



RESIDENTIAL BUILDING PERMIT PROCEDURE

The following **ITEMS ARE REQUIRED** when submitting a building permit.

1. **Application** forms **must be COMPLETELY** filled in.
2. **Site plans or Survey** must show all the distances from the building project to the lot lines, right of ways, and other structures.
3. **Blue prints must include** front, back, sides, foundation and all floor areas.
4. **Section details** (cut through the building) must show details including stair area details.
5. **Truss** drawings or truss layout drawings.
6. **Energy Code** form to be completed: we have the forms.
7. **Well and septic** approvals by Kent County Health Department only when the new home is not serviced by City Water & Sewer. 336-3512
8. **Driveway permit** from Kentwood Engineering Department – 554-0737.
9. **Earth Change Permit** from Kentwood Engineering Department – 554-0737.
10. **Receipt** from Grand Rapids for water and sewer hookup fees. When the property is located in the Grand Rapids Water/Sewer System area – 456-3041.
11. **Receipt** from our water department when the property is located in the Wyoming's water/sewer system - 554-0734 .

The building permit application will be reviewed for compliance with Michigan 2003 Building Code and City ordinances before it is written for the applicant.

Respectfully:

THE INSPECTIONS DEPARTMENT
554-0700