

Building Permit Checklist and Signoff



Date Application Rec'd.: _____

Parcel No.: _____

Applicant: _____

Lot or Condo Unit No.: _____

Site Address: _____

For all building permits:

- _____ 1. Three 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, 3 sets), drawn to an accurate scale (1":10', 1":20', 1":30', 1":40', 1":50', 1":60' or 1":100' preferred).
- _____ 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, or for remodels that add bedrooms in areas w/o utilities, 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 Commercial and Industrial Permits (4 sets of construction drawings required):

- _____ 1. Fire Chief review

Zoning Compliance Review (for all new construction, except remodels):

- _____ 1. 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 plans comply with all applicable zoning requirements.
- The plans do 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