



Building Permit Application

Permit application instructions on reverse side of this form
Loyall Bennett, Chief Building Official
Caleb O'Toole, Building Inspector
Electrical Inspector Ken Simpson at (269) 471-5869
Mechanical Inspector Ken M. Jewell at (269) 287-0425
Plumbing Inspector John Maier at (269) 519-8820

1725 Territorial Road
Benton Harbor, MI 49022

Tel: (269) 925-7284
Fax: (269) 925-7134

Permit Holder MUST call for All Inspections & give a 24 Hour Notice

Zoning of Property: (township use)	Property ID #: 11-03- (township use)	Authority: P.A. 230 of 1972, as amended Completion of app is mandatory to obtain permit Penalty: Permit cannot be issued	
Estimated value of construction proposed:	Estimated start date of construction:	Permit fee:	Plan review fee:
PERMIT NUMBER (when issued, Twp use)	☐ Paid (Receipt Number) (township use)	Permit fees based on 1997 UBC fee schedule: call for fees.	Office use:

A: Other permits or information being provided by applicant: (represents also what may be required)

Driveway (BCRC) permit:	Soil Erosion permit:	Septic Permit:	Zoning compliance or planning:	Site plan:	DEQ:	Plumbing: Inspector John Maier	Mechanical: Inspector Ken M. Jewell	Electrical: Inspector Ken Simpson
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I. JOB LOCATION / OWNER:

Building Department should attach county sheet to verify information.

Owner of property work is being done for:	☐ Yes Is a drawing available for this project? ☐ No ☐ Not required		
Job location street address (Street number and street name)	City	State	Zip

II. CONTRACTOR / APPLICANT INFORMATION

Please Make Checks Payable To: Benton Charter Township

Check one below: ☐ Homeowner ☐ Contractor	Name of Contractor/Homeowner	MI Contractor License #	Expiration Date
Address (St No. and Name) of applicant:	City	State	Zip Code
Email address: (PRINT CLEARLY)	Phone number	Federal Employer ID Number (or reason for exemption)	
Worker's Compensation Insurance Carrier (or reason for exemption)	Worker's Comp. Policy # and Expiration Date:	MESC Employer Number (reason for exemption)	

If a contractor will be doing the work, workman's comp insurance certificate will be required to be submitted with this application.

III. DESIGN PROFESSIONAL INFORMATION

Check one below: ☐ MI Architect ☐ MI Prof Engineer ☐ Home Designer ☐ MI Surveyor	Name of Professional	Michigan License #	Expiration Date
Address (St No. and Name) of owner/contractor	City	State	Zip Code
Telephone number	Fax number	Cell number	Other information you wish to provide:

Residences > 3500 sq ft habitable space and commercial projects require design professional seal on drawings at time of submittal.

IV. PROJECT DESCRIPTION

Please describe your project here: If work involves new construction and / the enlargement or expansion of an existing building / structure, a site plan and two sets of construction drawings (along with req'd info above) will be required with this application. If needed use reverse side.
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"Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, 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 a residential structure. Violators of section 23a are subjected to civil fines."

V. CONTRACTOR PERMIT SIGNATURE.

If homeowner permit, please sign 2x, here and under Homeowner affidavit below

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. I agree to conform to all applicable laws of the State of Michigan (2021 Michigan Building Code, ICC) and Benton Township ordinances. All information submitted on this application is accurate to the best of my knowledge.		
Signature of Contractor / Homeowner:	please sign and date:	Date
X		

V. HOMEOWNER AFFIDAVIT AND SIGNATURE.

If homeowner permit, please sign 2x, here and under V. PERMIT SIGNATURE above

Homeowner Affidavit: I hereby certify the building work described on this application shall be installed by myself in my single family dwelling in which I am occupying or about to occupy. All work shall be installed in accordance with the 2021 Michigan Building Code governing this jurisdiction and shall not be covered up or put into service until it has been inspected and approved by the Building Inspector. I will assume all responsibility for arranging necessary inspections.		
Signature of Homeowner:	please sign and date:	Date
X		

NO WORK IS TO TAKE PLACE UNTIL ALLOWED BY A BUILDING INSPECTOR.

