Cooper Charter Township

Cooper Charter Township
1590 West D Ave, Kalamazoo, MI 49009
Phone: (269) 382-0223
Email Official: BuildingOfficial@Coopertwp.org

Revised 10-14-2026 DH

DEMOLITION PERMIT APPLICATION

Cooper Township Office Use Only: Parcel ID Number: _____ Permit Number: _____ Issued Date: _____ Paid: _____	Authority: 1972 PA 230 Completion: Mandatory to Obtain Permit Application must be completed, signed, and all fees paid prior to permit issuance. Work completed without a permit is illegal and subject to civil fines.

1. Is this the right form?

2. Job Location / Owner Information

Street Address:		
Name of Owner:		
City / State:	Zip Code:	Phone Number:
Email Address:		

3. Identification

A. Select one of the following; I am the:

☐ Owner	☐ Owner's Agent (Fill out all applicable information)

B. Registered Design Professional

Name:	Phone Number:	
Street Address:	City, State:	Zip Code:
Email:		
License Number:	Expiration Date:	UIA Number or Reason for Exemption:
FEIN or Reason for Exemption:	Workers Comp. Insurance Carrier or Reason for Exemption:	

C. Contractor

Name:	Phone Number:	
Street Address:	City, State:	Zip Code:
Email:		

License Number:	Expiration Date:	UIA Number or Reason for Exemption:
FEIN or Reason for Exemption:		Workers Comp. Insurance Carrier or Reason for Exemption:

4. Proof of Authorization to Obtain Permit

Complete this section only if you ARE NOT the owner of record for the indicated property.

By signing below, I attest that I am the owner's attorney, agent, engineer, architect, or builder pursuant to the provisions of MCL 125.1510(2). I understand that I am required to provide a written instrument demonstrating that I am authorized by the property owner to obtain a permit on their behalf. Acceptable forms of documentation to satisfy this requirement include: An architectural, engineering, or construction contract, power of attorney, or letter of authorization signed by the property owner.

I am including a copy of the following (check one) with this application to satisfy the requirement:

☐ Signed Contract ☐ Power of Attorney ☐ Letter of Authorization ☐ Other (Describe) _____

Initials of Person Completing This Section: _____

New Construction ONLY:

☐ Subcontractor for (List Builder) _____

5. Structure Information

Complete a lettered section for each building / structure to be demolished or remain on the site. If there are more structures on the property than sections provided, continue on a separate sheet providing all of the information requested below. Notate each structure on the site plan with the structure letter used to describe it below.

Structure "A":
Describe the structure: _____
Structure "A" will be: ☐ Demolished ☐ Not Demolished
Structure type (select one): ☐ Residential ☐ Non-Residential (Commercial, Industrial, Institutional, Etc.)
Structure is (select one): ☐ Vacant ☐ Occupied | Square Footage: _____ | Number of Stories: _____

Structure "B":
Describe the structure: _____
Structure "B" will be: ☐ Demolished ☐ Not Demolished
Structure type (select one): ☐ Residential ☐ Non-Residential (Commercial, Industrial, Institutional, Etc.)
Structure is (select one): ☐ Vacant ☐ Occupied | Square Footage: _____ | Number of Stories: _____

Structure "C":
Describe the structure: _____
Structure "C" will be: ☐ Demolished ☐ Not Demolished
Structure type (select one): ☐ Residential ☐ Non-Residential (Commercial, Industrial, Institutional, Etc.)
Structure is (select one): ☐ Vacant ☐ Occupied | Square Footage: _____ | Number of Stories: _____

Structure "D":
Describe the structure: _____
Structure "D" will be: ☐ Demolished ☐ Not Demolished
Structure type (select one): ☐ Residential ☐ Non-Residential (Commercial, Industrial, Institutional, Etc.)
Structure is (select one): ☐ Vacant ☐ Occupied | Square Footage: _____ | Number of Stories: _____

Structure "E":
Describe the structure: _____
Structure "E" will be: ☐ Demolished ☐ Not Demolished
Structure type (select one): ☐ Residential ☐ Non-Residential (Commercial, Industrial, Institutional, Etc.)
Structure is (select one): ☐ Vacant ☐ Occupied | Square Footage: _____ | Number of Stories: _____

6. Site Information

A. What is the distance of the building(s) to be demolished from a water body (lake, river, stream, drainage ditch, retention pond, etc.)? _____

B. Total area of grading required to restore the site is: ☐ Less than 1 Acre ☐ Greater than 1 Acre

C. What is the distance of the building(s) to be demolished from the road right-of-way? _____

D. Will the demolition work require barricading of the sidewalk or street? ☐ Yes ☐ No

7. Instructions & Disclaimers

A. The work described in this application shall not commence until the permit for said work has been issued.

B. No work shall be concealed until it has been inspected and approved.

C. When ready for inspection, contact Cooper Township providing as much advanced notice as possible. Inspection requests require at least 24 hours' notice.

D. Permits are valid for 180 days from the date of issuance. If work is not completed by the expiration date, you may request an extension. Extensions are granted at the sole discretion of the building official. A permit shall be deemed abandoned if work has not commenced within 180 days after the issuance of the permit. A permit may be closed when no inspections are requested prior to the expiration date of the permit. Closed and abandoned permits will not be refunded, and new permits shall be required should any abandoned work resume.

E. Submit the completed application and all applicable supporting documentation for review. Please refrain from submitting documents piecemeal. Doing so will delay the processing of your application by our staff.

F. Once the review of your application is completed, Cooper Township will calculate the permit fee and assess any 3rd party review fees. You will be notified that the permit is ready for pickup, and you may pay the fee at that time.

G. Checks may be made payable to "Cooper Township". Cash payments are accepted in-person only.

H. "As Built" plans are required prior to the issuance of a certificate of occupancy for projects that have had changes made to the original drawings.

8. Applicant Signature & Affidavit

- I hereby certify that I am the owner of record or a duly authorized agent for the same for the property indicated within this application. I certify that the specifications and plans are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. All work shall be installed in accordance with the Michigan Building Code and all other applicable codes, standards, and ordinances. Work shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Building Inspector.
- Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523(A), prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.
- Electronic Submissions: By submitting this application and typing your signature (or digitally affixing your signature to this application by other means), you verify and agree that it will be legally binding and enforceable and the legal equivalent of your handwritten signature, pursuant to the Uniform Electronic Transmissions Act, PA 305 of 2000, MCL 450.831 et. seq.

_____

Applicant Signature | Print Name | Date

9. Building Official Approval (Cooper Township USE ONLY)

I, the undersigned registered building official, do hereby certify that I have reviewed this application as well as all supporting documentation for the same. I have found it to be in compliance with the provisions of Public Act 230 of 1972, as well as all applicable codes, standards, and ordinances.

Building Official	Date	☐ Cooper Township staff review conducted; building official review not required. Initials:_____

10. Site Plan – To Be Completed by Applicant

Site plan representations provided below must include all building extensions or projections. Include current buildings and notate the setbacks. Provide dimensions of proposed structures and distances between existing structures. Indicate the direction of North. Sketch area is 30 (width) x 34 (height). Each square is 0.25" x 0.25".

