



**1913 BALDWIN ST JENISON, MI 49428**  
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**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. TRUSS DRAWINGS ARE REQUIRED. AN ENERGY COMPLIANCE REPORT IS REQUIRED, SEE BLDG. OFFICIAL (2015 ENERGY CODE "R-VALUES, U-FACTORS, AND MANUALS J & 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**
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 ROAD COMMISSION 616-242-6920, OTTAWA COUNTY WATER RESOURCES 616-994-4530.
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- ALEXIS SORREL 677-1248  
CITY OF WALKER- SCHEDULE ALL INSPECTIONS AND APPLY WITH THE CITY OF WALKER 616-791-6858  
ROBINSON TOWNSHIP- Greg Ransford 616-846-2210  
WRIGHT TOWNSHIP- ALEXIS SORREL 677-3048

**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)