



8555 Kalamazoo Avenue SE
Caledonia MI 49316
Phone: 616 698-6640 Fax: 616 698-2490

Demolition Permit Requirements

The Byron Gaines Utility Authority, the Gaines Charter Township (GCT) Water & Sewer Department and the GCT Building Official will be involved in issuing demolition permits. Permits from both the Building Department *and* the Water & Sewer Department may be necessary. Please follow the instructions below.

Demolition Permit from the Building Department:

1. Obtain verification of disconnect activities by your gas and electric provider.
2. Complete and submit a Demolition Permit Application form which is available from GCT, with the gas and electric disconnect verification documents. Forms are available at www.gainestownship.org. Completed copies may be mailed or faxed to the attention of the Building Official at (616 698-2490).
3. Once approved by the GCT Building Official, the Demolition Permit must be paid and picked up at the GCT office. Demolition Fees are the greater of \$.07 per sq ft plus a \$50 Administrative fee or a \$90 minimum fee.

Water & Sewer Disconnect or Abandonment Permit

4. If the building to be demolished is within the Water & Sewer System, acquire and complete a "Water & Sewer Disconnect or Abandonment Application" form from the Water and Sewer Administrator at GCT. The fee for residential is \$50 and commercial properties are \$100. This form is available at www.gainestownship.org or at the GCT office. If you are unsure of whether you are in or out of the "system", contact the Water & Sewer Administrator at the GCT office. The permit must be paid before work begins.
5. If the building is **not** within the Water & Sewer System, proceed to "Required Inspections", "Building Official" below.
6. Schedule an appointment to have the meter removed and the utility shut off with the Byron Gaines Utility Authority (BGUA) at (616 971-0002). The following requirements must be met:
 - a. **Prior to beginning work, contact the BGUA to ensure compliance with specifications and ordinances.** The specifications and ordinances are available for your review on the

- GCT website defined in the “Byron Gaines Utility Authority Standard Construction Requirements 2009” and the addendum, “Addendum to Byron Gaines Utility Authority Standard Construction Requirements” which can be found in the Water & Sewer Department, Codes and Ordinances section.
- b. Schedule your appointment by **12:00 noon, 48 hours in advance**. Note that appointments are scheduled as received.

Required Inspections:

Water & Sewer

A BGUA Inspector must be on site as disconnects are performed **or** you can submit the following documentation to the Water & Sewer Administrator at GCT:

1. Well log.
2. Pump tag, after the septic tank has been pumped and removed.

Building Official

Contact the GCT Building Official to schedule an inspection of the demolition site.



Demolition Permit Application

8555 Kalamazoo Avenue SE • Caledonia MI 49316

Phone: 616 698-6640 Fax: 616 698-2490

John Stuyfzand – Building Official • 616 433-8560

www.gainestownship.org

SUBMIT

Application Date:

Authority: 1972 PA 230

Completion: Mandatory to obtain permit

Penalty: Permit cannot be issued

Identification

Name of Owner/Agent:		
Street Address:		
City:	State:	Zip:
Phone:	Cell:	E-Mail:

Location of Project

Address:	
City:	Zip:
Permanent Parcel Number (PPN): 41-22-	

Applicant

Is the Applicant the ☐ Contractor ☐ Owner	Contractor Name:	License Number:	Expiration Date:
Business Name:			
Address:			
City:	State:	Zip:	
Phone:	Cell:	E-Mail:	

Type of Job (Description of demolition.)

<i>Residential and commercial: This section <u>must</u> be included and contain a general description of the project.</i>			
☐ Single Family	☐ Multi-Family	☐ Post Frame Building	☐ Mfg'd Home Setup
☐ Two Family	☐ Attached Accessory Bldg	☐ Other (describe):	

Application Signature

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 the State relating to persons who are to perform work on a residential building or a residential structure.

The applicant named on this application is responsible for the payment of all fees and charges applicable to this application.

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 the proposals submitted and approved herein, and all applicable laws of the Charter Township of Gaines and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Signature of Licensee or Owner

Name (Signature)	Date:
Name (Printed)	

Required Approvals (For completion by the Township):

Description:	Required	Approved	Approved By:	Notes:
Disconnect / Abandonment Water Permit				
Or: Well Log				
Disconnect / Abandonment Sewer Permit				
Or: Pump & Removal of Septic Tank with Pump Tag				
Inspection of disconnect before issuance of Demolition Permit				
Gas Disconnect Copy				
Electric Disconnect Copy				
Inspection of site after demolition				

Building Permit Number: <i>Subject to Field Inspection</i>	Approval Signature:
Issue Date:	
Permit Fee: Greater of \$.07 per sq ft plus one \$50 Administrative Fee, or a minimum fee of \$90.	
Any completed application shall be granted, in whole or in part, or denied within ten (10) business days, except in case of an unusually complicated building or structure, action shall be taken within fifteen (15) days. The term completed application shall mean an application which has had all required reviews and approvals, including Building Plan Review, prior to submission to the Building Department.	