

PROFESSIONAL CODE INSPECTIONS OF MICHIGAN, INC.

1575 142ND AVENUE

DORR, MI 49323

PHONE: 616-877-2000 FAX: 616-877-4455

PERMIT APPLICATIONS MAY BE DOWN LOADED OFF OUR WEBSITE www.pcimi.com

THE FOLLOWING INFORMATION IS REQUIRED TO BE SUBMITTED WITH ALL BUILDING PERMIT APPLICATIONS

1. A COMPLETED BUILDING PERMIT APPLICATION (*INCOMPLETE FORMS WILL DELAY YOUR PROJECT*)
2. 3-SETS OF PLANS OR BLUEPRINTS FOR ALL BUILDING PROJECTS:
RESIDENTIAL DWELLINGS & ADDITIONS – FLOOR PLAN, FOUNDATION PLAN (CEMENT INFORMATION) & A CROSS SECTION DIAGRAM OF THE WALLS. AN ENERGY COMPLIANCE REPORT IS REQUIRED, SEE BLD OFFICIAL (2015 ENERGY CODE “R-VALUES, U-FACTORS, AND MANUALS JD&S”)
MODULAR & MOBILE HOMES (SINGLE OR DOUBLE WIDE) – FLOOR PLAN & CEMENT INFORMATION (PIER DIAGRAM, CRAWL OR FULL BASEMENT)
IF A MODULAR, ALSO SUBMIT THE BUILDING SYSTEMS APPROVAL SLIP
ACCESSORY BUILDINGS INCLUDING POLE BARN-CROSS SECTION WALL DIAGRAM INDICATING POLE DEPTH OR FOUNDATION & CEMENT INFORMATION, STUD PLACEMENT ALONG WITH A MATERIALS LIST & TRUSS DIAGRAM
3. SITE DIAGRAM - INDICATING DISTANCE FROM SIDE AND REAR LOT LINES AND THE DISTANCE FROM THE ROAD RIGHT-OF-WAY TO THE STRUCTURE (ON PAGE 3 OF APPLICATION)
INCLUDE THE PERMANENT PARCEL NUMBER OF THE PROPERTY (LOCATED ON YOUR TAX BILL)
4. LEGAL DESCRIPTION OF PROPERTY – DEED OR SURVEY (INDICATE RECENT PROPERTY SPLITS IF ANY)
IF THIS PERMIT IS FOR A NEW RESIDENCE, A PERMIT WILL NOT BE ISSUED UNLESS YOU SUBMIT A COPY OF YOUR RECORDED DEED.
5. SEPTIC PERMIT, WELL PERMIT OR COPY PAID UTILITY FEES – *NOT THE APPLICATION*
TOWNSHIPS IN ALLEGAN CO. 269-673-5415, KENT CO. 616-632-6900, AND OTTAWA CO. 616-396-5266 ext. 5
CITIES OF OTSEGO 269-692-3391, ROCKFORD 616-866-1537 & CITY OF WAYLAND 269-792-2265
6. DRIVEWAY PERMIT (IF REQUIRED) – CONTACT THE ROAD COMMISSION FOR YOUR COUNTY.
(ALLEGAN 269-673-2184) (KENT 616-242-6900) (OTTAWA 616-772-2684)
7. SOIL EROSION (IF REQUIRED) – SEE #7 ON BUILDING PERMIT APPLICATION.
CITY OF ROCKFORD 616-866-1537, ALLEGAN 269-673-5415, KENT 616-242-6920 OR OTTAWA 616-846-8222
8. ALL COMMERCIAL PROJECTS REQUIRE 3 SETS OF SEALED PLANS

ATTENTION

IN THE FOLLOWING MUNICIPALITIES YOUR ZONING MUST BE APPROVED BEFORE SUBMITTING APPLICATIONS

ALLEGAN TOWNSHIP – Steve Schultz – Phone # 269-673-5051

CHESHIRE TOWNSHIP – Frank Tooker – Phone # 269-521-4563

FILLMORE TOWNSHIP – Ken DeWeerd – Phone # 269-751-7655 (township hall)

OAKFIELD TOWNSHIP – Roger Mason – Phone # 616-754-5670

OTSEGO CITY – Phone # 269-694-6146 (city hall)

PLAINWELL CITY – Denise Siegel – Phone# 269-685-6821 (city hall)

ROCKFORD CITY – Christine Bedford – Phone # 616-866-1537 (city hall)

TROWBRIDGE – Nick Loll – Phone# 269-720-2197