



## RESIDENTIAL BUILDING PERMIT PROCEDURES

### The following **ITEMS ARE REQUIRED** when submitting a building permit:

1. **Application** form 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. **Blueprints 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 (through Prescriptive Energy Code, ResCheck, Performance Energy Code, or other third party).
7. **Well and Septic** approvals by Kent County Health Department only when the new home is not serviced by city water & sewer – (616) 632-6900.
8. **Driveway Permit** from Kentwood Engineering Department – (616) 554-0737.
9. **Earth Change Permit** from Kentwood Engineering Department – (616) 554-0737.
10. **Receipt** from Grand Rapids Water Dept. for water and sewer hookup fees when the property is located within the Grand Rapids water/sewer system area. – (616) 456-3200.
11. **Receipt** from Kentwood Water Dept. for water and sewer hookup fees when the property is located with the City of Wyoming's water system area. – (616) 554-0734.

The building permit application will be reviewed for compliance with Michigan 2021 Building Code and City ordinances before it is written for the applicant.

CITY OF KENTWOOD  
INSPECTIONS DEPARTMENT  
(616) 554-0700



Construction Type:

Minimum Opening:

Use Group:

Application For  
**BUILDING PERMIT**

This application is required for projects that include any new building, building addition, or remodeling, including any structure of 120 ft<sup>2</sup> or larger, pools, and walls over 4 feet. **Please print or type. Incomplete applications may be returned.** Field corrections may be required per code as needed. Additional permits may be required, including but not limited to Electrical, Plumbing, Mechanical, Soil Erosion, Water, Sewer, Right-of-Way, Driveway and/or Sidewalk.

**PROJECT INFORMATION**

Project Address ( Street Number & Name)		Suite No.	Building Ft <sup>2</sup>
Parcel Number		Lot No.	Garage Ft <sup>2</sup>
Title of Project	Project Contact		# Bedrooms
Project Description	Phone Number		# Bathrooms
	Email		

State the **TOTAL** cost of the improvement, including excavation, building construction, plumbing, electrical, mechanical, and architectural fees. Omit cents. \$

**CONTACT INFORMATION**

Owner or Lessee	Firm Name	Mailing Address	
	Contact Name		
	Email	Phone	
Architect or Engineer	Firm Name	Mailing Address	
	Contact Name		
	Email	Phone	
Contractor (if known)	Firm Name	Mailing Address	
	Contact Name		
	Email	Phone	
	Builder's License No.	Expiration Date	

**HOMEOWNER APPLICATION FOR SELF CONTRACTING**

Home herewith declares that the work is to be done by me for my own use and occupancy as the owner of the above described property. I certify that I am exempt from the requirements of the Public Acts of 1967, numbered 153. I have received information regarding electrical, mechanical, and plumbing rules. I declare that my minimum period of occupancy will be one full year. "Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125 1523A of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23A are subjected to civil fines."

Name (Please Print)	Phone
Signature of Homeowner	Date

**APPLICANT SIGNATURE**

I am the owner (or designated agent of the owner) of the property on which this proposed project is located and the plans, specifications, and the information provided in the application is true and correct to the best of my knowledge and belief.

Name (Please Print)	
Signature of Applicant	Date

**NO WORK IS TO BEGIN UNTIL THE BUILDING PERMIT HAS BEEN ISSUED**



## DRIVEWAY PERMIT

City of Kentwood Engineering Department  
4900 Breton Ave SE • P.O. Box 8848  
Kentwood, MI 49518-8848  
Phone: (616) 554-0737 Fax: (616) 698-7118

Permit No.: \_\_\_\_\_  
Application Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

### Contractor & Homeowner Information

Property Address		Lot Number	Subdivision - Plat Name
Homeowner Name			PP No. 41-18-
Homeowner Address (Street Name & No.)			Homeowner Phone Number
City	State	Zip	
Contractor Name			Contractors Phone
Contractor Address		Contractors Fax	Contractors Cell
City	State	Zip	

**(Miss Dig) 72 hours before digging**

**Call 1-800-482-7171 (toll free)**

Activity	Work Conditions
Driveway Type <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<input type="checkbox"/> All work to be done in accordance with the City of Kentwood engineering plan.
Pavement Type _____	<input checked="" type="checkbox"/> City of Kentwood Engineering Department to be notified 48 hours in advance of work.
Number Driveway Openings _____	<input checked="" type="checkbox"/> <b>Forms to be Checked before concrete is poured.</b>
Private Road _____	<input type="checkbox"/> Complete restoration of roadway including blacktop to be accomplished same day as opening.
Sidewalk Linear Feet _____ ft	<input type="checkbox"/> City of Kentwood to place culvert in ditch. Owner to fill over pipe and build driveway.
Establish Grade _____	<input type="checkbox"/> Work to be completed as per attached application. Proper traffic signing to be used.
Requested Staking Date _____	
Curb & Gutter _____	
Culvert Required _____ Culvert Type _____	
Number of Flared End Sections _____	
Culvert Length _____ ft	

It is understood that all activity resulting from granting of this permit is to be in accordance with the City of Kentwood specification and conditions either checked or written or stated in the City of Kentwood specifications and conditions for highway permits.

