

## BUILDING PERMIT CHECKLIST FOR APPLICANTS

### One Permit Application per structure

**NOTE: INSPECTIONS WILL NOT TAKE PLACE IF THE ADDRESS IS NOT VISIBLY POSTED!**

- \_\_\_1. SIGNED: Signed Inspection Verification list for building file.
- \_\_\_2. PRINTS: Two (2) complete sets of prints required. **Include drawings for any engineered systems.** One set to remain with building department. **The other set shall be returned to the applicant, shall be kept at the work site and shall be open to inspection by the building official or his or her authorized representative.**
- \_\_\_3. ENERGY: Energy Code Compliance documentation.
- \_\_\_4. SEALED PRINTS: Required for buildings 3500 square feet or over, of habitable living space.
- \_\_\_5. GRADING OF LOT: This information must appear on the site plan or separate documentation.
- \_\_\_6. SITE PLAN: A scaled drawing or survey showing: lot dimensions (length, width), where the house is to be located with set backs, street which provides the primary access, street name, and any water bodies which either abut the lot or are on the lot shall be submitted.
- \_\_\_7. SEPTIC/SEWER PERMIT: Contact the Kent County Health Department if it's **PRIVATE** or Caledonia Township if it's **PUBLIC**. The address and phone number for the Kent County Health Department is:  
Environmental Health Division  
700 Fuller NE  
Grand Rapids, MI 49503  
(616) 632-6900
- \_\_\_8. WELL/WATER PERMIT: Contact the Kent County Health Department if it's **PRIVATE** or Caledonia Township if it's **PUBLIC**. The address and phone number for the Kent County Health Department is:  
Environmental Health Division  
700 Fuller NE  
Grand Rapids, MI 49503  
(616) 632-6900
- \_\_\_9. DRIVEWAY PERMIT: All new construction regardless of area (private roads, plats, public, etc.) must have a permit from the Kent County Road Commission. Platted areas will get a "no fee" letter. The address and phone number for the Kent County Road Commission is:  
Kent County Road Commission  
1500 Scribner Avenue NW  
Grand Rapids, MI 49504  
(616) 242-6920
- \_\_\_10. DRIVEWAY MAINTENANCE AGREEMENT: Private roads with more than one dwelling must also have a driveway maintenance agreement filed with the Caledonia Township Office and Kent County Register of Deeds.
- \_\_\_11. SOIL EROSION PERMIT (and Bond, if necessary): A soil erosion permit can be obtained from Kent County Road Commission. Any property within 500 ft. of a lake, stream, river or wetland requires this permit. The address and phone number is:  
Kent County Road Commission  
1500 Scribner Avenue NW  
Grand Rapids, MI 49504  
(616) 242-6910
- \_\_\_12. STORM WATER APPLICATION AND PERMIT FOR SITE DEVELOPMENT
- \_\_\_13. PERMANENT PARCEL NUMBER: as issued by Kent County Mapping and Description. The address and phone is:  
Kent County Mapping and Description  
300 Monroe Avenue NW  
Grand Rapids MI 49503  
(616) 632-7520
- \_\_\_14. APPLICATION FOR ORDINANCE COMPLIANCE
- \_\_\_15. REGISTERED CONTRACTOR (HOME OWNER MAY APPLY FOR BUILDING PERMIT)
- \_\_\_16. UTILITY PLANS FOR COMMERCIAL PROJECTS: a complete set of plans showing water & sewer locations/connections to each building to determine applicable fees. (Include the meter size and contractor to do connections).