# Notes Regarding the Use of Fillable Forms

We at Groveland Township are trying to keep up with some of the new technology that is out there today. So we have converted the building department permits and the planning & zoning applications into ones that can be filled out using Adobe Reader (adobe.com/reader).  At any time you may use the "Print" button.  If the form is empty, it will print a blank copy which will be a cleaner copy than the older version.

To use a form, first download and save it to your computer*. Then open the document in Adobe Reader. Type the data into the highlighted form fields.  The fields outlined in red are required if that section applies to you.  When complete, be sure to save your work using a unique file name and then print the permit.

Any signatures that are needed should be done after the printing of the document.  When the permit is complete, calculate the appropriate permit fees and charges (using the "Fees" documents online at our website or in the Code of Ordinances – Chapter 18) and bring it in, or mail it in with the payment to:

Groveland Township Office
4695 Grange Hall Rd.
Holly, MI  48442
Attn: Building Dept.


Contractors:  You can just fill out your information for now, save that copy to your computer, and then when you need to fill out one for a new job, you can use your template to finish quicker!  Edit a copy in Adobe Reader.

**SPECIAL NOTE:** If you click the "Reset" button, all data entered will be removed!  (No second chance.)

We would like your feedback about these new forms if you would like to participate.  Please send comments to cablemanager@grovelandtownship.net and I will be happy to forward your comments to the proper party. Thank You for your help.


* Using Chrome you should find a floating hidden tool bar like this:

 Just click the Save button.

Using IE the Save button is on the top: