

**VEVAY TOWNSHIP  
MAINTENANCE PERMIT CHECKLIST - (Return with Application)**

Project address/location of proposed work: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Before a permit may be issued all the following documentation must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application

\_\_\_\_ 1. LOT DIAGRAM on back of first page of application.  
Is the structure within the property boundaries? YES \_\_\_\_\_ NO \_\_\_\_\_

2. PROOF OF OWNERSHIP (Provide a copy of one of the following documents: tax statement, assessment notice, deed, title insurance commitment. . .) RECORDED DEED OR RECORDED LAND CONTRACT WILL BE REQUIRED FOR ALL NEW HOME CONSTRUCTION WHETHER STICK BUILT OR PRE-MANUFACTURED. THE RECORDING DATE OF THIS DEED MUST BE PRIOR TO 4/1/97.

\_\_\_\_ 3. PROPERTY TAX I.D. NUMBER

\_\_\_\_ 4. DESCRIPTION OF MAINTENANCE WORK PROPOSED: \_\_\_\_\_

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

\_\_\_\_ 5. OTHER PERMITS EVENTUALLY NECESSARY: \_\_\_Electrical\_\_\_Mechanical\_\_\_Plumbing  
The applicant or a licensed contractor must submit separate application forms for these permits prior to commencing work on that portion of the project.

**RESPONSIBILITIES OF APPLICANTS**

It is the legal responsibility of the applicant to call for all required inspections or 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, mechanical, plumbing or building permits.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE CALL SHOULD YOU REQUIRE FURTHER  
ASSISTANCE IN COMPLETING APPLICATIONS.**

Date: \_\_\_\_\_

Jurisdiction-  
VEVAY TOWNSHIP  
780 Eden Rd.  
517-676-9523

# MAINTENANCE PERMIT

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

## Residential, construction, addition and alteration

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

Property Tax I.D.: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Permit Determinant: \_\_\_\_\_

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

Type Construction \_\_\_\_\_

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

Basic Dimensions: \_\_\_\_\_ ft. x \_\_\_\_\_ ft.

Contractor: \_\_\_\_\_

No. Floors: \_\_\_\_\_

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

_____ Sq. ft. main floor	_____ No. rooms 2 <sup>nd</sup> floor	_____ No. wood burners
_____ Sq. ft. second floor	_____ No. full baths	_____ Sq., ft. porches/breezeways
_____ Sq. ft. fin. basement	_____ No. half baths	_____ Sq. ft. wood deck
_____ Sq. ft. unfinished basement	_____ No. fireplaces	_____ (ft.) ceiling height
_____ No. rooms 1st floor	_____ No. chimneys	_____ (ft.) building height
_____ Sq. ft. garage (attached garage requires fire separation)		

### PLEASE FILL-IN OR CHECK THE APPROPRIATE SPACES BELOW:

#### FOUNDATIONS (11)

\_\_\_\_\_ footings \_\_\_\_\_" x \_\_\_\_\_"  
 \_\_\_\_\_" below Rn. Grade  
 \_\_\_\_\_ No. post footings  
 \_\_\_\_\_" x \_\_\_\_\_" x \_\_\_\_\_"  
 \_\_\_\_\_ Poured walls  
 \_\_\_\_\_ H.C. block \_\_\_\_\_"  
 \_\_\_\_\_ Wood foundation  
 (provide diagram)  
 \_\_\_\_\_ Ft Foundation wall height  
 \_\_\_\_\_" crawl space wall height  
 \_\_\_\_\_" egress sill height  
 \_\_\_\_\_ No. bsmt windows  
 \_\_\_\_\_ Crawl space vent openings

#### ROUGH-IN FRAMING (10)

\_\_\_\_\_ Sill plate (treat)  
 \_\_\_\_\_ Wall plates  
 \_\_\_\_\_ headers  
 \_\_\_\_\_ wood girder  
 \_\_\_\_\_ steel girder  
 \_\_\_\_\_ post \_\_\_\_\_ ft. O.C.  
 \_\_\_\_\_ stud wall  
 \_\_\_\_\_ masonry  
 \_\_\_\_\_ floor joists \_\_\_\_\_" O.C.  
 \_\_\_\_\_ Ceiling joists. \_\_\_\_\_" O.C.  
 \_\_\_\_\_ Rafters \_\_\_\_\_" O.C.  
 \_\_\_\_\_ Truss (diagram required)  
 \_\_\_\_\_" floor sheathing  
 \_\_\_\_\_ Wall sheathing  
 \_\_\_\_\_" roof sheathing  
 \_\_\_\_\_ Corner brace sheath