Special Provisions \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

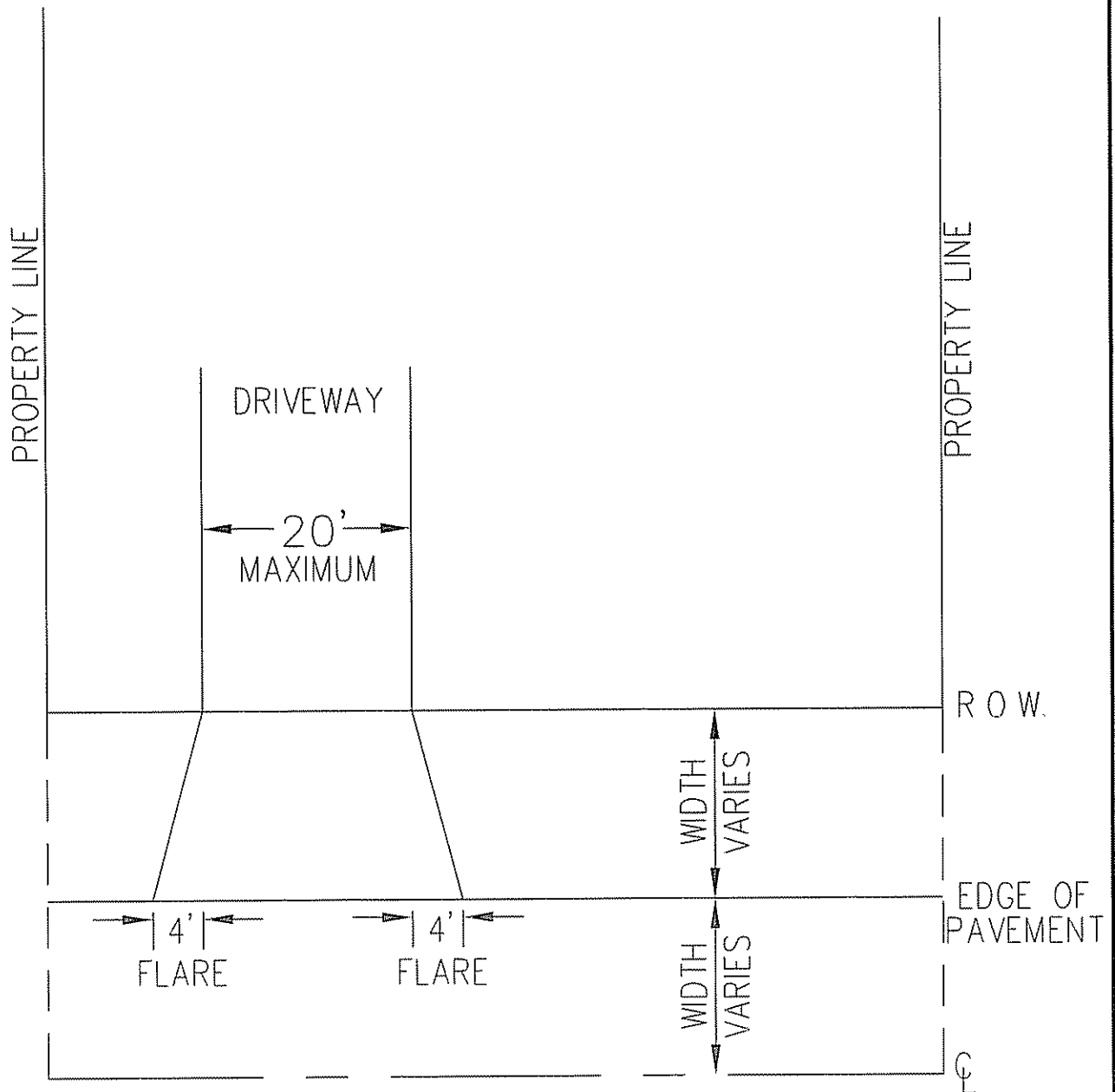
Charges \_\_\_\_\_

### CALL FOR INSPECTIONS PRIOR TO PLACING CONCRETE

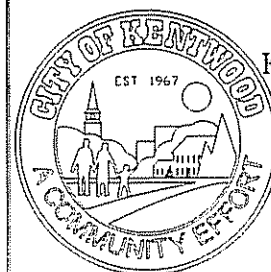
Permit Fee Overridden? \_\_\_\_\_ Issued By \_\_\_\_\_ Total Permit Fee \_\_\_\_\_

Payment Method \_\_\_\_\_ Reference \_\_\_\_\_ Account \_\_\_\_\_

# RESIDENTIAL DRIVEWAY

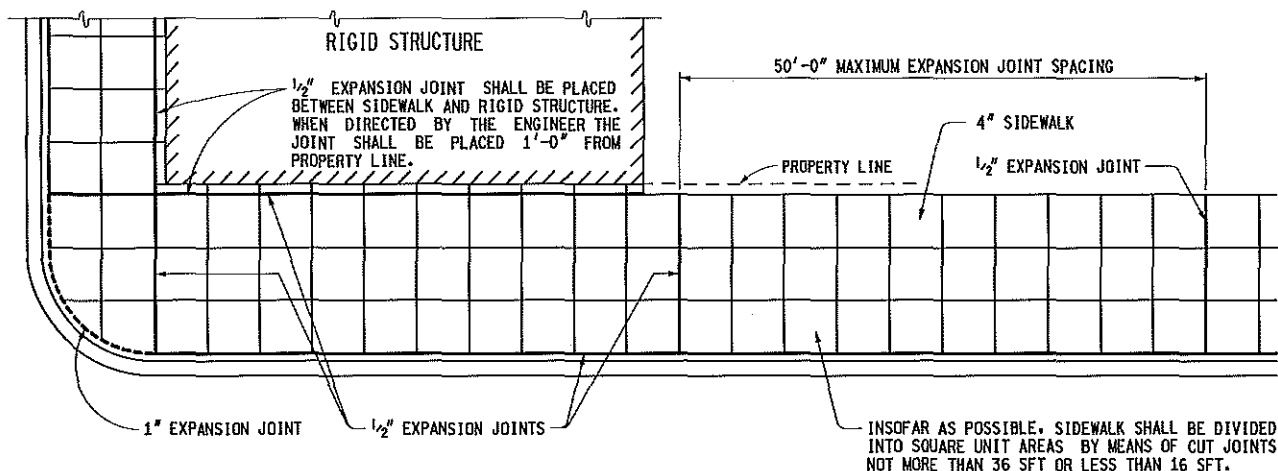
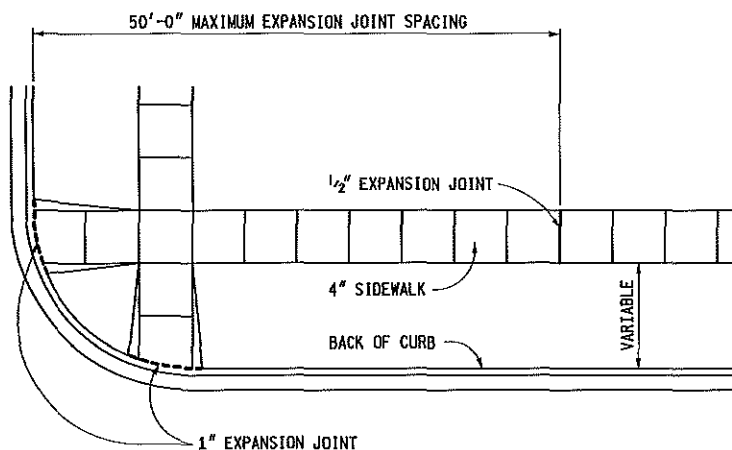


\*NOTE\* FLARES MAY NOT CROSS PROPERTY LINES EXTENDED TO CL  
\*NOTE\* DRIVEWAY AND SIDEWALK CROSSINGS TO BE A MINIMUM OF 6" THICK

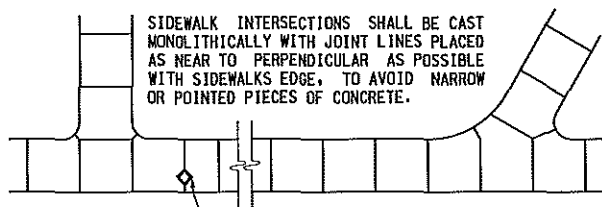


CITY OF KENTWOOD  
KENT COUNTY, MICHIGAN

4900 BRETON AVE. S E  
KENTWOOD, MICHIGAN 49518-8848  
PHONE (616) 698-9610

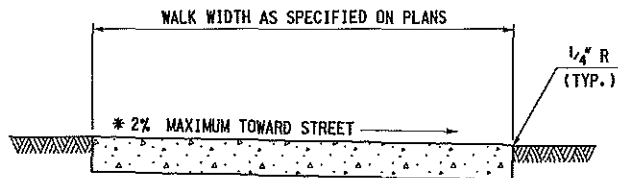


### LOCATION OF JOINTS IN CONCRETE SIDEWALK



WHERE A PERMANENT STRUCTURE IS LOCATED IN SIDEWALK, PLACE EXPANSION MATERIAL AROUND STRUCTURE AND ADJUST JOINT PATTERN TO INTERSECT STRUCTURE AS ILLUSTRATED.

### TYPICAL SIDEWALK JOINT LAYOUTS



\* SEE NOTES

### 4" CONCRETE SIDEWALK



PREPARED  
BY  
DESIGN DIVISION

DRAWN BY: B.L.T.

CHECKED BY: W.K.P.

DEPARTMENT DIRECTOR  
Kirk T. Steudle

APPROVED BY:

*Randy V. Pugh*  
DIRECTOR, BUREAU OF FIELD SERVICES

APPROVED BY:

*Paul A. Van Pelt*  
DIRECTOR, BUREAU OF HIGHWAY DEVELOPMENT

MICHIGAN DEPARTMENT OF TRANSPORTATION  
BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

