

VEVAY TOWNSHIP
780 Eden Road
Mason MI 48854

MAINTENANCE PERMIT CHECKLIST
(Return with Application)

Phone 517-676-9523
Fax: 517-676-6655

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)

_____ 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.

Vevay Township
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MAINTENANCE PERMIT

Phone 517-676-9523
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Permit # _____

Date _____

Job Address: _____

Property Tax I.D.: _____

Zoning District: _____

Basic Dimensions: _____ ft. x _____ ft.

Owner: _____

Phone: _____

Contractor: _____

Address: _____

Phone: _____

Type of Maintenance to be done:

Any Restrictions from Township:

Cost of Permit:

\$ _____

Building Dept.

By: _____

Make checks payable to:

Vevay Township

LOT DIAGRAM

Owner: _____

Project Address: _____

Property Tax #: _____

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

Signature of Applicant/Agent: _____ Date: _____

