



# MAINTENANCE PERMIT CHECKLIST

Vevay Township  
517.676.9523

780 Eden Road Mason, MI 48854  
[supervisor@vevaytownship.org](mailto:supervisor@vevaytownship.org)

[www.vevaytownship.org](http://www.vevaytownship.org)

Lot owner \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

Lot owner address \_\_\_\_\_

Parcel Number 33-10-10- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

BEFORE A PERMIT MAY BE ISSUED all of the following documentation must be submitted or justified as non-applicable. **PLEASE INDICATE BY CHECK MARK** that each item has been enclosed with the application.

\_\_\_ 1. **Site Plan** – Required for **ALL applications**.

\_\_\_ 2. **Parcel Number** – Required for **ALL applications**.

\_\_\_ 4. **Description of Maintenance Work Proposed:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ 5. **Other Permits Eventually Necessary**

Electrical Permit

Mechanical Permit

Plumbing Permit

\_\_\_ Yes \_\_\_ No

\_\_\_ Yes \_\_\_ No

\_\_\_ Yes \_\_\_ No

These permits and inspections are performed by the State of Michigan. They can be reached at [BCCPermits@Michigan.gov](mailto:BCCPermits@Michigan.gov) or (517)-241-9313.

### Responsibilities of Applicants

It is the legal responsibility of the applicant to call for all required inspections before any electrical, plumbing, mechanical, or structural work is concealed or covered.

It is also the applicant’s responsibility to obtain and submit separate applications for any electrical, plumbing, mechanical, or structural building permits.

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.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

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SIGNATURE OF LOT OWNER

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DATE



# SITE PLAN

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Lot owner \_\_\_\_\_

Lot address \_\_\_\_\_

Parcel Number 33-10-10-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

1. Draw lot lines (show dimensions in feet)
2. Label streets
3. Draw existing structures and driveways with dimensions.
4. Draw proposed construction and any proposed driveways with dimensions.
5. Show distance from all sides of buildings to property lines in feet.
6. Draw location of septic field and well.
7. Draw lakes, streams, and wetlands on your property.
8. Contractor/owner will stake 2 adjacent lot lines for the first inspection.
9. Contractor/owner will stake proposed building location for first inspection.
10. Contractor/owner will stake proposed building location and clearly identify lot lines for first inspection.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE