

Building Permit Checklist and Signoff



Date Application Rec'd.: _____

Parcel No.: _____

Applicant: _____

Lot or Condo Unit No.: _____

Site Address: _____

Zoning District: _____

Project Scope: _____

For all building permits:

- _____ 1. Three (3) complete sets of construction plans:
 - all building elevations
 - all floor plans including attic/bonus spaces
 - foundation plans
 - cross section
 - plans sealed by a licensed Michigan professional if habitable space exceeds 3500 sf.
- _____ 2. Site Plan/Survey (three (3) sets), drawn to an accurate scale (1":10', 1":20', 1":30', 1":40', 1":50', 1":60' or 1":100' engineering scale preferred); *not required for interior remodel/tenant build-out projects.*
- _____ 3. If not served by public water/sewer, on-site waste disposal system permit and well permit, issued by Kent County Environmental Health Dept.
- _____ 4. For additions, accessory buildings, swimming pools, decks, or interior remodels (that add bedrooms) in areas not served by public water/sewer, signoff from Kent County Health Dept.
- _____ 5. For a vacant site, correct address issued by the Kent County Road Commission.
- _____ 6. Driveway Permit, if a new or improved driveway access to the public road is proposed.
- _____ 7. Parcel number issued by Kent County Property Mapping and Description for construction on vacant property.
- _____ 8. A Township Stormwater Permit is required for: 1) new land development projects; 2) a single or two-family detached dwelling (including attached garage/s) having a ground area/footprint of 3,000 sq. ft. or greater.

For Commercial and Industrial Permits (four (4) sets of construction drawings required):

- _____ 1. Fire Chief review.

☐ All of the above items have been submitted/addressed. Date: _____

Zoning Compliance Review (only use standards apply to interior remodel/tenant build-out projects):

- _____ 1. Use standards and dimensional standards (legal building lot; lot area and width; length-to-width ratio; front, side and rear setbacks; building height; special setbacks under PUD zoning approval).
- _____ 2. Natural vegetation zone and transition zone (riparian protection standards).
- _____ 3. Compliance with private road standards, incl. permit issued and completion guarantee posted, if required.
- _____ 4. Check for location in 100-year floodplain; Michigan EGLE and Township floodplain permits issued, if required.
- _____ 5. Compliance with Planning Commission/Twp. Board or Zoning Board conditions of approval.
- _____ 6. If located within 500 feet of a river, lake, or stream, or if over 1 acre is to be disturbed, a Soil Erosion & Sedimentation Control Permit, issued by Kent County Road Commission.

- ☐ The submittal complies with all applicable zoning requirements.
- ☐ The submittal does not comply with all applicable zoning requirements. Items in noncompliance are as follows:

Zoning Compliance Review Signature

Date Zoning Review Completed

Utility Dept. Review (For all new construction, if located in Water and Sewer District):

For all permits:

- _____ 1. If new water and sewer mains, are they inspected/accepted? _____ 3. Special assessments paid?
- _____ 2. Water permit issued and fees paid? _____ 4. Sewer permit issued and fees paid?

For residential construction:

For commercial and industrial construction:

- _____ 1. Square footage of lot. _____ 1. Bldg. floor area (sq. ft.), existing and proposed, broken down by use.
- _____ 2. Meter size _____ 2. Meter size

Utility Dept. Review Signature

Date Utility Review Completed