

PROFESSIONAL CODE INSPECTIONS OF MI, INC.
1913 BALDWIN ST
JENISON, MI 49428
PHONE: 616-667-8803 FAX: 616-667-8869
WEB SITE: www.pcimi.com

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

1. COMPLETED BUILDING PERMIT APPLICATION. *(INCOMPLETE APPLICATIONS 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 BARNs – CROSS SECTION WALL DIAGRAM INDICATING POLE DEPTH OR FOUNDATION & CEMENT INFORMATION, STUD PLACEMENT ALONG WITH A MATERIAL 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**
KENT COUNTY 616-632-6900, OTTAWA COUNTY 616-396-5266 ext.5, Grandville City 616-531-3030, Hudsonville 616-669-0200, Coopersville 616-997-9731, ALLENDALE TWP 616-895-6295 ext.19
6. **DRIVEWAY PERMIT (IF REQUIRED)** – CONTACT THE ROAD COMMISSION FOR YOUR COUNTY.
KENT COUNTY 616-242-6900, OTTAWA COUNTY 616-842-5400
7. **SOIL EROSION (IF REQUIRED)** – SEE #7 ON THE BUILDING PERMIT APPLICATION. CONTACT THE COUNTY IN WHICH THE WORK IS BEING PERFORMED. KENT COUNTY 616-242-6920, OTTAWA COUNTY 616-846-8222
8. **ALL COMMERCIAL PROJECTS** REQUIRE 3 SETS OF **SEALED** PLANS

ATTENTION

IN THE FOLLOWING MUNICIPALITIES YOUR ZONING MUST BE APPROVED PRIOR TO SUBMITTING APPLICATIONS:

CITY OF COOPERSVILLE- KIM BORGMAN 997-9731

TALLMADGE TOWNSHIP- GREG RANSFORD 677-1248

CITY OF WALKER- SCHEDULE ALL INSPECTIONS AND APPLY WITH THE CITY OF WALKER 616-791-6858

IN THE FOLLOWING JURISDICTIONS SIGN APPLICATIONS ARE TO BE OBTAINED AT THE JURISDICTION:

COOPERSVILLE CITY, GEORGETOWN TWP, AND HUDSONVILLE CITY. ELECTRICAL APPLICATIONS ARE STILL OBTAINED AT PROFESSIONAL CODE INSPECTIONS (CHECKS MADE PAYABLE TO THE JURISDICTION)