

**CLARK TOWNSHIP**

207 N. BLIND LINE ROAD  
 P.O. BOX 367  
 CEDARVILLE, MI 49719  
 PHONE (906) 484-2672  
 FAX (906) 484-3199



MARK G. CLYMER, SUPERVISOR  
 SUSAN J. RUTLEDGE, CLERK  
 LISA A. FITZGERALD, TREASURER  
 STEVEN N. KOZMA, TRUSTEE  
 PATRICK J. SCHUSTER, TRUSTEE

**BUILDING PERMIT APPLICATION**

Building and Zoning Inspector

Ken Waybrant

[Inspector@clarktwp.org](mailto:Inspector@clarktwp.org)

**Make Check Payable to: CLARK TOWNSHIP**

Date of Application: \_\_\_\_\_

Permit # \_\_\_\_\_

AUTHORITY COMPLETION PENALTY: P.A. 230 ACT OF 1972 AMENDED Mandatory to obtain permit: application must be completed, signed and proper fee enclosed, or permit will not be issued	The Department of Labor will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.
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**APPLICANT TO COMPLETE ALL ITEMS**

**NOTE: SEPARATE APPLICATIONS MUST BE MADE TO THE APPROPRIATE DIVISION FOR PLUMBING, ELECTRICAL AND MECHANICAL WORK PERMITS**

**I. LOCATION OF BUILDING**

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

Township:	County:	Zip Code:
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**II. IDENTIFICATION**

**A. OWNER OR LESSEE**

Name:	Telephone #:		
Address:	City:	State:	Zip:

**B. ARCHITECT OR ENGINEER**

Name:	Telephone #:		
Address:	City:	State:	Zip:
License #:	Expiration date:		

**C. CONTRACTOR**

Name:	Telephone #:		
Address:	City:	State:	Zip:
Builders License #:	Expiration date:	Workers Comp. Insurance Carrier:	

**III. TYPE OF IMPROVEMENT AND PLAN REVIEW**

**TYPE OF IMPROVEMENT**

Building _____	Repair _____	Mob. Hm. Setup _____
Addition _____	Wrecking _____	Pre - Manufacture _____
Alteration _____	Foundation Only _____	Relocation _____

**REVIEW TO BE PERFORMED**

Building _____	Repair _____
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**IV. SELECTED CHARACTERISTICS OF BUILDING**

Principal type of frame			
Masonry _____	Structural Steel _____	Other _____	
Wood Frame _____	Reinfor. Concrete _____		
	Wall Bearing _____		
Principal type of heating fuel			
Gas _____	Electricity _____	Other _____	
Oil _____	Coal _____		
Type of Sewage System		Type of Water Supply	
Public or Private _____	Septic System _____	Public or Private Company _____	Private Well or Cistern _____
Type of Mechanical			
Air Conditioning	Yes _____ No _____	Elevator	Yes _____ No _____
Dimensions		Number of off street parking spaces	
TOTAL LAND (sq. ft.) _____	Floor Area: 1st & 2nd floors: _____	Enclosed _____	Outdoors: _____
Number of Stories _____	3rd - 10th floors: _____	Notes:	
	11th and up floors: _____		
	Total area _____		

**V. APPLICANT INFORMATION**

Applicant is responsible for the payment of all fees and charges of this application and must provide the following information.			
Name: _____		Telephone #: _____	
Address: _____	City: _____	State: _____	Zip: _____
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 authorized 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.			
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 person(s) who are to perform on a residential building or in a residential structure. Violators of Section 23A are subject to civil fines.			

Signature of Applicant: _____	Date: _____
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RESIDENTIAL FEE SCHEDULE					
DETACHED SINGLE FAMILY RESIDENCE		Base fee +	Number of Square Feet	X	= Fee per Item
House	(4) Inspections	\$ 100.00		\$ 0.15	
Modular Home	(3) Inspections	\$ 150.00	N/A	N/A	
Additions	(4) Inspections	\$ 100.00		\$ 0.15	
Enclosed Porch	(3) Inspections	\$ 75.00		\$ 0.10	
Detached garage, boat house or storage building	(2) Inspections	\$ 50.00		\$ 0.10	
Decks up to 60 sq. ft.	(1) Inspection	\$ 25.00	N/A	N/A	
Decks larger than 60 sq. ft.	(2) Inspections	\$ 50.00		\$ 0.05	
Car port, boat storage, covered porch or pole building	(2) Inspections	\$ 50.00		\$ 0.05	
Remodeling	(2) Inspections	\$ 50.00		\$ 0.10	
Mobile home or sectional	(2) Inspections	\$ 100.00	N/A	N/A	

PLAN REVIEW: SINGLE FAMILY RESIDENTIAL				
	Value of Construction	X	(minimum)	= Fee
Residence	\$	0.0015	\$ 100.00	
Accessory Building(s)	\$	0.00095	\$ 50.00	
Permit Administration Fee				\$ 100.00
Residential Building Permit Grand Total				\$

