



INFORMATION HAND-OUT SHEET FOR REVIEW PROCESS

BUILDING PERMIT APPLICANT – (ARCHITECTS-ENGINEERS-BUILDERS-DEVELOPERS)

In order for us to be able to most effectively HELP YOU in the building permit application and plan review process, we are requesting that you provide us with the items listed below. Federal, State and City of Kentwood regulations mandate that we receive all these items before we can proceed with the required plan review.

Upon receipt of these required items, I will proceed with the plan review and building permit process and will call you when the plans have been approved.

1. A COMPLETED APPLICATION FORM: INCLUDING NAMES, NUMBERS, ADDRESSES, AND CONTACT PERSON.
2. THREE IDENTICAL SETS OF SEALED PLANS: MOST RECENT DATES.
3. An original copy of a soil report describing the soil in the ultimate bearing strata, including sufficient records and data to establish its character, nature and loadbearing capacity. The recommendations of the soil engineer must be followed explicitly. (1802)
4. A site plan with an original seal and signature. (106.2)
Include five dates site plans, showing: fire lanes and signage, existing and new fire hydrants (include main sizes), all fire department connections, curb cuts, all utility locations, sanitary sewer and water-main piping, landscaping, building set-backs, abutting streets and easements, including right-of-ways with, total parking, including handicap parking requirements, dimensions and unloading areas, drainage and retention ponds including design and calculations, size of involved wetlands or floodplain areas, storm sewer collection with roof drainage connections, soil erosion details, drainage in and around property boundary shown by arrows and elevations, and north and south arrow, scales, and legal description of the property site.
5. The construction type of the building. Tables : 503, 601, 602
6. The use group designation of the existing building and the proposed construction. If the building contains more than one use, designate each use on the floor plan and provide the details of any separation walls that will be provided to separate the different uses. (302; 302.1.1; 302.3; 302.3.1; 302.3.2)

7. A floor plan of the building and show the location of the proposed work on this plan: Sect.106. OCCUPANCY LOADS MUST BE INCLUDED; Table 1004.1.2
8. Provide the design loads for all parts of the new construction. In addition to the load information required by 1604 of the Code, specify what other loads (i.e.; collateral in the design.
9. Structural drawings and details. Provide a sealed and signed copy of the metal building manufacturer's certification sheet if this is a "pre-engineered" metal building. (1603)
10. A signed and sealed statement indication that energy code calculations were performed and the building envelope comply with section 1301 of the MI Uniform Energy Code: part 10 rules, R 408.31001 to R 408.31099
11. A statement of special inspections. A special inspection form is available from our office upon request. (1704.1)
12. Additional handicapped details, in ¼ scale or larger, of the parking, entrance, ramps and signage. Provide additional handicapped details of the handicapped bathrooms: per chapter 11 of the MI 2003 Code and as shown in ICC/ANSI A117.1 of 1998. (1966 P.A.1 M.C.L. 125.1351)
13. Handicapped requirements must be complied with prior to occupancy, including parking spaces, signs and access ramps to the entrance.
14. Complete H.V.A.C. – MECHANICAL, ELECTRICAL AND PLUMBING PLANS must be included in the submitted architecturals.
15. The fire-resistance rating and U.L. design numbers of all structural elements required to be rated. (703)
16. An original copy of the truss drawings prior to installing the trusses. Truss drawings must be sealed by an engineer and the job name and/or address is to be stated on the drawings. (106.1)
17. Concrete shall be protected from freezing until adequately cured. All concrete forms, fillers and reinforcement material shall be free from frost. Concrete shall not be placed on frozen soil. (1901)
18. The building/tenant space shall be unoccupied during the construction work and shall not be STOCKED, RE-STOCKED, OCCUPIED, OR USED for and purpose until a Certificate of Occupancy has been issued. (110.1)
When the building permit is issued, one set of plans will be returned to you stamped, "JOB COPY". The job copy print **must be kept on the job site at all times.** Our office must approve any changes or amendments to the plans.
(105.1)
19. Outdoor Lighting Plan – See Attached Sheets for Requirements

THE THREE PLAN SETS MUST HAVE TWO (2) SETS SEALED/SIGNED AND MUST INCLUDE DETAILED ELECTRICAL, PLUMBING, & HEATING PLANS.

Do not hesitate to call us at 616-554-0700 if you have any questions. You can access our Web Site: www.ci.kentwood.mi.us

NO WORK IS TO START WITHOUT FIRST OBTAINING A PERMIT.

After the permit has been issued and work begun, inspections are required. A general rule: Before concealing it, someone must inspect it. The permit holder is ultimately responsible to obtain required inspections. A minimum of twenty-four (24) hours' notice is requested for all inspections. Your building permit fee will include two inspections (one initial inspection and one re-inspection) for footings, two inspections for rough-in and two inspections for final. Additional fees will be charged for additional inspections.

Required inspections include, but are not limited to:

- Storm sewer – Before covering.
- Sanitary sewer – Before covering
- Water service – Before covering
- Footing/Foundation – Before backfill.
- Underground plumbing – Before covering
- Underground electrical – Before Covering
- Service – electrical – Must be approved before energizing
- Rough-in – building – Before drywall or insulation
- Rough-in – electrical – Before drywall or insulation
- Rough-in – plumbing – Before drywall or insulation
- Rough-in – H.V.A.C. – Before drywall or insulation
- Final Inspection – By all inspectors, including Fire Marshal
- Outdoor Lighting – Before installation, includes poles, fixtures & lamps. **DOES NOT INCLUDE ELECTRICAL HOOKUP.**

IMPORTANT: It is unlawful to occupy, in whole or in part, any structure, remodeled space or addition until a Certificate of Occupancy has been issued by the City. Moving in stock and/or furniture is included in the definition of occupancy by the City Ordinance.

If you have any questions, please do not hesitate to call the following:

Department Secretary	Carrie Kaat	554-0700
Plan Review	Diana Martin	698-6439
Comm/Res Building Inspector	Marshall Barrows	554-0705
Plumbing/Mechanical Inspector	Jeff Biegalle	698-6417
Electrical Inspector	Tim Deiters	554-0701
Plumbing/Mechanical Inspector	Tim Sparks	554-0703
Fire Marshall	Brent Looman	554-0805
Sign/Zoning Department	Monique Collier	554-0707
Outdoor Lighting	Joe Pung	554-0810
(NOT electrical Connections)		
Engineering	Jim Beke	554-0737