

POKAGON BAND OF POTAWATOMI INDIANS 57824 Potawatomi Trail, Dowagiac, MI 49047 Office (269)-783-0443 Fax (269)-783-0452	Owner's Name:
	Project Location(Address) ÷
<h1 style="text-align: center;">BUILDING PERMIT APPLICATION</h1>	Project Description: (Ex: Roof, Addition, Remodel, Home etc.)
	Estimated Cost of Project: \$

General Contractor:	License Number	Mailing Address:	Area Code + Telephone
Construction Contractor:	License Number	Mailing Address:	Area Code + Telephone
Plumbing Contractor:	License Number	Mailing Address:	Area Code + Telephone
Electrical Contractor:	License Number	Mailing Address:	Area Code + Telephone
HVAC Contractor:	License Number	Mailing Address:	Area Code + Telephone

PROJECT INFORMATION:

Please fill out all areas that are applicable.

Type of Permit	Description			Type	Use	Land Use
Building	Sign	Shed	1&2Family	New	Temporary	Lawn & Garden
Sanitary	Utility	Fence	Commercial	Repair	Permanent	Open Sales
Land Use	Pool	Garage	Special Events	Remodel	Emergency	Seasonal Trailer
Demolition	Deck	Other			Other:	
Other:						

The applicant agrees to comply with the PBOPI Tribal Codes, Ordinances, and with the conditions of this permit: understands that the issuance of the permit created no legal liability, express or implied of the PBOPI and certifies that all of the above information is accurate. Failure to comply in any or all of these conditions may result in suspension revocation of this permit or other penalty.

Note: your e-signature constitutes your agreement to be bound by the intentions recorded on this document.

SIGNATURE OF APPLICANT:	DATE:
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FOR OFFICE USE ONLY

Permit #:	Parcel #:	Zoning District/ Land Classification:	<input type="checkbox"/> Fee	<input type="checkbox"/> Trust
<i>Fee's</i>			<i>Application Reviewed by PBOPI Tribal Agents(s):</i>	
Construction	\$	Land Use	\$	Name of Agent:
Plumbing	\$	Other	\$	Date:
Electric	\$	Specify:	\$	Name of Agent:
HVAC	\$	Total Due	\$	Date:

Additional Notes:

Residential Checklist

1. When submitting your application for a building permit the followings information must be included in order to begin the review process.
2. A Description of the land in which the proposed work is to be done.
3. The use or occupancy of all parts of the building.
4. A site plan drawn to scale showing:
 - a. The actual dimension of the lot to be built upon.
 - b. The size and location of all buildings
 - c. Such other information that may be required.
5. Foundation specifications
6. Wall Brace Diagram for residential project
7. RES Check® for residential projects
8. COM Check® for commercial projects
9. Computations, stress diagrams and other data as required
10. Once all appropriate documents have been received the completed application will be reviewed.
11. Once approved you will be notified that your permit is ready for pick up and the fee's associated with the issuance of this permit.
12. If denied you will be notified of the reason with a follow up in letter form detailing this information.
13. If additional information is required you will be notified by the Properties & Planning Department, as to what additional information is required.

Commercial Checklist

1. When submitting your application for a building permit the followings information must be included in order to begin the review process.
2. A full set of construction documents (to include all trades/discipline).
3. A project manual
4. Copy of State Submittal Application.
5. Copy of State Review approval Letter (when received).
6. Project Data
7. Applicable Codes
8. Associated Calculations.
9. COM Check® for commercial projects
10. Computations, stress diagrams and other data as required
11. Once all appropriate documents have been received the completed application will be reviewed.
12. Once approved you will be notified that your permit is ready for pick up and the fee's associated with the issuance of this permit.
13. If denied you will be notified of the reason with a follow up in letter form detailing this information.
14. If additional information is required you will be notified by the Properties & Planning Department, as to what additional information is required.

CONTRACTOR RESPONSIBILITIES

Please initial all lines

___ As a condition of this permit, inspections are mandatory and will require a 24 hour notice to the inspectors.

___ All inspections will be made during the normal work week 8:00 A.M. through 5:00 P.M.

___ The contractor, subcontractor, or their authorized representative **will** be present for each inspection.

___ Any items that need correction will be resolved within 5 working days and re-inspected. Failure to comply may be treated as a code violation.

___ Mandatory Inspection will include but are not limited to: excavations, pouring foundation walls or slabs, prior to backfilling, tile, store, and insulation. Prior to pouring basement floor, underground plumbing, and all framing, plumbing, heating cooling, electrical work, insulation and vapor barrier, installations of any utilities, final grading and project completion and all other inspection deemed appropriate by the Inspection staff.

___ Failure to comply with these directives shall be a violation of the permit requirements and subject to appropriate actions as specified in the PBOPI Health & Safety Law and Building Codes.