### DRIVEWAY OPENINGS & APPROACHES, AND CONCRETE SIDEWALK

1-25-2013

F.H.W.A. APPROVAL

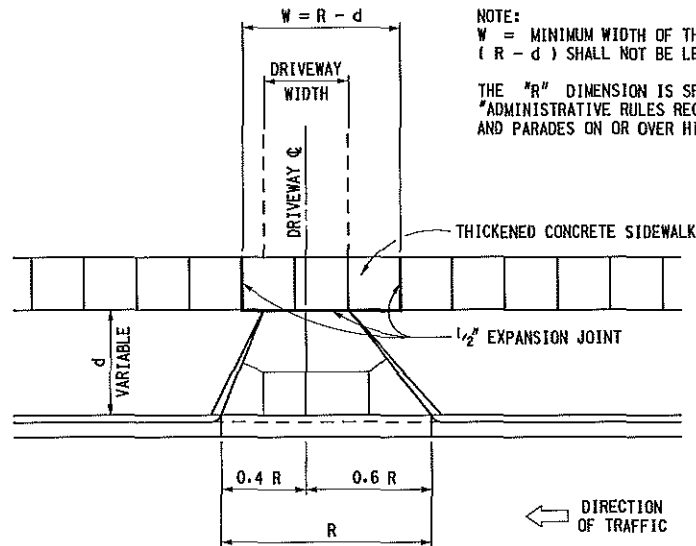
10-1-2012

PLAN DATE

R-29-H

SHEET

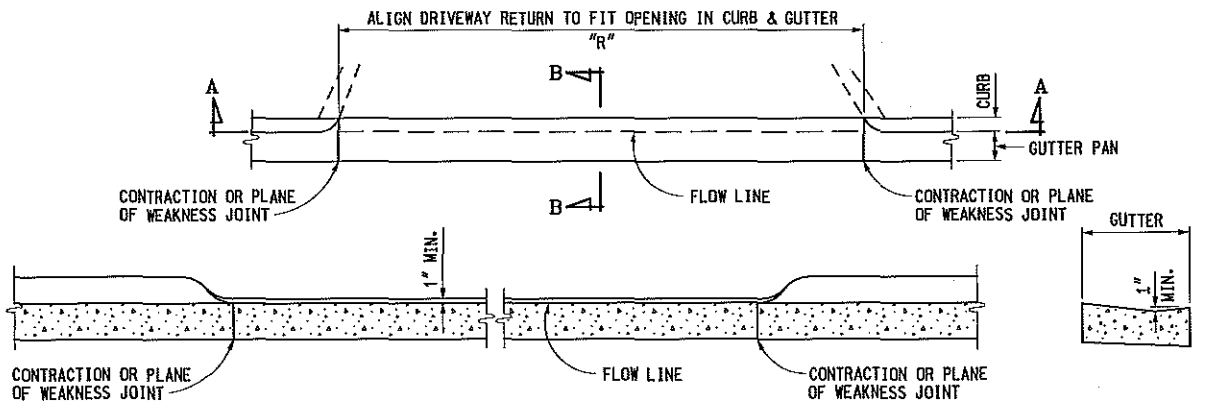
1 OF 4



NOTE:  
 $W$  = MINIMUM WIDTH OF THICKENED CONCRETE SIDEWALK.  
 $(R - d)$  SHALL NOT BE LESS THAN DRIVEWAY WIDTH.

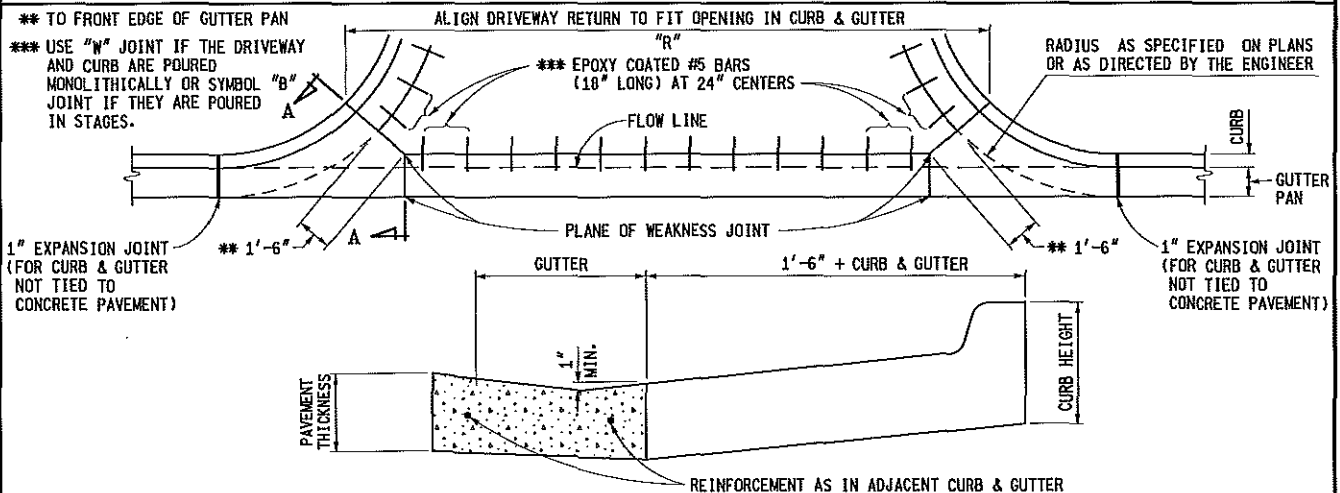
THE "R" DIMENSION IS SPECIFIED IN THE PUBLICATION  
 "ADMINISTRATIVE RULES REGULATING DRIVEWAYS, BANNERS  
 AND PARADES ON OR OVER HIGHWAYS".

CONCRETE DRIVEWAY OPENING LAYOUT



SECTION A - A  
 CONCRETE DRIVEWAY OPENING, DETAIL L

SECTION B - B



SECTION A - A  
 CONCRETE DRIVEWAY OPENING, DETAIL M

NOTE:  
 FOR ROADWAYS WITH CONCRETE PAVEMENTS, LONGITUDINAL LANE TIES WILL BE CONTINUOUS THROUGH THE DRIVEWAY OPENING AND THE SPACING OF THE #5 BARS IN CONCRETE DRIVEWAYS SHALL BE ADJUSTED TO AVOID CONFLICT WITH THE LONGITUDINAL LANE TIES.

MICHIGAN DEPARTMENT OF TRANSPORTATION  
 BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

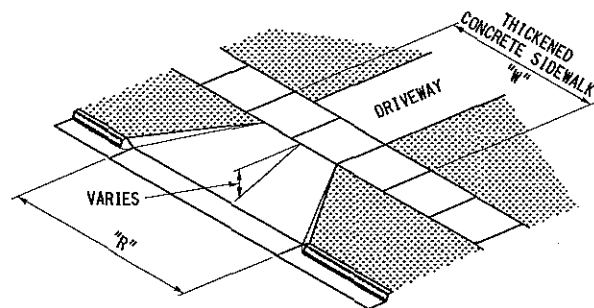
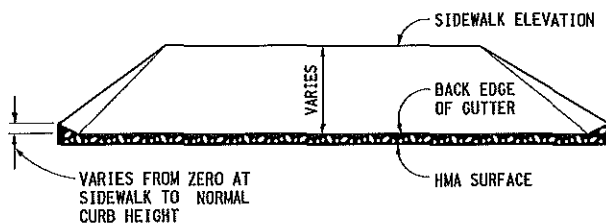
# DRIVEWAY OPENINGS & APPROACHES, AND CONCRETE SIDEWALK

1-25-2013  
 F.H.W.A. APPROVAL

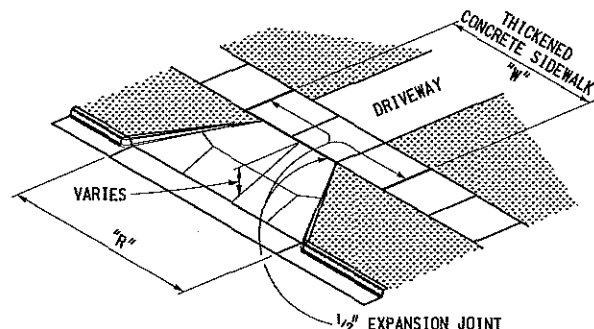
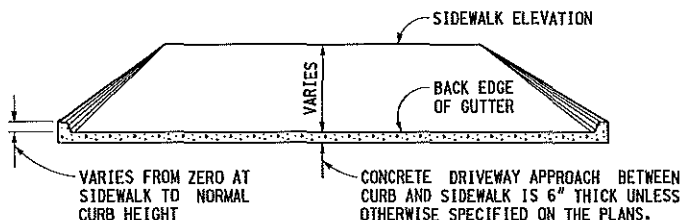
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R-29-H

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### HMA DRIVEWAY APPROACH (TO BE USED WITH DETAIL L)

