

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 family 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