



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 2015 Building Code and City ordinances before it is written for the applicant.

Respectfully:

THE INSPECTIONS DEPARTMENT
554-0700



For Office Use Only: Construction Type:	Minimum Opening:	Use Group:
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Application For BUILDING PERMIT

This application is required for projects that include any new building, building addition, or remodeling, including any structure of 120 ft² 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 ²
Parcel Number		Lot No.	Garage Ft ²
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) 554-0736 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 [] Residential [] Commercial Pavement Type _____ Number Driveway Openings _____ Private Road _____ Sidewalk Linear Feet _____ ft Establish Grade _____ Requested Staking Date _____ Curb & Gutter _____ Culvert Required _____ Culvert Type _____ Number of Flared End Sections _____ Culvert Length _____ ft	[] All work to be done in accordance with the City of Kentwood engineering plan. [X] City of Kentwood Engineering Department to be notified 48 hours in advance of work. [] Forms to be Checked before concrete is poured. [] Complete restoration of roadway including blacktop to be accomplished same day as opening. [] City of Kentwood to place culvert in ditch. Owner to fill over pipe and build driveway. [] Work to be completed as per attached application. Proper traffic signing to be used.

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 _____



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 Ft ² or Acres	Distance to Nearest Water or Wetland: _____ Ft Name of Nearest Lake, Stream or Drain
	<input type="checkbox"/> Sand		
	<input type="checkbox"/> Loam		

4. SOIL EROSION AND SEDIMENTATION CONTROL PLAN (Refer to Rule 323.1703)			
Plan Preparer	Firm Name (if applicable)	Mailing Address	
	Contact Name		
	Email	Phone	Est. Cost of Control Measures \$ _____
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.		