the most recent use)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accessory Building       | <input type="checkbox"/> Church/Religious | <input type="checkbox"/> Industrial           |
| <input type="checkbox"/> Retail Store             | <input type="checkbox"/> Service Station  | <input type="checkbox"/> Hospital/Institution |
| <input type="checkbox"/> Office/Bank/Professional | <input type="checkbox"/> School/Library   | <input type="checkbox"/> Parking Garage       |
| <input type="checkbox"/> Underground Storage Tank | <input type="checkbox"/> Cell Tower       | <input type="checkbox"/> Other _____          |

**Building Characteristics**

Frame:  Masonry  Wood  Structural Steel  
 Reinforced Concrete  Other

Principal Type of Heating Fuel:  Gas  Oil  Electricity  Other

Sewage Disposal:  Public  Septic System

Water Supply:  Public  Private Well

Type of Mechanical:  Air Conditioning  Elevator  Fire Suppression

I do hereby swear and warrant that all statements made by me in this application are correct to the best of my knowledge and that, in consideration of the granting of this permit, the granters shall be held harmless from any and all damages.

I hereby agree to construct said work in all respects in compliance with the Statutes of the State of Michigan and the Ordinances of the City of Portland.

I hereby agree to locate this building on the lot so that it will conform to all Zoning and Building regulations.

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/her 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.

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

Applicant Signature: \_\_\_\_\_

Owner                       Contractor                       Authorized Agent

Date: \_\_\_\_\_

MUNICIPAL INSPECTION SERVICES, LLC  
A MICHIGAN LIMITED LIABILITY COMPANY  
PO BOX 146, GRAND LEDGE, MI 48837  
TELEPHONE (517) 622-8822  
FAX # (517) 622-8833  
FOR  
THE CITY OF PORTLAND

CITY OF PORTLAND  
ZONING COMPLIANCE VERIFICATION

PROJECT ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS (IF DIFFERENT) \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THIS PROJECT IS IN COMPLIANCE WITH THE CITY OF PORTLAND ZONING  
ORDINANCE. UPON COMPLETION OF THIS FORM, A BUILDING PERMIT  
MAY BE ISSUED.

PLANNING & ZONING OFFICE: \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS OR CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## SOIL EROSION COMPLIANCE

In order to ensure that building permit applicants are in compliance with the Ionia County Drain Commission and the need for a SESC permit, please review the questions below. Not all properties require this permit. If you have questions regarding soil erosion or floodplain/wetlands please contact the individuals below.

1. Is the structure within 500 feet of water (lake, river, stream, county drain) **OR** is the excavated area equal to or greater than 1 acre? **YES/NO**

**If YES a SOIL EROSION PERMIT IS REQUIRED from the DRAIN COMMISSION.**

**DRAIN COMMISSION:**

Robert Rose  
100 W. Main St.  
Ionia, MI 48846  
Phone: (616) 527-5373

2. Is the property located in wetlands or floodplain? **YES/NO**

No Building permit may be issued if in a flood plain without DNRE approval.

**FLOODPLAIN/WETLANDS:**

Matt Occhipinti (Monday & Thursday)  
Phone (616) 204-1708 Fax (616) 356-0202  
Email: [OcchipintiM@michigan.gov](mailto:OcchipintiM@michigan.gov)

It is the applicant's responsibility to obtain and submit any required Soil Erosion Permit or fulfill requirements associated with a property located in wetlands or a floodplain.

Project Address:

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Name:

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Phone Number:

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Signature:

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