



**CITY OF EAST GRAND RAPIDS
BUILDING PERMIT APPLICATION**
750 Lakeside Drive SE, East Grand Rapids, MI 49506
Phone 616.940.4817 Fax 616.831.6121
buildingpermits@eastgr.org

INCOMPLETE APPLICATIONS WILL BE RETURNED AND NOT PROCESSED

I. LOCATION OF BUILDING PROJECT

Street Address
Permanent Parcel Number (can be found at https://accessmygov.com/?uid=320)
Is project located within 500 feet of lake or stream? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a Soil Erosion and Sedimentation Control Permit from Kent County Road Commission is required.

II. PROPERTY OWNER INFORMATION

Name	Phone	Email	
Address	City	State	Zip

III. APPLICANT INFORMATION

Who is doing the work? <input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor If you are a contractor, please fill out the following information.			
Applicant Name		State License Number	Expiration Date
Company Name			
Address (Street Number and Name)		Phone	
City	State	Zip Code	Cell/Pager
Federal ID (or reason for exemption)	MESC No. (or reason for exemption)	Fax	
Workers Compensation Insurance Carrier (or reason for exemption)		Email	

III. TYPE OF PROJECT

*Projects may be subject to East Grand Rapids infrastructure impact fees noted below. Fee must be paid to East Grand Rapids when submitting application (cash or check).

<input type="checkbox"/> New Single Family* \$150	<input type="checkbox"/> Swimming Pool* \$50	<input type="checkbox"/> Egress Window	Total Square Footage of New Construction	Project Value (required)
<input type="checkbox"/> Addition* \$100	<input type="checkbox"/> Roofing	<input type="checkbox"/> Demolition* \$150		
<input type="checkbox"/> Interior Remodel	<input type="checkbox"/> Siding	<input type="checkbox"/> Commercial* \$150		
<input type="checkbox"/> Accessory Structure or Building* \$75	<input type="checkbox"/> Windows	<input type="checkbox"/> Sign		
<input type="checkbox"/> Porch	<input type="checkbox"/> Deck	<input type="checkbox"/> Other		
Project Description (required)				
Was a zoning variance required? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, dated granted: _____				

IV. PLAN REVIEW REQUIREMENTS - The following must be submitted with your signed application:

- **NEW CONSTRUCTION AND ADDITIONS:**
 - Site Plan: Show setbacks, dimensions, and area of each component including the lot and all structures, existing and proposed. Show locations of all easements and streets. (Three copies)
 - Foundation Survey by a licensed surveyor when construction is complete.
 - Drainage/Storm Water Management Plan – see attached requirements. (Three copies)
- **DETAILED BUILDING PLANS** drawn to scale to include floor plan, elevations and structural details such as foundation, floor, wall and roof information. (Three sets)
- **BUILDING DEMOLITIONS:**
 - Copy of contract with property owner.
 - Utility disconnect verification forms
- **ROOFING/SIDING:** Cascade Township worksheet is required.

V. APPLICANT AND OWNER SIGNATURES

Section 23a of the state construction code act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subject to civil fines.

I agree to comply with the terms and requirements of all codes and ordinances in effect in the City of East Grand Rapids pertaining to all phases of construction and development of this project. It is also understood that a certificate of use and occupancy must be obtained prior to any use or occupancy. **New construction and additions must be inspected for zoning compliance before a certificate of use and occupancy will be issued.**

NOTE: All information on this form is subject to disclosure under the Freedom of Information Act. The property owner hereby gives permission for the City of East Grand Rapids officials, staff and consultants to go on the property for purposes of verifying the information submitted.

Signature of Applicant – Property Owner's Agent/Contractor (required)	Title	Date
Signature of Property Owner (required)	Date	



Supplemental Building Permit Worksheet

(To be submitted with building permit application)

Property Address _____ Date _____

1. Will a dumpster be present at the work site for longer than 3 days? If yes, a dumpster application will need to be submitted. Dumpsters must be located on a private property driveway.
 Yes No
2. Will new HVAC equipment or other mechanical equipment (i.e. generators) be installed on the exterior of the house? If in the side yard, then a side yard AC unit permit will need to be submitted.
 Yes No Location: _____
3. Will new egress/window wells be installed? If yes, please make sure they are shown on the site plan.
 Yes No
4. Will any new fencing be installed on the property? If yes, a fence permit application will need to be submitted.
 Yes No
5. Will temporary storage units be present during construction? If yes, then a temporary storage unit permit will need to be submitted. Temporary storage units must be located on a private property driveway.
 Yes No
6. If any demolition is to occur, do the building plans adequately describe what is to be demolished? Any section of a house that is non-conforming and is demolished must be rebuilt to the current zoning requirements.
 Yes No N/A
7. Is any new pavement/impervious surface coverage shown on the site plan?
 Yes No N/A
8. Will any work be done in the city right-of-way (utility connection, driveway approach, sidewalk closing, street closing, etc.)? If yes, then a Right-of-Way permit will need to be submitted.
 Yes No
9. Are all setbacks and lot coverage/building coverage calculations identified and expressed on the submitted site plan?
 Yes No N/A
10. Will you be needing water and sewer disconnected/connected and/or a new water meter installed? If yes, a Right of Way permit and/or a Water Tap and Meter application will need to be submitted.
 Yes No N/A