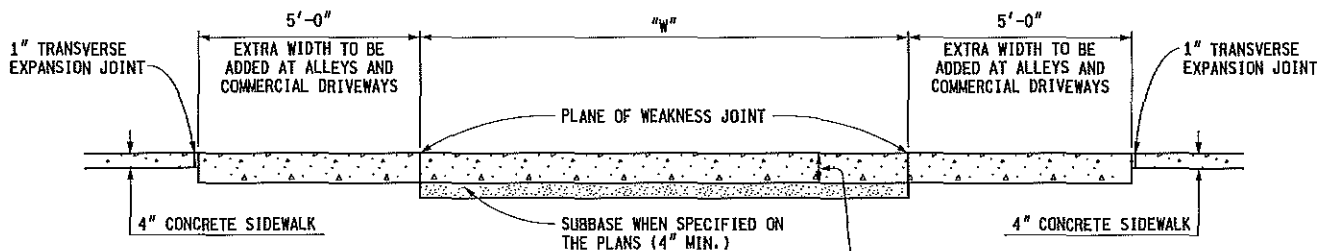


#### NOTES:

MONOLITHIC CURB IS INCLUDED IN THE CONCRETE DRIVEWAY APPROACH QUANTITY.

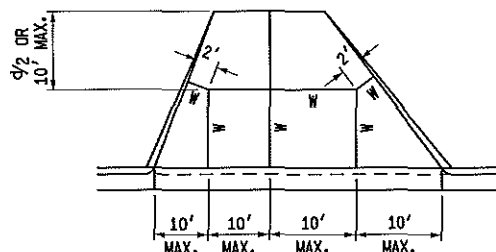
REINFORCEMENT IS NOT REQUIRED UNLESS SPECIFIED ON THE PLANS. WHEN REINFORCEMENT IS SPECIFIED, SEE CHART ON THIS SHEET.

### CONCRETE DRIVEWAY APPROACH (TO BE USED WITH DETAIL L OR M)



WHEN CONCRETE DRIVEWAY APPROACH IS SPECIFIED, THE THICKENED CONCRETE SIDEWALK THICKNESS IS EQUAL TO THE THICKNESS OF THE CONCRETE DRIVEWAY APPROACH. WHEN HMA DRIVEWAY APPROACH IS SPECIFIED, THE THICKENED CONCRETE SIDEWALK THICKNESS IS 6\"/>

### THICKENED CONCRETE SIDEWALK



ADJUST DRIVEWAY JOINTS AS NEEDED TO ALIGN WITH ANY COINCIDING TRANSVERSE PAVEMENT JOINTS.

JOINT LAYOUT IS AS INDICATED OR AS DIRECTED BY THE ENGINEER.

### INTERMEDIATE DRIVEWAY JOINT DETAILS

#### REINFORCEMENT FOR CONCRETE DRIVEWAYS

CONCRETE DRIVEWAY THICKNESS	WIRE SIZE (6" x 6" MESH)	AVERAGE WEIGHT (LBS/100 SFT)
LESS THAN 8"	W1.4	21
	W2.9	42
8" OR GREATER	USE WIRE FABRIC REINFORCEMENT SPECIFIED ON STANDARD PLAN R-37-SERIES	

MICHIGAN DEPARTMENT OF TRANSPORTATION  
BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

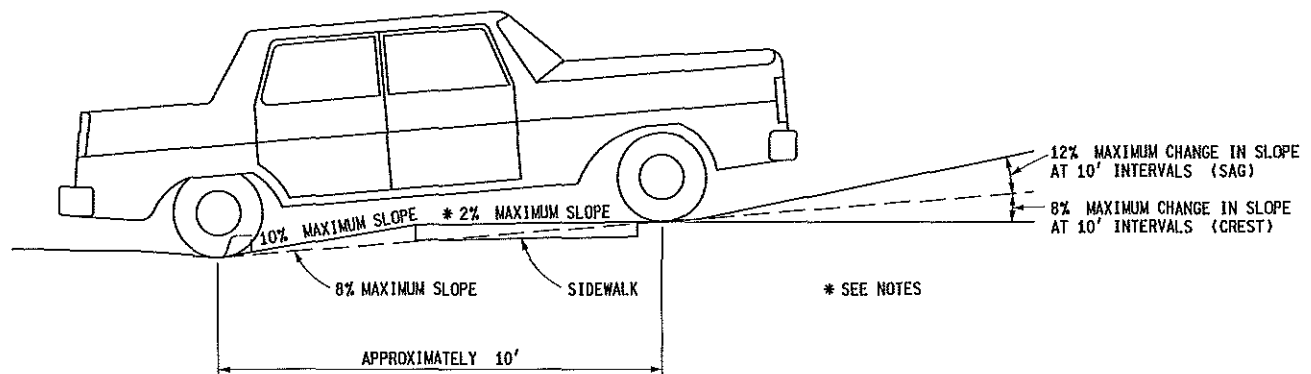
### DRIVEWAY OPENINGS & APPROACHES, AND CONCRETE SIDEWALK

1-25-2013  
F.H.W.A. APPROVAL

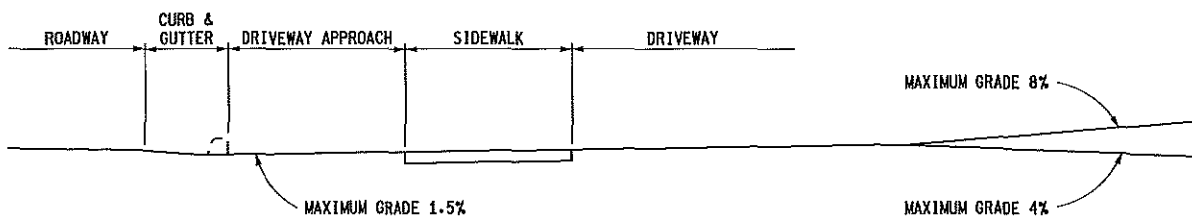
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R-29-H

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### LOW VOLUME COMMERCIAL OR RESIDENTIAL DRIVEWAY SLOPES



### COMMERCIAL DRIVEWAY PROFILE FOR MAJOR TRAFFIC GENERATORS

#### NOTES:

FOR DRIVEWAY DESIGN REFER ALSO TO "ADMINISTRATIVE RULES REGULATING DRIVEWAYS, BANNERS, AND PARADES ON OR OVER HIGHWAYS" AND GEOMETRIC DESIGN G-680-SERIES, COMMERCIAL DRIVEWAYS.

FOR CURB AND GUTTER DETAILS, SEE STANDARD PLAN R-30-SERIES.

TRANSVERSE SIDEWALK SLOPES ARE TYPICALLY 1.5% OR 2% MAXIMUM. IN ORDER TO MEET SITE CONDITIONS, IF THE TRANSVERSE SLOPE IS REQUIRED TO BE LESS THAN 1.5%, LONGITUDINAL DRAINAGE MUST BE PROVIDED.

WHEN SETTING GRADES FOR COMMERCIAL DRIVES, THE TYPES OF VEHICLES USING THE DRIVE SHOULD BE CONSIDERED.