#### EXTERIOR (3)

\_\_\_\_\_ Wood  
 \_\_\_\_\_ Aluminum/Vinyl  
 \_\_\_\_\_ Brick  
 \_\_\_\_\_ Block

#### ROOFS (4)

\_\_\_\_\_ Hip  
 \_\_\_\_\_ Gable  
 \_\_\_\_\_ Front overhang  
 \_\_\_\_\_ Other overhang  
 \_\_\_\_\_ Eaves trough

#### CHIMNEY TYPE

\_\_\_\_\_ Brick  
 \_\_\_\_\_ Block  
 \_\_\_\_\_ Stone  
 \_\_\_\_\_ Metal  
 \_\_\_\_\_ Asphalt Shingles  
 \_\_\_\_\_ Underlayment  
 \_\_\_\_\_ Vents  
 \_\_\_\_\_ Other Coverings

#### WINDOWS (8)

\_\_\_\_\_ No. of windows  
 \_\_\_\_\_ Wood sash  
 \_\_\_\_\_ Metal sash  
 \_\_\_\_\_ Type  
 \_\_\_\_\_ egress/bedrooms  
 \_\_\_\_\_ attic access 22" x 30"

#### INSULATION (9)

\_\_\_\_\_ " Fiberglass  
 \_\_\_\_\_ " Cellulose  
 \_\_\_\_\_ " Blown in fiberglass  
 \_\_\_\_\_ " Foam  
 \_\_\_\_\_ Other  
 \_\_\_\_\_ " rigid poly ure.  
 \_\_\_\_\_ " rigid styro  
 \_\_\_\_\_ " insul sheath  
 \_\_\_\_\_ wind barrier  
 \_\_\_\_\_ (mil) moisture barrier

#### INTERIOR (13)

\_\_\_\_\_ Foyer  
 \_\_\_\_\_ Kit fl.  
 \_\_\_\_\_ Other fl.  
 \_\_\_\_\_ drywall  
 \_\_\_\_\_ plaster  
 \_\_\_\_\_ covered ceiling  
 \_\_\_\_\_ panel wainscot  
 \_\_\_\_\_ 5/8" garage fire code

#### BUILT-IN ITEMS (18)

\_\_\_\_\_ oven \_\_\_\_\_ range  
 \_\_\_\_\_ disposal  
 \_\_\_\_\_ hood/fan  
 \_\_\_\_\_ dishwasher  
 \_\_\_\_\_ refrigerator  
 \_\_\_\_\_ Incinerator  
 \_\_\_\_\_ vanities  
 \_\_\_\_\_ cupboard length

**Contractor Will Stake 2 Adjacent Lot Lines for First Inspection. Sketch Lot Diagram on Back**

COST OF PERMIT \$ \_\_\_\_\_

Building Dept.

By: \_\_\_\_\_

Make checks payable to:  
Vevay Township

Permits eventually required for this project:

Electrical Permit

Plumbing Permit

Mechanical Permit

\_\_\_ yes \_\_\_ no

\_\_\_ yes \_\_\_ no

\_\_\_ yes \_\_\_ no

PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS PAGE. READ AND SIGN THE AFFIDAVIT.

## LOT DIAGRAM

Owner: \_\_\_\_\_

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

Property Tax #: \_\_\_\_\_

- |                               |   |
|-------------------------------|---|
| 1) Draw lot lines in feet     | 5) Show dimensions of all buildings                           |
| 2) Label street               | 6) Show distance from all sides of buildings to all lot lines |
| 3) Draw existing structures   | 7) Draw lakes, streams, and wet lands within 500 feet         |
| 4) Draw proposed construction | 8) Contractor/owner will stake 2 adjacent lot lines           |

Signature of Applicant/Agent: \_\_\_\_\_

Date: \_\_\_\_\_