

PROFESSIONAL CODE INSPECTIONS OF MICHIGAN, INC

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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 POLEBARN - 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 - FOR ALL OTHERS YOUR ZONING WILL BE DONE BY PCI AND A DETAILED SITE PLAN MUST BE SUBMITTED WITH YOU APPLICATION 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 – VILLAGE OF KENT CITY – DENNIS KAMINSKI – PHONE # 616-293-0695