MICHIGAN DEPARTMENT OF TRANSPORTATION  
BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR

### DRIVEWAY OPENINGS & APPROACHES, AND CONCRETE SIDEWALK

1-25-2013  
F.H.W.A. APPROVAL

10-1-2012  
PLAN DATE

R-29-H

SHEET  
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## SPECIFICATIONS AND CONDITIONS FOR HIGHWAY PERMITS

Effective May 1, 2024

- 1. Definition of Terms:** Whenever the term City is used in the following specifications it shall mean the City of Kentwood, its employees and officials. The term Engineer shall mean the City of Kentwood Engineer or his authorized representatives. The term Contractor shall refer to the person, firm or corporation undertaking the execution of the work under the terms of the permit.
- 2. Bonds and Insurance:** Surety Company Bonds in the amount of \$20,000.00 conditioned upon performance of the conditions of the permit and these specifications and compliance with all requirements of the law shall be filed with the City each year by contractors desiring to obtain highway permits through the year. Also, a certificate of insurance in the amount of \$200,000.00-\$500,000.00 public liability and \$100,000.00 property damage protecting the City of Kentwood against any and all claims for damages arising from operations covered by the permit shall be filed with the City each year.
- 3. Additional Permits:** When the work involved is in connection with any sewer or water system, this permit is issued contingent on the contractor obtaining the necessary permit from the authorities in control of the system for making the proposed extensions and additions.
- 4. Traffic Protection:** The contractor shall provide, erect, and maintain all necessary barricades, lights, warning signs and flagmen to properly safeguard traffic while this work is in progress. The contractor shall designate a foreman who shall be in responsible charge of the work. The contractor must give the foreman authority to carry out all the provisions contained in these Specifications and Conditions for Highway Permits. If the contractor fails or refuses to carry out these provisions at the time, and in a manner which in the opinion of the Engineer is necessary to protect and direct traffic, or if the contractor cannot be located and notified to do so, the City shall have the right to perform the work and the contractor shall reimburse the City for all charges incurred in the work.
- 5. Interfering Structures:** In case it is necessary to move any building or structure above or below ground within the right-of-way of the highway, the same shall be replaced to the satisfaction of the Engineer. Underground structures damaged by boring shall be repaired or replaced.
- 6. Construction Machinery:** All construction machinery shall be equipped with pneumatic tires when any work is done on blacktop or concrete surfaced pavements.
- 7. Pavement Openings:** Structures shall be placed under pavement by boring and jacking or cutting through the pavement and using an open trench. Tunneling will not be permitted. Cuts through concrete pavement shall be at right angles to the pavement centerline and shall be made at least six (6) inches wider on each side than the width of the trench with a minimum width of thirty-six (36) inches. Removal of all concrete pavement shall be done only with concrete saw and chisels operated by hand or compressed air. Pavement crushers of any type are prohibited. Openings shall be trimmed in straight lines with right angle corners and vertical edges. When openings are three (3) feet or less from expansion or construction joints, the pavement shall be removed to the joint.
- 8. Crossing Roadbed by Boring and Jacking:** When the pipe is installed by boring and jacking, the leading edge of the pipe must precede the auger by a distance equal to one-half the diameter of the pipe. The method to be used shall be approved by the Engineer before work is started.
- 9. Width of Trenches:** Open trenches shall be not less than two (2) feet wide, plus the diameter of the pipe, at the bottom of the excavation; and the maximum width shall be the diameter of the pipe, plus three (3) feet, or as stated on the permit. The slope of the excavated trench shall not be less than one to one.
- 10. Cribbing:** Cribbing shall be used for all trenches where necessary to protect the road surface adjacent to the trench, for safety to the workmen, to safeguard other structures within the highway, and to prevent property damage.
- 11. Excavated Material:** Excavated material shall be deposited so it will not interfere with moving traffic; and precautions must be taken to prevent excavated material from spilling out onto the traveled portion of the highway by temporary wooden retaining walls or other means approved by the Engineer.
- 12. Backfill within Traveled Way:** Backfilling trenches within the traveled portion of the street or road, that is, between the shoulders or curb lines, shall be done as follows: Material shall be sand, gravel, or sandy gravel and shall be placed in successive layers not more than six (6) inches in depth, loose measure, and each layer shall be thoroughly compacted by mechanical compaction and all backfill subject to check by the Controlled Density Method showing a minimum of ninety-five percent (95%) Proctor. All material excavated from the trench, and not used in the backfill, shall be hauled away.
- 13. Backfill Outside Traveled Way:** Backfilled trenches outside the traveled portion of the highway, that is, between the shoulders or curb and right-of-way lines, shall be done as follows: Material may be sand, gravel, or the material removed from the trench, if not frozen, except across driveways where the materials shall be sand, gravel, or sandy gravel. All backfill shall be placed in successive layers not more than twelve (12) inches in depth, loose measure, and each layer shall be thoroughly compacted by mechanical compaction and all backfill subject to check by the Controlled Density Method showing a minimum of ninety percent (90%) Proctor. Topsoil and sod shall be replaced in all trenches across lawns. All material excavated from the trench, and not used in backfill, shall be hauled away.
- 14. Tree Roots:** When tree roots are removed because of trenching, the top of the trees shall be trimmed sufficiently to balance the loss of roots. This trimming shall be done by the contractor under the direction of the City at the contractor's expense. When tree roots are bored for underground utility installations, the distance shall be one (1) foot for each one (1) inch of trunk diameter.
- 15. Temporary Crossings:** When directed by the Engineer, temporary crossing shall be provided over open trenches; and temporary wearing surface shall be placed over backfilled trenches to keep traffic moving or furnish access to abutting property.
- 16. Replacing Wearing Surface:** Permanent wearing surface of bituminous material approved by the Engineer shall be placed in trenches on all blacktop surfaced roads. The thickness shall be equal to the depth of the original blacktop or three (3) inches, whichever is greater. Permanent wearing surface of seven (7) inches of road gravel approved by the Engineer shall be placed in trenches on all gravel or dirt roads. Permanent wearing surface on concrete surfaced roads shall be new concrete pavement of the same type, thickness, and quality as the original pavement. All permanent wearing surfaces shall be placed by the applicant at his own expense.
- 17. Location of Facilities:** All facilities, both below ground and above ground, shall be located as directed by the City. Pipes shall be placed to a depth that will provide not less than four (4) feet of cover between top of roadway surface and the pipe. If at any time the position of the facility interferes with improvements to the highway, it shall be the responsibility of the applicant to move the facility to a location satisfactory to the City. All such moving shall be done at the expense of the applicant.

**18. Sidewalks and Driveways:** New sidewalks shall be five (5) feet wide and shall be not less than four (4) inches thick and no less than six (6) through drive approach. Concrete driveway and sidewalk material and construction shall comply with the requirements of the Michigan Department of Transportation current specifications for construction (3,500 psi maximum class design strength (6 sack) – SEC. 601, MDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION.) Contractor shall grade off area on a straight line between finished sidewalk, and shoulder line or curb line; and any excess dirt shall be hauled away. The Engineer will furnish lines and grades for sidewalks.

**19. Moving Oversize or Overweight Objects:**

**A. Oversize, or overweight objects:**

1. Contractor shall submit an application to the Engineer for approval forty-eight (48) hours in advance of the move.
2. All moving shall be done on pneumatic tired trucks, trailers, moving dollies, or a combination of them; and the load shall be distributed so that no axle will carry more than legal loading.
3. Motive power shall be by pneumatic tired truck or tractor and shall be of sufficient size to handle the load without slipping.
4. Moving will not be permitted on Saturdays, Sundays, Holidays, or the day before a Holiday.
5. Contractor shall furnish the necessary traffic protection in accordance with Kent County Road Commission requirements before a move is made in the road right-of-way.

**B. Oversize and overweight objects:**

1. Contractor shall submit an application to the Engineer for approval seven (7) days in advance of the move.
2. All moving shall be done on pneumatic tired trucks, trailers, moving dollies, or a combination of them.
3. Items 3, 4, and 5 above shall also apply.

**20. Starting the Work:** The Engineer shall be given forty-eight (48) hours' notice before any of the work governed by this permit is started. Street openings shall not be started on Saturdays, Sundays, Holidays, or the day before a Holiday.

**21. Restoration of Highway:** The contractor shall carry on his work as here-in specified; and upon completion of the work shall restore the highway to the same condition as before the work started, including sodding, seeding, and mulching.

**22. Tree Planting in Road Right-of-Way:** Applicant shall submit an application to the Engineer for approval of species and location of trees in the road right-of-way.

**23. Copy of Permit:** The Foreman in charge of this work shall have a copy of the permit and of the specifications and conditions in his possession at all times.

**24. Failure to Obtain Permit:** The City reserves the right to double all fees listed hereafter where a contractor performs work in the right-of-way without the proper permits.