COMMERCIAL FEE SCHEDULE				
COMMERCIAL FEE SCHEDULE	Base Fee +	Number of Square Feet	X	= Fee per item
Commercial Building	(5) Inspections	\$ 125.00		\$ 0.15
Remodeling	(4) Inspections	\$ 100.00		\$ 0.10
Special or Additional Inspections	# of Additional Inspections		\$ 25.00	

PLAN REVIEW: COMMERCIAL BUILDING				
	Value of Construction	X	+ Base Fee	= Fee
Value up to \$500,000	\$	0.0015	\$ 300.00	
Value more than \$500,000	\$	0.00015	\$ 750.00	
Permit Administration Fee				\$ 200.00
Commerical Building Permit Grand Total				\$

**VI. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION**

Environmental Controls Approvals						
	Required (circle one)		Approved	Date	Number	By
A. Zoning	Yes	No				
B. Fire District	Yes	No				
C. Pollution Control	Yes	No				
D. Noise Control	Yes	No				
E. Soil Erosion	Yes	No				
F. Flood Zone	Yes	No				
G. Water Supply	Yes	No				
H. Septic System	Yes	No				
I. Variance Granted	Yes	No				
J. Other	Yes	No				

**VII. VALIDATION --FOR DEPARTMENT USE ONLY**

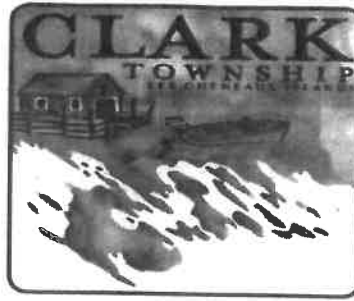
Notes and Data:	
<b>Building Permit Number:</b>	<b>Approval Signature:</b>
<b>Issue Date:</b>	Clark Township Building Inspector
<b>Permit Fee:</b>	

**Other Documents May Be Required**

**Fees effective as of February 26, 2024**

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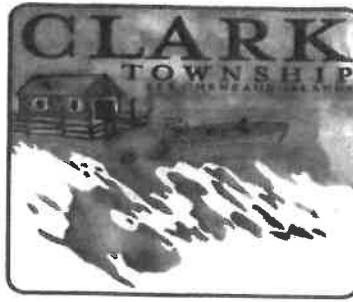
## Notice to Applicant

**The issuance of this building permit only signifies approval by Clark Township for the applicant to construct the structure described.**

**The applicant remains obligated to comply fully with all federal, state and local laws and regulations that pertain to all aspects of the construction and development of the property as described on the application.**

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**This document is only the application - it is NOT A PERMIT**

**NOTE – A LAND USE PERMIT IS REQUIRED ONSITE  
PRIOR TO DIGGING**

**PERMIT REQUIRED ONSITE BEFORE START OF CONSTRUCTION OR  
REMODELING.**

Building Inspector shall be notified 48 hours in advance of:

1. Pouring footings
2. Doing foundation
3. Rough in completion
4. Final (Before Occupancy)

**DO NOT START BUILDING UNTIL A BUILDING PERMIT IS POSTED  
ONSITE**

**Work started before the permit is issued will result in a stop work order until  
a permit is obtained.**

**TO OBTAIN A BUILDING PERMIT – COMPLETE PLANS/LAYOUT OF  
ALL FLOORS, AND GARAGE, WITH DIMENSIONS, LOCATION OF  
WINDOWS, DOORS, ROOMS, BASEMENT/CRAWLSPACE, BEAMS,  
STAIRS, ETC., MUST BE SUBMITTED.**

**COST OF IMPROVEMENT:** \$ \_\_\_\_\_

• **Electrical:** \$ \_\_\_\_\_

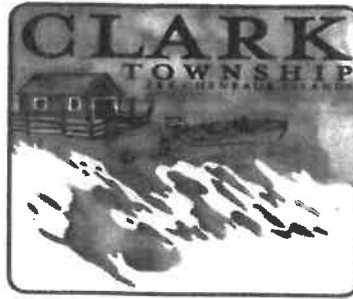
• **Plumbing:** \$ \_\_\_\_\_

• **Heating/Air Cond.** \$ \_\_\_\_\_

• **Other (elevator, etc.):** \$ \_\_\_\_\_

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## BUILDING PERMIT FEE SCHEDULE ADDENDUM

### Special Site inspections

The Inspector will be available by appointment for Special Site Inspections at times outside of his two-day work schedule, as circumstances permit. The inspection charge will be twice the normal rate, and the applicant will pay the Inspector's round trip mileage from his home to the site as the current rate specified by the IRS.

A form will be provided for completion and will provide details of each Special Inspection done indicating date, time, mileage and signature of the permit holder or his/her agent, etc. Compensation will depend upon submission of a satisfactorily completed form.

