



City of Holland
 270 S. River Ave.
 Holland, MI 49423
 P-616.355.1330 / F-616.546.7058
 Email: permits@cityofholland.com
cityofholland.com

**NON RESIDENTIAL APPLICATION
 FOR PLAN REVIEW AND BUILDING PERMIT**

PLEASE SUBMIT:

1. One (1) PDF of all plans (building and MEP's). No paper.
2. A single PDF of Spec Book. No paper.
3. Construction plans must be sealed by a licensed architect or engineer. Plans will be reviewed under Michigan Building Code 2021.

****IMPORTANT: Incomplete Applications Will Be Rejected****

| | | | |
|---|---------------------------------|----------------------------------|---------------------------|
| PROJECT TITLE: | | | |
| LOCATION OF BUILDING | STREET ADDRESS: | | |
| | TAX PARCEL NUMBER: | | |
| | NAME | STREET ADDRESS, CITY, STATE, ZIP | TELEPHONE & FAX # & EMAIL |
| OWNER OR LESSEE | | | |
| ARCHITECT OR ENGINEER | | | |
| CONTRACTOR | | | |
| Check one: <input type="checkbox"/> New Construction <input type="checkbox"/> Renovation/Remodel <input type="checkbox"/> Addition AND _____ square footage | | | |
| Describe in detail what you are proposing to do (i.e., foundation only, site plan, shell, build a hardware store, build an addition to a chair factory, remodel toy store, change a house into an office building, etc.) | | | |
| Use Group _____ Construction Type _____ Design Occupant Load _____ | | | |
| State the total cost of the improvement, including the cost of excavation, building, plumbing, electrical, mechanical and architectural fees. | | | \$ |
| Contact Person: _____ Company Name: _____ | | | |
| Email: _____ Phone: _____ Fax: _____ | | | |
| Address: _____ City/State & Zip: _____ | | | |
| Select: City Water <input type="checkbox"/> or Private Well <input type="checkbox"/> City Sewer <input type="checkbox"/> or Septic <input type="checkbox"/> | | | |
| NO WORK IS TO START PRIOR TO ISSUANCE OF BUILDING PERMIT (PROJECTS STARTED WITHOUT A PERMIT ARE SUBJECT TO ADMINISTRATIVE FEE \$100.00 - 1 st DAY and \$50 PER DAY AFTER THAT) | | | |
| I am the owner (or designated agent of the owner) of the property on which this proposed project is located and the plans, specifications, and the information in the application is true and correct to the best of my knowledge and belief. | | | |
| _____ Print or Type Name | _____ Signature of Applicant | _____ Application Date | |

Additional permits may be required for electrical, plumbing, mechanical, soil erosion, water, sewer, signs and driveway/parking lot permits.