**25. Plan Approval:** Allow up to two (2) weeks for water and sewer projects.

**26. Fees:** All fees shall be paid at the time of obtaining permit and shall be computed according to the following schedule:

**A. Transportation:**

Moving oversize, but not overweight objects 12 feet-6 inches wide or less.....	\$ 25.00
Moving oversize, but not overweight objects more than 12 feet-6 inches wide but less than sixteen(16) feet wide .....	\$ 30.00
Moving oversize, but not overweight objects sixteen(16) feet wide or wider (plus time and material) .....	\$ 35.00
Moving oversize and overweight objects 12 feet-6 inches wide or less .....	\$ 30.00
Moving oversize and overweight objects more than 12 feet-6 inches wide but less than sixteen(16) feet wide .....	\$ 40.00
Moving oversize and overweight objects sixteen(16) feet wide or wider (plus time and material) .....	\$ 40.00
Extended transportation .....	\$ 100.00
Annual mobile home(14 feet wide) - up to two approved routes.....	\$ 100.00
Annual mobile home(16 feet wide) - one approved route only.....	\$100.00
House / Structure move (plus time and material).....	\$100.00

**B. Establishing Grades:**

Landscaping – Cut of fill (day light).....	\$ 175.00
Sidewalks, minimum charge for 100 lineal feet or less .....	\$ 200.00
Sidewalks, each additional 50 lineal feet.....	\$ 50.00

**C. Driveways:**

Residential driveway.....	\$ 130.00
Residential driveway and sidewalk up to 100 lineal feet.....	\$ 200.00
Residential driveway/sidewalk for each additional 50 lineal feet.....	\$ 50.00
Residential driveway/sidewalk restakings.....	\$ 175.00
Commercial driveway w/o curb and gutter .....	\$ 130.00
Commercial driveway with cub and gutter .....	\$ 225.00
Commercial driveway, each additional driveway.....	\$ 125.00

**D. Underground:**

Open cuts - .....	Base fee of \$300.00 with a \$500.00 Escrow... \$ 800.00
One lane .....	Time and Materials
Multiple Lanes .....	Time and materials
Utilities not crossing road.....	\$ 50.00
Utilities crossing road by boring and jacking .....	\$ 100.00
Utility Boring.....	\$50.00 plus \$ .40/ft

**E. Soil Borings:**

Per job minimum .....	\$ 50.00
Over 25 bores .....	\$ 100.00

**F. Miscellaneous:**

All permits not listed above .....	\$ 50.00
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**CITY OF KENTWOOD**  
**BOND FOR HIGHWAY PERMITS**

KNOW ALL MEN BY THESE PRESENTS,

That \_\_\_\_\_ as Principal, and \_\_\_\_\_ as surety, of the County of \_\_\_\_\_ and State of \_\_\_\_\_ are held and firmly bound unto the City of Kentwood in the penal sum of TEN THOUSAND (\$10,000.00) Dollars, lawful money of the United States of America, for the payment of which, well and truly to be made to the said City of Kentwood, we bind ourselves, our heirs, executors and administrators, jointly and severably, firmly by these presents.

Sealed with our seal and dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

WHEREAS, the above bounden \_\_\_\_\_ may be granted permits for construction operations within the limits of highway right-of-way, and/or for the moving on any street or highway of any object which exceed the legal limits for either length, width, height or weight, by the City of Kentwood during the year ending December 31, 20 \_\_\_\_

Location of work to be done: City of Kentwood, Kent County, Michigan.

NOW, THEREFORE, The condition of the above obligation is such that if the above bounden Principal shall do all work done and performed under said permits in a careful, secure, skillful and workmanlike manner, and shall so guard the work authorized by said permits, and the materials for use during the progress thereof, that no injury, loss or damage shall occur to persons or property, and shall promptly at the conclusion of such work replace and restore the street or highway and right-of-way to as good a state and condition as the same was previous to and at the time of the opening of the same, and shall so replace and restore such street or highway and right-of-ways as to cause it to be in a state of reasonable repair so as to be reasonably safe and convenient for public travel, and to the satisfaction of the City of Kentwood, and shall save the City of Kentwood, it's employees and elected officials harmless from all claims, suits, actions, damages, or judgments against it which shall arise out of failure on the part of the above bounden Principal to comply with the terms of this bond, and if the said above bounden Principal shall also observe the statutes of the State of Michigan, and the ordinances of the County of Kent, relating to safety of highways and the requirements of the City of Kentwood Ordinances, and shall comply with all articles set forth in the "Specifications and Conditions" for highway permits and shall pay all bills rendered by the said City of Kentwood for the repair or replacement of pavement, roadway and right-of-way where disturbed or displaced by this work, then this obligation shall be null and void, otherwise to be and remain in full force and effect

Principal \_\_\_\_\_  
(signature required)

\_\_\_\_\_  
Address

Print Name \_\_\_\_\_

Surety \_\_\_\_\_  
(seal)

\_\_\_\_\_  
Address

**\*POWER OF ATTORNEY must be attached to be valid\***



Office Use Only: Permit No.:

Date Issued:

Exp. Date:

Min. Opening:

Permit Application For

# SOIL EROSION & SEDIMENTATION CONTROL

This application is required for earth changes within 500 feet of surface water, adjacent to a public street, or with greater than one (1) acre of exposed earth. Permits are granted by the City of Kentwood as an Authorized Public Agency (APA) under Part 91 of the NREPA. A Notice of Coverage (NOC) will be required by the MDEQ for earth changes exposing five (5) acre or more at one time. **Please print or type. Incomplete applications may be returned.**

**1. APPLICANT (please check if applicant is the landowner or designated agent\*)**

Name		<input type="checkbox"/> Landowner	<input type="checkbox"/> Designated Agent*
Owner or Lessee	Firm Name (if applicable)	Mailing Address	
	Contact Name		
	Email	Phone	
Contractor	Firm Name	Mailing Address	
	Contact Name		
	Email	Phone	

**2. LOCATION**

Section:	Town: 6N	Range: 11W	City: Kentwood	County: Kent	Subdivision:	Lot Number:
Property Address					Parcel Number	41-18-_____-_____-_____

**3. PROPOSED EARTH CHANGE**

Project Type (Check One): <input type="checkbox"/> Single- or Two- Family <input type="checkbox"/> Subdivision <input type="checkbox"/> Commercial/Industrial/Institutional <input type="checkbox"/> Other:			
Project Description	Soil Type	Project Start Date:	Completion Date:
	<input type="checkbox"/> Clay	Area of Disturbance	Distance to Nearest Water or Wetland: _____ Ft
	<input type="checkbox"/> Sand		Name of Nearest Lake, Stream or Drain
	<input type="checkbox"/> Loam		

**4. SOIL EROSION AND SEDIMENTATION CONTROL PLAN (Refer to Rule 323.1703)**

Plan Preparer	Firm Name (if applicable)	Mailing Address	Est. Cost of Control Measures
	Contact Name		\$
	Email	Phone	Attach 2 Sets of Plans and a PDF Copy if Available

**5. PARTIES RESPONSIBLE FOR EARTH CHANGE**

Individual On Site	Firm Name (if applicable)	Mailing Address
	Contact Name	
	Email	Phone

**6. PERFORMANCE DEPOSITS (If required by the permitting agency)**

<u>\$5,000 Soil Erosion</u> <input type="checkbox"/> Surety Bond <input type="checkbox"/> Check <input type="checkbox"/> Irrevocable Letter of Credit <input type="checkbox"/> Not Applicable	<u>\$30,000 Stormwater</u> <input type="checkbox"/> Surety Bond <input type="checkbox"/> Check <input type="checkbox"/> Irrevocable Letter of Credit <input type="checkbox"/> Not Applicable	Name of Surety	Mailing Address
		Phone	Email

**7. AFFIRMATION & AGREEMENT**

I (we) affirm that the above information is accurate and that I (we) will conduct the above described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, applicable local ordinances, and the documents accompanying this application.		
Signature	Print Name	Date
Applicant is: <input type="checkbox"/> Landowner <input type="checkbox"/> Agent*      * Designated agent must have a signed statement from the landowner authorizing him/her to secure a permit in the landowner's name.		



