

# 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 building construction, swimming pool installation, or interior remodels (that add bedrooms and/or bathrooms) 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. For a 3,000 sq. ft. footprint (or more), a Township Stormwater Permit is required.

**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 DEQ 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 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

\_\_\_\_\_  
Utility Dept. Review Signature

\_\_\_\_\_  
Date Utility Review Completed