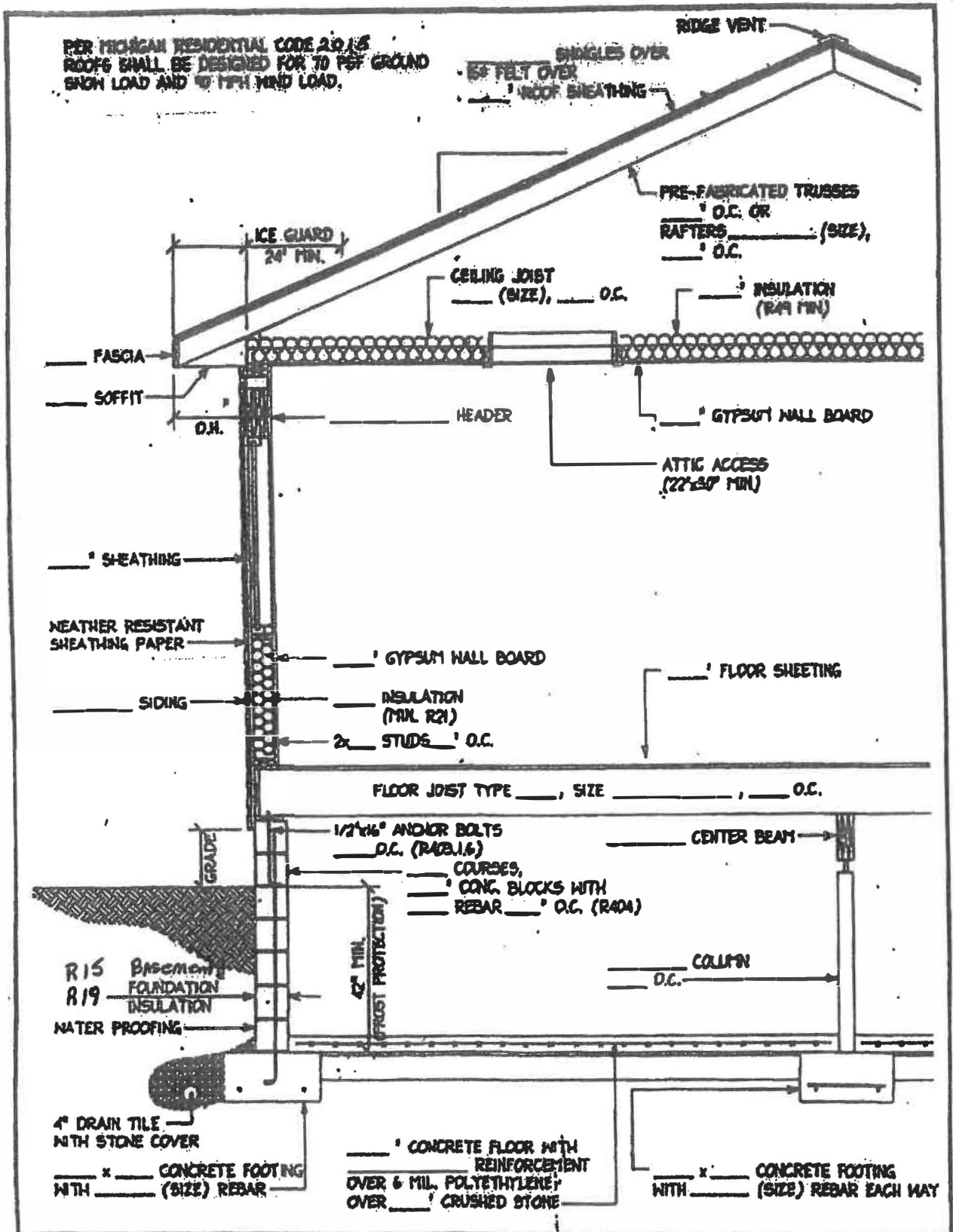
### "After the Fact" Fees for Permits

For proper approvals and tracking of projects, the State, the Township and other agencies require permits be issued PRIOR TO ANY development, activities or occupancy.

If it is discovered that any project was started prior to receiving the proper permits – the regular permits fee will be doubled for worked already started. Work that does not meet approvals or requirements will be denied, and remediation will be at the expense of the property owner.

For habitual offenders with a history of beginning at least two projects without proper permits, the "After the Fact" fee will be tripled.

Fill in the appropriate lines and return with your application.



Number of crawl space vents \_\_\_\_\_

Bedroom window size: Height from floor \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Smoke Detector is MANDATORY - Brand \_\_\_\_\_



## **To Submit an Appeal to the Planning Commission or Zoning Board of Appeals**

If the Building Inspector/Zoning Officer denies your request for a permit, you may appeal that decision to either the Planning Commission (land use permits) or the Zoning Board Appeals (variance requests). To help expedite the process, please included the following items in your appeal:

1. Your permit that was denied by the Building Inspector/Zoning Officer
2. A letter stating the basis for the appeal with your signature
3. Site Plan. A hearing will not be scheduled until this is provided.
4. Appropriate appeal fee: a hearing will not be scheduled until this is paid.
5. If you are unable to attend the hearing, a letter authorizing a personal representative should be supplied.

When an appeal is submitted, a public notice must be posted in the St. Ignace News, and **it must be posted at least 15 days prior to the meeting\*** of either the Planning Commission or Zoning Board of Appeals. The Planning Commission meets on the second Tuesday of each month, and the Zoning Board of Appeals usually meets on the fourth Tuesday of the month if it has a case to determine.

Thank you for your cooperation.

\*Michigan Zoning Enabling Act, Act 11 of 2006