# APPLICATION FOR ELECTRICAL PERMIT

CITY OF KENTWOOD

P.O. BOX 8848 (4900 BRETON AVE.) KENTWOOD, MI 49518

PHONE: (616) 554-0702 FAX: (616) 698-7118

Permit #

Application Date

I. JOBSITE INFORMATION				PLEASE PRINT OR TYPE	
Street Address including Suite #	Lot:	City <b>KENTWOOD</b>	Use (check one) <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL		
Homeowner or Business Name where the work is being performed	Resident/Business Phone	Has a building permit been obtained for this project? (check one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED			
Jobsite Contact Person	Jobsite Contact Phone	Scope (check one) <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> REPAIR <input type="checkbox"/> REPLACE			

II. INSTALLER INFORMATION						Installer is (check one) <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> HOMEOWNER (See "Homeowner Affidavit" below)	
Name		Phone #		State/Local Contractor Registration No.		Expiration Date	
Address (Street # / Name / Direction)				Master Electrician License No.		Expiration Date	
City		State	Zip	MESC. Employer ID (or exemption)		Federal Employer ID (or exemption)	
Email		Driver's License No.		Workers Compensation Insurance Carrier (or exemption)			

**NOTE: Any concealed work shall be inspected before being covered**

III. MANDATORY: DESCRIPTION & COMMENTS		Give a detailed description of the work to be performed under this permit.	

IV. FEE CHART				FEE	# ITEMS	TOTAL					FEE	# ITEMS	TOTAL
1.	ELECTRICAL APPLICATION FEE (Non-refundable and includes 1 inspection)			\$ 50.00	1	\$ 50.00	5.	CIRCUITS OF WIRING AND DATA/COMMUNICATIONS OUTLET					
a.	ADMINISTRATIVE FEE (work w/o permit)			\$ 80.00			a.	General Branch Circuit			\$ 10.00		
b.	EACH ADDITIONAL INSPECTION			\$ 50.00			b.	Lighting Branch Circuit			\$ 10.00		
c.	Dwelling Unit(s) New or Total rewire- includes 3 inspections			\$ 200.00			c.	Add'n, Alteration, Repair Existing, Replace per 25 devices or lighting			\$ 10.00		
d.	Special Inspection (per hour for carnival, fair, event, etc.)			\$ 70.00			d.	Electric Range			\$ 10.00		
e.	Conduit, Grounding, or Temperature Control			\$ 45.00			e.	Electric Dryer			\$ 10.00		
f.	Written Report (per hour)			\$ 60.00			f.	Each Furnace or A/C			\$ 10.00		
g.	Certificates			\$ 60.00			g.	Data/Communications Outlets per 20			\$ 10.00		
h.	Hazardous Locations Doubles Permit TOTAL FEE			double			h.	Microwave			\$ 10.00		
2. SERVICES & SUB PANELS							i.	Electric Water Heater			\$ 10.00		
a.	Meter Set or Mast Repair			\$ 10.00			j.	Vehicle Charging Station			\$ 20.00		
b.	Temporary Service			\$ 20.00			k.	Heating Device (per 5000 watts)			\$ 10.00		
c.	Up to 200 Amp			\$ 20.00			l.	Pool/Hot Tub (bonding, motors, & light)- Includes 2 inspections			\$ 70.00		
d.	Over 200 - thru 600 Amp			\$ 30.00			m.	Other Fixed Appliances			\$ 10.00		
e.	Over 600 - thru 1000 Amp			\$ 70.00			6. SIGNS						
f.	Over 1000 Amp / GFPE / Over 600 V			\$ 100.00			a.	Illuminated Signs (per circuit)			\$ 20.00		
3. ALTERNATIVE POWER (Solar, Wind, etc.)							b.	Neon Trans / LED Pwr Supplies (per unit)			\$ 20.00		
a.	System and first 10 KW			\$ 40.00			7. BUS DUCT & FEEDERS						
b.	Each Additional 1 KW			\$ 5.00			a.	Feeders (per 50')			\$ 10.00		
4. FIRE ALARM							b.	Bus Duct (per 50')			\$ 10.00		
a.	System and up to 10 Devices			\$ 60.00			8. MOTORS, GENERATORS, TRANSFORMERS (per HP or KVA)						
b.	Each additional device			\$ 5.00			a.	Up to 5 HP/KVA			\$ 10.00		
							b.	Over 5-75 HP/KVA			\$ 25.00		
							c.	Over 75 HP/KVA			\$ 50.00		

This is your permit when approved by the City's Administrative Authority. Make checks payable to "CITY OF KENTWOOD"

**TOTAL FEE**

V. APPLICATION SIGNATURE (Homeowner signature indicates compliance with section VI. below)		
Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.		
Licensee or Homeowner Name (please print)	Licensee or Homeowner Signature	Date

VI. HOMEOWNER AFFIDAVIT
I hereby certify the electrical work described on this permit application shall be installed by myself in my own house in which I am living or about to occupy. All work shall be installed in accordance with the current Michigan Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Electrical Inspector. I will cooperate with the Electrical Inspector and assume responsibility to arrange inspections.