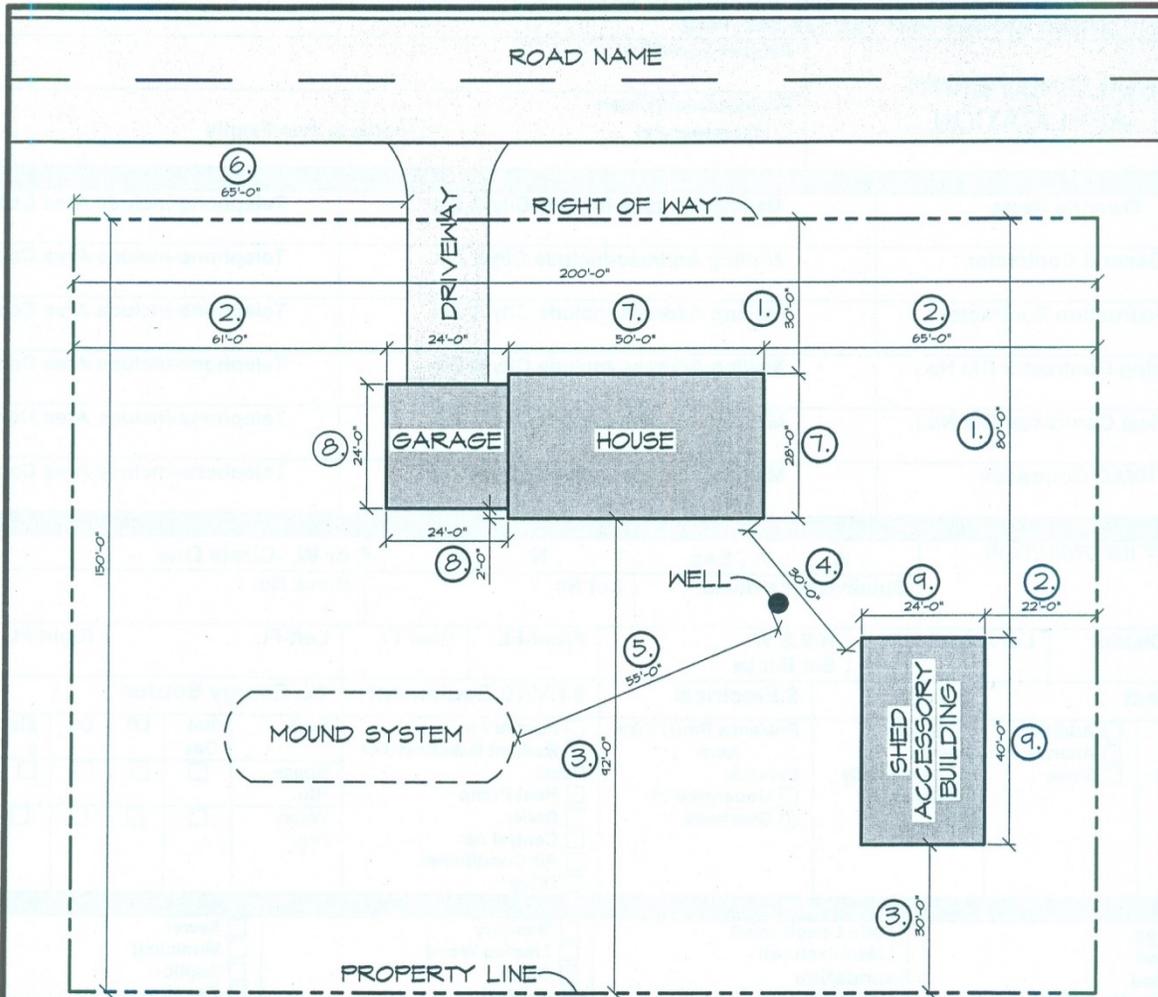
___ Any and all other conditions that may be attached to this permit or addressed by the inspectors will be considered a condition of this permit.

Note: your e-signature constitutes your agreement to be bound by the intentions recorded on this document.

PRINT NAME:

DATE:

EXAMPLE SITE PLAN:



NORTH



INDICATE NORTH DIRECTION

REQUIRED SETBACK - R-1

FRONT: 30'-0" MINIMUM

SIDE: 10'-0" MINIMUM

REAR: 30'-0" MINIMUM

REQUIRED SETBACK - ACCESSORY BUILDING

FRONT: 60'-0" MINIMUM

SIDE: 10'-0" MINIMUM

REAR: 5'-0" MINIMUM

SITE PLAN

MEASUREMENTS NEEDED:

- ① RIGHT-OF-WAY TO STRUCTURE DISTANCE.
- ② SIDE YARD LOT LINES TO STRUCTURE DISTANCE.
- ③ REAR YARD LOT LINE TO STRUCTURE DISTANCE.
- ④ STRUCTURE TO STRUCTURE DISTANCE.
- ⑤ WELL TO SEPTIC SYSTEM DISTANCE.
- ⑥ DRIVEWAY TO CORNER PINS DISTANCE.
- ⑦ HOUSE DIMENSIONS.
- ⑧ GARAGE DIMENSIONS.
- ⑨ ACCESSORY BUILDING(S) DIMENSIONS.