

**BUILDING / ZONING PERMIT APPLICATION**  
**CITY OF SOUTH HAVEN**  
**BUILDING DEPARTMENT**  
539 PHOENIX STREET, SOUTH HAVEN, MICHIGAN 49090  
FOR INFORMATION CALL 269-277-8573  
**DO NOT PAY FEE WITH SUBMITTAL OF THIS PERMIT APPLICATION**  
**PAY FULL AMOUNT OF FEE DUE WHEN ISSUED PERMIT IS PICKED UP**

Project Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Appl. Address: \_\_\_\_\_ Owner Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ Zoning District of Property \_\_\_\_\_

Project Description: \_\_\_\_\_

Contractor: \_\_\_\_\_ License No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Liability Carrier: \_\_\_\_\_ Fed Id or S.S.: \_\_\_\_\_

Total Value of Construction (All Materials & Labor for this Permit Only): \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Property is subject to an association. (If yes, attach a letter of approval from said association)

I hereby authorize the Zoning Administrator, Building Inspector or other authorized representative of the City of South Haven to enter and inspect the above property for the purpose of inspection of the premises.

**AFFADAVIT:** I certify and affirm that I am the property or building owner or owner's authorized agent and that I agree to conform to all applicable laws of this jurisdiction. I also certify that this application is accurate and complete, and that I understand 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, which prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR - OWNER

All contractors must be registered with the City of South Haven before a building permit may be issued.

For new single family dwellings, a completed New Single Family Home Submittal Requirements application form must be attached.

For any work involving a change to the footprint of a structure, a drawing must be included with the following:

1. SHOW PROPERTY LINES AND DIMENSIONS OF LOT
2. SHOW ALL STRUCTURES ON PROPERTY
3. SHOW DISTANCES FROM STRUCTURES TO PROPERTY LINES
4. SHOW DISTANCES BETWEEN BUILDINGS
5. SHOW STREETS AND EASEMENTS
6. SHOW ANY UTILITIES NEAR CONSTRUCTION AREA

The submittal of accurate drawings results in faster permit application processing. A survey or professional drawing of the property may be required if the proposed work is at or within 3 ft. of a property line, or it is determined to be needed by the Zoning Administrator or Building Official.

**IMPORTANT: THIS BUILDING PERMIT APPLICATION IS NOT A PERMIT. A PERMIT MUST BE ISSUED AND PICKED UP FROM CITY HALL BEFORE ANY WORK IS BEGUN.**