# APPLICATION FOR MECHANICAL PERMIT

CITY OF KENTWOOD

P.O. BOX 8848 (4900 BRETON AVE.) KENTWOOD, MI 49518

PHONE: (616) 554-0703 FAX: (616) 698-7118

Permit #

Application Date

I. JOBSITE INFORMATION				PLEASE PRINT OR TYPE				
Street Address including Suite #		Lot:	City KENTWOOD	Use (check one) <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL				
Homeowner or Business Name where the work is being performed		Resident/Business Phone	Has a building permit been obtained for this project? (check one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED					
Jobsite Contact Person		Jobsite Contact Phone	Scope (check one) <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> REPAIR <input type="checkbox"/> REPLACE					
II. INSTALLER INFORMATION				Installer is (check one) <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> HOMEOWNER (See "Homeowner Affidavit" below)				
Name		Phone #	State/Local Contractor Registration No.		Expiration Date			
Address (Street # / Name / Direction)			MESC. Employer ID (or exemption)					
City		State	Zip	Federal Employer ID (or exemption)				
Email		Driver's License No.	Workers Compensation Insurance Carrier (or exemption)					
NOTE: Any concealed work shall be inspected before being covered								
III. DESCRIPTION & COMMENTS Give a detailed description of the work to be performed under this permit. This section is <u>mandatory</u> for permit issuance.								
IV. SCHEDULE OF EQUIPMENT Attach additional equipment schedule as needed. This section is <u>mandatory</u> for permit issuance.								
Quantity	Make	Type of Equipment	BTU Input	Ton / HP	Approx. CFM	Weight	Location	
V. FEE CHART								
FEE		# ITEMS	TOTAL		FEE		# ITEMS	TOTAL
1. MECHANICAL APPLICATION FEE (Non-refundable and includes 1 inspection)		\$ 50.00	1	\$ 50.00	5. MISCELLANEOUS COMMERCIAL			
a. ADMINISTRATIVE FEE (work w/o permit)		\$ 80.00			a. Air Cleaners or Humidifiers		\$ 10.00	
2. COMMERCIAL					b. ERV or HRV		\$ 10.00	
a. Underground Inspection		\$ 50.00			c. Heat Pumps or VAV boxes		\$ 10.00	
b. Rough-In Inspection		\$ 50.00			d. PTACS		\$ 10.00	
c. Final Inspection		\$ 50.00			6 COMMERCIAL & RESIDENTIAL (based on EACH ITEM's separate bid price) ITEMS <input type="checkbox"/> DUCTWORK <input type="checkbox"/> FIRE SUPPRESSION <input type="checkbox"/> GAS PIPING <input type="checkbox"/> PROCESS PIPING			
d. Additional Inspections		\$ 50.00			a. Bid price under \$3,000		\$ 30.00	
e. A/C, Refrigeration Self-Contained		\$ 50.00			b. \$3,000 - \$7,999		\$ 45.00	
f. A/C, Refrigeration Split System		\$ 35.00			c. \$8,000 - \$10,999		\$ 60.00	
g. Chillers		\$ 100.00			d. \$11,000 - \$15,000		\$ 75.00	
h. Chimney Factory Built / Chimney Liner		\$ 30.00			e. Over \$15,000 (\$75 plus \$15 for each \$3,000 over \$15,000)			
i. Compressors		\$ 45.00			7. RESIDENTIAL			
j. Condensers		\$ 45.00			a. Final Inspection		\$ 50.00	
k. Cooling Towers		\$ 45.00			b. Additional Inspections		\$ 50.00	
l. Evaporator Coils		\$ 30.00			c. Air Conditioning Units		\$ 30.00	
m. Gas/Oil Burning Equipment/Roof Top Unit		\$ 40.00			d. Bath and Kitchen Exhaust Fans		\$ 5.00	
n. Heaters (unit, space, water, gas logs, gas fireplace)		\$ 15.00			e. Chimneys: Factory Built Class A		\$ 15.00	
o. Kitchen Hoods (add duct work)		\$ 40.00			f. Chimney Liners		\$ 10.00	
p. Solar Equipment Panels (including piping)		\$ 25.00			g. Heaters (unit, space, gas logs, gas fireplace)		\$ 15.00	
q. Solid Fuel Equip. (wood or fireplace stoves)		\$ 30.00			h. Heating System (furnaces add duct work)		\$ 50.00	
r. Tanks		\$ 15.00			i. Humidifiers		\$ 10.00	
s. Testing		\$ 45.00			j. Solid Fuel Equip. (wood or fireplace stoves)		\$ 20.00	
3. VENTILATION UNITS & EXHAUST FANS					k. Water Heaters (new construction)		\$ 10.00	
a. 1 to 2,000 CFM		\$ 10.00			8 RESIDENTIAL REPLACEMENT EQUIPMENT			
b. 2,001 CFM to 10,000 CFM		\$ 40.00			a. Air Conditioning Units / Heat Pumps		\$ 20.00	
c. Over 10,000 CFM		\$ 65.00			b. Furnaces		\$ 20.00	
4. Air Handler Units (smoke detector testing req'd for units over 2,000 CFM)					c. Water Heaters		\$ 10.00	
a. 1 to 2,000 CFM		\$ 20.00			This is your permit when approved by the City's Administrative Authority. Make checks payable to "CITY OF KENTWOOD"		TOTAL FEE	
b. 2,001 CFM to 10,000 CFM		\$ 40.00						
c. Over 10,000 CFM		\$ 65.00						
VI. APPLICATION SIGNATURE (Homeowner signature indicates compliance with section VII. below)								
Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.								
Licensee or Homeowner Name (please print)				Licensee or Homeowner Signature				Date
VII. HOMEOWNER AFFIDAVIT								
I hereby certify the mechanical work described on this permit application shall be installed by myself in my own house in which I am living or about to occupy. All work shall be installed in accordance with the current Michigan Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume responsibility to arrange inspections.								



# APPLICATION FOR PLUMBING PERMIT

CITY OF KENTWOOD

P.O. BOX 8848 (4900 BRETON AVE.) KENTWOOD, MI 49518

PHONE: (616) 554-0704 FAX: (616) 698-7118

Permit #

Application Date

I. JOBSITE INFORMATION				PLEASE PRINT OR TYPE	
Street Address including Suite #	Lot:	City <b>KENTWOOD</b>	Use (check one) <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL		
Homeowner or Business Name where the work is being performed	Resident/Business Phone	Has a building permit been obtained for this project? (check one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED			
Jobsite Contact Person	Jobsite Contact Phone	Scope (check one) <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input type="checkbox"/> REPAIR <input type="checkbox"/> REPLACE			

II. INSTALLER INFORMATION						Installer is (check one) <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> HOMEOWNER (See "Homeowner Affidavit" below)	
Name		Phone #		State/Local Contractor Registration No.		Expiration Date	
Address (Street # / Name / Direction)				Master Plumber License No.		Expiration Date	
City		State	Zip	MESC. Employer ID (or exemption)		Federal Employer ID (or exemption)	
Email		Driver's License No.		Workers Compensation Insurance Carrier (or exemption)			

**NOTE: Any concealed work shall be inspected before being covered**

III. DESCRIPTION & COMMENTS		Give a detailed description of the work to be performed under this permit. This section is <u>mandatory</u> for permit issuance.	

IV. FEE CHART											
		FEE	# ITEMS	TOTAL			FEE	# ITEMS	TOTAL		
1.	PLUMBING APPLICATION FEE (Non-refundable and includes 1 inspection)	\$ 50.00	1	\$ 50.00	r.	Stacks: Soil, Waste, Vent, Re-Vent	\$ 5.00				
					s.	Urinal	\$ 5.00				
a.	ADMINISTRATIVE FEE (work w/o permit)	\$ 80.00			t.	Water Heater (Residential)	\$ 10.00				
b.	EACH ADDITIONAL INSPECTION	\$ 50.00			u.	Water Heater (Commercial)	\$ 15.00				
2. SCHEDULE OF PLUMBING EQUIPMENT					v.	Water Closet	\$ 5.00				
a.	Backflow Preventer	\$ 5.00			3. WATER DISTRIBUTION PIPE SYSTEM INTERIOR						
b.	Backwater Valve	\$ 5.00			a.	3/4" Water Distribution	\$ 7.00				
c.	Bath Tub / Shower	\$ 5.00			b.	1" Water Distribution	\$ 10.00				
d.	Catch Basin, Sump, Roof Drain	\$ 5.00			c.	1-1/4" Water Distribution	\$ 20.00				
e.	Dishwashing Machine	\$ 5.00			d.	1-1/2" Water Distribution	\$ 25.00				
f.	Drinking Fountain	\$ 5.00			e.	2" Water Distribution	\$ 30.00				
g.	Floor Drain	\$ 5.00			f.	Over 2" Water Distribution	\$ 35.00				
h.	Garbage Disposal	\$ 5.00			4. MEDICAL GAS - LICENSE REQUIRED						
i.	Grease Trap, Oil Separator	\$ 5.00			a.	Medical Gas Piping (per outlet)	\$ 10.00				
j.	Laundry Tray, Stand Pipes	\$ 5.00			b.	Medical Gas Systems	\$ 50.00				
k.	Lavatory	\$ 5.00			5. EXTERIOR WORK ONLY						
l.	Lawn Sprinkling	\$ 5.00			a.	Storm Sewer	\$ 40.00				
m.	Refrigerator, Ice Machine, Water Connected Appliance	\$ 5.00			Water Service (check one)						
n.	Sink, 3 Compartment Pot & Pan	\$ 5.00			b.	<input type="checkbox"/> NEW <input type="checkbox"/> REPAIR <input type="checkbox"/> REPLACE	\$ 25.00				
o.	Sink, Kitchen	\$ 5.00			<input type="checkbox"/> CAPPING <input type="checkbox"/> WELL						
p.	Sink, Other than for family use	\$ 5.00			Sanitary Sewer (check one)						
q.	Sink, Slop/Service	\$ 5.00			c.	<input type="checkbox"/> NEW <input type="checkbox"/> REPAIR <input type="checkbox"/> REPLACE	\$ 25.00				
					<input type="checkbox"/> CAPPING <input type="checkbox"/> SEPTIC						

This is your permit when approved by the City's Administrative Authority. Make checks payable to "CITY OF KENTWOOD"

**TOTAL FEE**

V. APPLICATION SIGNATURE (Homeowner signature indicates compliance with section VI. below)		
<b>Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.</b>		
Licensee or Homeowner Name (please print)	Licensee or Homeowner Signature	Date

VI. HOMEOWNER AFFIDAVIT
I hereby certify the plumbing work described on this permit application shall be installed <u>by myself in my own house</u> in which I am living or about to occupy. All work shall be installed in accordance with the current Michigan Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Plumbing Inspector. I will cooperate with the Plumbing Inspector and assume responsibility to arrange inspections.