

**PROFESSIONAL CODE INSPECTIONS OF MICHIGAN, INC**  
1575 142<sup>nd</sup> AVENUE  
DORR, MI 49323  
PHONE: 616-877-2000 FAX: 616-877-4455  
**PERMIT APPLICATIONS MAY BE DOWNLOADED OFF OUR WEBSITE AT**  
**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 SET OF PLANS OR BLUEPRINTS FOR ALL BUILDING PROJECTS:  
**RESIDENTIAL DWELLINGS & ADDITIONS**-FLOOR PLAN, FOUNDATION PLAN(CEMENT INFORMATION) & A CROSS SECTION DIAGRAM OF THE WALLS, TRUSS DATA SHEETS, ENERGY COMPLIANCE REPORT REQUIRED.  
BUILDING OFFICIAL 2015 ENERGY CODE "R-VALUES/U-FACTORS, AND MANUALS JD & S"  
**MODULAR & MOBILE HOMES:** (SINGLE OR DOUBLEWIDE)-FLOOR PLAN & CEMENT INFORMATION (PIER DIAGRAM, CRAWL OR FULL BASEMENT)  
**IF A MODULAR,** ALSO SUBMIT THE BUILDING SYSTEMS APPROVAL SLIP.  
**ACCESSORY BUILDINGS INCLUDING POLEBARNs -** 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 OF 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) CITY OF OTSEGO (269-692-3391), CITY OF 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 FOLOWING 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)  
LOWELL CITY- SUE ULLERY - PHONE # 616-897-8457  
OAKFIELD TOWNSHIP - ROGER MASON - PHONE # 616-754-5679  
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 TOWNSHIP - NICK LOLL - PHONE # 269-720-2197