PLEASE PROVIDE THE FOLLOWING INFORMATION WITH YOUR PERMIT APPLICATION:

1. Site plan (1 copy, scaled) showing location of new and existing structures with distances accurately depicting distance to lot lines (required only if you are expanding the footprint). You may use the space below or another sheet for this purpose. Drawing should be scaled.
2. Septic permit (1 copy (pink)) or statement of intent to connect to available sewer. Call office for rates and permit.
3. Two sets of drawings. Drawings should include foundation plans, floor plans, cross section drawing, and elevations (with enough detail to construct your project). Plans should be made available on the building site, and those plans should reflect plan review response changes.
4. Permit fees (and plan review fees) are based on the value of construction which includes all mechanical costs, site plan improvements and building VALUE (if someone else were doing it). Electrical work, mechanical work, and plumbing work (State of Michigan jurisdiction per header) all require additional permits. We can email .pdf copies available upon request.
5. Request an address if you do not have one already by filing an "address request form". Please include a site plan showing drive location. You may be asked to stake the location of your driveway at your drive entrance for determining your address in accordance with 911 address grid.
6. Provide a copy of your residential builder's license when working on residential projects if you are not the homeowner signing homeowner affidavit. Unlicensed contractors working unlawfully are subject to State of Michigan penalties.
7. Always provide phone, fax, cell and email contact information to make it easy for us to contact you and mail you permits.
8. Application will be reviewed for zoning compliance. You may be asked to fill out a zoning compliance form (see below).
9. For new houses only, we need a homestead affidavit filled out so as to transfer that benefit to you at time of Certificate of Occupancy.
10. Ask your insurance agent to send us a copy of your insurance certificate (contractors).
11. Copy of well permit from the Berrien County Health Department is needed to verify potable well water prior to move-in.
12. Copy of driveway permit from the Road Commission for Berrien County for new drive cuts on public roads is required prior to issuing a building permit.
13. Copy of soil erosion permit: If work involves soil disruption within 500' of a lake, river, body of water, or waters of the state (drain district or storm culverts), a soil erosion permit will be required from the Berrien County Drain Commissioner prior to permit issuance.

Please fill out a zoning compliance form if you are building a shed, putting up a fence, building an agricultural building without building permit or if you are building a deck. You may also be asked to fill out a zoning compliance form to determine compatibility for new structures.

A building permit application should be filled out for anything needing building permits per ordinance requirements. This includes signs, sheds over 200 sq ft (or sheds more than one story high and other than storage use).

Architect information and stamp is required for residences greater than 3,500 sq ft of habitable space or for projects not listed under the jurisdictional authority of the 2021 Michigan Residential Code.

If you are a homeowner, you have the right to do your own work. Please consider the homeowner affidavit and its specific language carefully before you sign it. If you hire someone who is not licensed, and sign as homeowner, you have no recourse in event of liability, workman's comp, failure of the structure, etc. Ask if you don't understand this. You give up the right to file a complaint against the license (residential) of the contractor as recourse in event of fraud or poor work. Again, key phrases: "installed by myself"; "in my own home"; "in which I am living or am about to occupy". IF THE APPLICANT IS NOT THE INDIVIDUAL ON SITE COMPLETING THE WORK, THE PERMIT MAY BE REVOKED.

Please bring information required, with application and fees to the Benton Charter Township Hall. **An application is not complete without fees. The building permit application will be processed. If appropriate, the plans will be reviewed. The permit will be mailed to you as soon as possible after any outstanding building code issues are resolved.**

Electrical, mechanical, and water/sewer connection permits are also required when work is done in those disciplines
When required, they will be issued under the jurisdictional authority of Benton Charter Township, with inspector phone numbers listed on the front page of this form.

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Permit revised date: 6.23.2026