

Permit fee:
\$30.00

Development Permit Application

City of Muskegon Planning Department

Why do you need a Development Permit? We require permits for fences so they don't create a nuisance or hazard for neighbors in traffic situations. We review sheds and smaller pools to prevent neighbor conflicts and fire hazards. Lot splits also require our review. Decks, porches and large pools require building permits for construction.

Why is there a fee for a Development Permit? The fee covers the City's costs for administration and site visits. The Code Coordinator makes a site visit before the permit is issued and again after the work is completed.

Today's Date: _____ **Permit No. (staff use)** _____

Property Address: _____ **Owner Name:** _____

Owner Address: _____ **Zip Code** _____ **Phone:** (____) _____

Contractor: _____ **Address:** _____ **Phone:** (____) _____
if using one

Application for: Fence (6 feet high or less) Shed (under 200 square feet*) Lot Split (Provide 2 copies of a survey showing the current lot dimensions, the proposed split, & the legal descriptions.)
(check box) Other (paved parking areas, community garden, etc). Provide details below.
 Above-ground pool (max. 5000 gal. capacity & less than 24 inches deep) Pool depth: _____
Pool diameter _____

Property is: Residential Commercial Industrial

Describe work to be done (note: if permit is for a fence, give the height & fence style; if for a shed, give size & material* used):

*No metal sheds are allowed. Maximum shed size for 1- & 2-family dwellings is 200 sq. feet; maximum for all other properties is 120 sq. feet. Sheds larger than those require a building permit from the Inspection Department. Sheds on commercial property may require site plan review.

Plot plan required: You must provide a plot plan showing the location of property lines, structures, fences, gates, driveways, pavement, etc. on the subject property. For your convenience, graph lines have been provided on the back of this application, or the plot plan can be attached to the application.

Notice: Separate permits are required for any building, plumbing, heating, ventilating, air conditioning, electrical, or mechanical permit work which do not meet the criteria for this application.

Starting date: _____ **Estimated completion date** _____
(permits are valid for one year from date of issue)

I hereby attest that all information on this application is true and accurate, to the best of my knowledge.

Applicant signature: _____ **Date:** _____

This area for Staff use only

Date Paid: _____ *By:* cash _____ check _____ charge _____ *Staff initials:* _____

