

TOWN OF SPRING LAKE
BUILDING PROJECT INQUIRY & SCREENING FORM
Land Use and Development Review & Administration Manual

Form BP-1

Version 1.0

Purpose

This form is used to gather basic information about proposed construction, alteration, remodeling, demolition, or other building-related work and to help determine which Town permits, approvals, or reviews may apply.

Completion of this form does **not** constitute a building permit application or approval of the proposed project.

The purpose of this initial screening is to help the Town and property owner identify the appropriate review pathway before unnecessary plans, applications, or other materials are prepared.

Part 1 — Property and Contact Information

Property Address:

Parcel Number(s):

Property Owner:

Applicant / Contact Person, if different:

Phone: _____ **Email:** _____

Town Use

Zoning District: _____

Zoning verified from Official Zoning Map on: _____

Verified by: _____

Part 2 — Proposed Project

Briefly describe what you want to do:

Type of Project

Check all that apply:

- ☐ New building or structure
- ☐ Addition to an existing building or structure
- ☐ Interior remodel or alteration
- ☐ Exterior remodel or alteration
- ☐ Accessory building or structure (shed, garage, shop, barn, etc.)
- ☐ Electrical work
- ☐ Plumbing work
- ☐ Mechanical / HVAC work
- ☐ Demolition
- ☐ Change in use or occupancy of an existing building
- ☐ Other: _____

Part 3 — Basic Project Information

Proposed use of the building, structure, or improved area:

For a new building, structure, or addition:

Approximate dimensions: _____ ft. × _____ ft.

Approximate floor area: _____ sq. ft.

Approximate height: _____ ft.

Utilities

Will the project include new or modified:

- ☐ Electrical
- ☐ Plumbing / Water
- ☐ Sewer / Septic
- ☐ Natural Gas / Propane
- ☐ Mechanical / HVAC
- ☐ None
- ☐ Other: _____

Residential Occupancy

Will the proposed building or structure contain sleeping or living accommodations?

- ☐ No
 - ☐ Yes
 - ☐ Not Applicable
-

Part 4 — Site Information

For new buildings, structures, additions, or other work affecting the site:

Existing principal use of the property:

Existing principal building(s), if any:

Will the proposed project involve:

- ☐ A new or modified driveway or road access
- ☐ Work within or adjacent to a public right-of-way

- ☐ New or modified utility connections
- ☐ Septic system installation or modification
- ☐ Grading, drainage, or significant earth disturbance
- ☐ None of the above
- ☐ Unknown

Preliminary Site Information

If applicable, provide or attach a simple sketch showing:

- property boundaries;
- road or street frontage;
- existing principal building(s);
- proposed building, structure, or addition;
- approximate distances from proposed construction to property lines; and
- other site features relevant to the proposed work.

A professionally prepared site plan is not required for initial screening unless otherwise requested by the Town.

Part 5 — Initial Town Screening

Town Use Only

Based on the information provided, identify the review pathways that appear applicable.

A. Building Permit / Construction-Code Review

- ☐ Building permit clearly required based upon established Building Official guidance
- ☐ Building permit may be required — refer to Building Official / professional building-code provider for determination
- ☐ Building-permit determination not applicable

Building Official / Professional Provider Determination, if referred

- ☐ Building permit required
- ☐ Building permit not required
- ☐ Additional information required to make a determination

Determination provided by: _____

Date: _____

Documentation: ☐ Attached ☐ Retained in project file

B. Land-Use / Zoning Review

- ☐ Proceed to Form BP-2 — Building Project Zoning Compliance Review
- ☐ Additional information required before zoning review can proceed
- ☐ No Form BP-2 review required — reason documented below
- ☐ Zoning question requires interpretation or additional review

C. Other Potential Permits / Approvals

- ☐ Road Access Permit
- ☐ Right-of-Way Permit
- ☐ Septic/health department approval
- ☐ Utility-provider approval
- ☐ Fire Authority review/approval
- ☐ Other Town land-use approval: _____
- ☐ Other: _____
- ☐ None identified

Important

This initial screening identifies permits, approvals, or reviews that appear applicable based on the information currently available. Additional requirements may be identified as the project is reviewed.

Part 6 — Next Step

Based on the initial screening:

- ☐ Submit a Building Permit Application and required materials.
- ☐ Submit project information to the Town's designated Building Official or professional building-code provider for determination of whether a building permit is required.
- ☐ Proceed to Town zoning/land-use compliance review.
- ☐ Provide the following additional information:

☐ Complete the following other permit or approval process:

☐ No building permit is required based upon the Building Official's determination; applicable Town zoning, land-use, and other requirements must still be satisfied.

☐ No additional Town permit or approval has been identified based upon the proposed work and information provided.

☐ Other:

Screening Record

Screened by: _____

Date: _____

Notes:

MANUAL INSTRUCTIONS — FORM BP-1

Purpose of Initial Screening

Form BP-1 is an **initial screening and routing tool**. It is not a building permit application, zoning approval, or authorization to begin construction.

The Designated Town Official or assigned administrator should use Form BP-1 to identify the review pathway that appears applicable to the proposed work.

Building-Code Questions

Town volunteers and administrative personnel should **not make technical construction-code determinations** unless specifically authorized and qualified to do so.

When it is unclear whether proposed work requires a building permit, or when another construction-code question requires professional judgment, refer the question to the Town's designated Building Official or professional building-code provider.

Zoning and Land-Use Questions

Straightforward zoning and land-use requirements may be verified using the Official Zoning Map, Spring Lake Municipal Code, and applicable Town administrative tools.

When a question requires interpretation, professional judgment, or a determination beyond straightforward administrative verification, the administrator should refer or elevate the question rather than make an unsupported determination.

Work Exempt from a Building Permit

A determination that a building permit is not required does **not** exempt a project from applicable zoning, land-use, health, safety, fire, utility, or other requirements.

Initial Screening Is Not Final Approval

Form BP-1 is intended to help identify the appropriate review pathway based on the information available at the time of screening. Additional permits, approvals, information, or professional review may be required as additional facts become known. When a question requires interpretation, professional planning judgment, or a determination beyond straightforward administrative verification, the administrator should refer or elevate the question to Development Staff rather than make an unsupported determination.