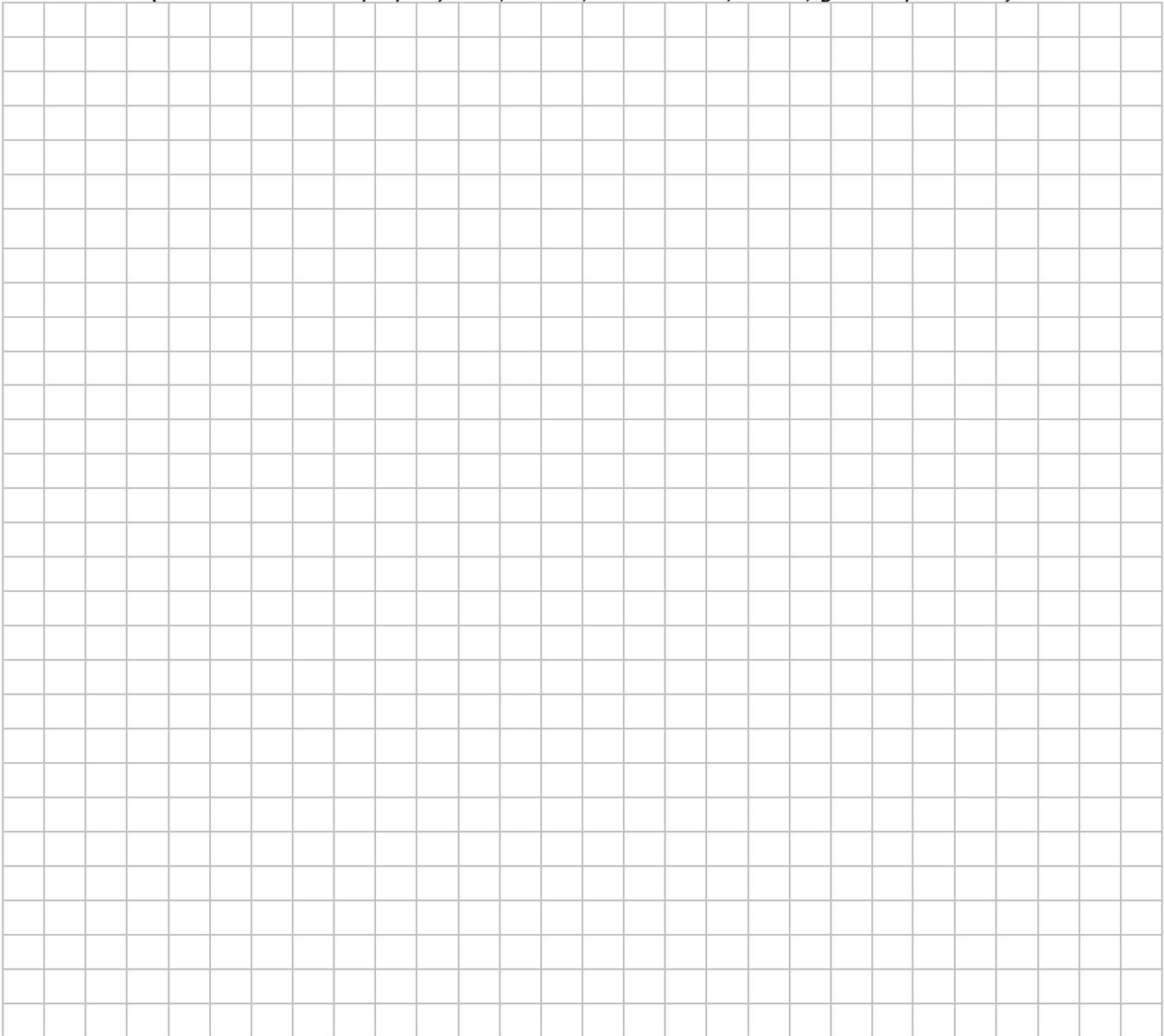
Inspector comments: _____

Fire Dept. approval for Commercial fences: **Date:** _____ **Initials:** _____

permit is valid one year from this date

Site Plan

(Remember to show property lines, streets, all structures, fences, gates & pavement)



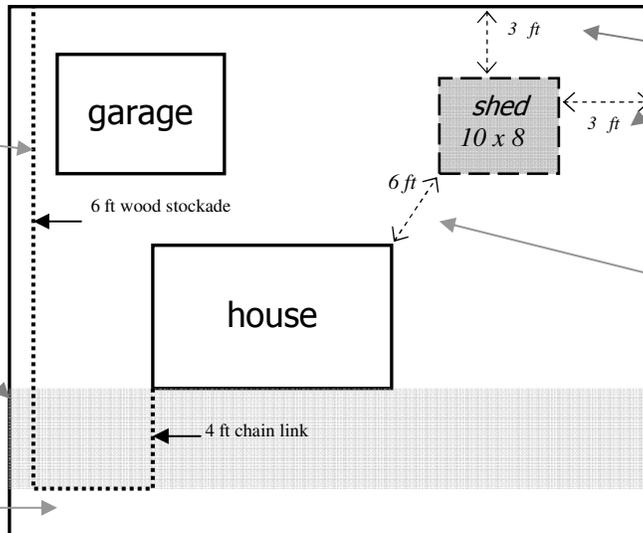
SAMPLE SITE PLAN DRAWING FOR FENCES, SHEDS, OR POOLS

FOR FENCES:

Draw a line to show where your fence will be.

Area in front of the front building line of the home (shaded area) – Maximum height for open fence is 4 feet; privacy fence, 3 feet

Fence must be 18 inches back from the sidewalk



FOR SHEDS & POOLS:

Note how many feet from the property line(s) the shed or pool will be (must be at least 3 feet from property lines). Pools cannot be located under any overhead utility lines.

Note how many feet from the house the shed or pool will be (must be at least 6 feet from the house)

For a house on a corner lot, contact Planning Dept. staff for assistance, due to additional regulations

sidewalk