Please read through the following rules and regulations, and then have the property owner and contractor sign at the bottom stating that you have read and acknowledge them.

- City right-of-way will remain free of all building materials and will be clean of any dirt or construction debris. Silt fencing may be required by the city if deemed necessary.
- Construction work hours are between 7am and 9pm. (strictly enforced)
- Storm water drainage plans must be installed as approved by the city and must be inspected for compliance before a certificate of occupancy can be granted. Both property owner and contractor have read and understand the Drainage and Storm Water Management Plan Requirements.
- Port-a-Potties must be kept on your private property. They must be maintained in a cleanly manner.
- While it is not a requirement, the city highly recommends that property owners discuss their construction projects with adjacent neighbors as a courtesy.

Property Owner Signature: _____

Contractor Signature: _____



City of East Grand Rapids

Drainage and Storm Water Management Plan Requirements

- For all new building construction and additions, including pools and egress window wells, show your storm water drainage plan on a scale site plan using symbols and notations to indicate gutters, downspouts, underground piping, direction of discharge or runoff, and any other element of your plan.
- The property owner is responsible to make sure that there is no increased drainage to neighboring property. By submitting a detailed plan, the applicant and the property owner certify and acknowledge that they may be held liable in a civil claim by any adjacent property owners impacted by increased storm water runoff.
- Please respect the intent of this process. Although your plan does not have to be prepared by an engineer for most residential projects, it must be neat, clear, readable and understandable.
- We can't inspect and approve what we can't see. The applicant must call EGR, not Cascade, for inspection of any underground drainage system before it is buried.
- We do not allow:
 - Discharge or increased runoff to neighboring property without a recorded easement
 - Discharge onto any public sidewalk
 - Additional discharge of stormwater into foundation drains that may be connected to the sanitary sewer system
 - Discharge into the public right of way or street where an underground storm sewer connection is available on the same side of the street within 100 feet of the front property corners
 - Use of colored highlighters or markers on an existing site plan to indicate drainage plan features – they do not copy well
 - Approval of a Certificate of Occupancy prior to complete installation and inspection of the drainage/storm water management system by the City of East Grand Rapids
- We encourage, but do not require:
 - Topographical information on the plan for ease of review and approval
 - Improving the existing stormwater management whenever possible
 - Use of innovative or alternative methods such as rain gardens, green roofs and detention systems.
- Please call East Grand Rapids Public Works Administration and Engineering at 616-940-4817 with questions at any time in the process.



**CITY OF EAST GRAND RAPIDS
BUILDING PERMIT APPLICATION REQUIREMENTS**

DATE: _____ SITE ADDRESS: _____

Permanent Parcel Number: __ - __ - __ - __ - __ - __ Zoned: _____

ALL PERMITS

- Application - completed and signed by contractor and property owner.

NEW CONSTRUCTION AND ADDITIONS

- 3 complete sets of building plans (include elevations, floor plan, foundation, floor, wall, roof and beam details).
- 3 copies of site plan showing the following:
 - Lot coverage calculations of existing and proposed
 - Setbacks and dimensions of proposed structure and all other existing structures on the same premises
- 3 copies of drainage/storm water management plan
- Foundation Survey by a licensed surveyor when construction is complete.
- Infrastructure Impact Fee
 - New Residential or Commercial Construction - \$150.00
 - Addition - \$100.00
 - Accessory Building - \$75.00
- Soil Erosion and Sedimentation Control Permit if within 500 feet of lake or stream
- Utility permit applications and fees. These may include the following:
 - Water
 - Sanitary Sewer
 - Storm Sewer
 - Right of Way
 - Water Tap
 - Water Meter
 - Integrated Connection Fee

INTERIOR REMODEL

- 3 sets of detailed building plans showing existing and proposed construction
- Basement remodel w/egress window: Site plan and drainage plan (three sets)

SWIMMING POOL

- 3 copies of site plan showing the following:
 - Location and description of fencing
 - Location of pump and mechanical equipment
 - Location of accessory buildings
- 3 copies of drainage/storm water management plan
- Infrastructure Impact Fee - \$50.00

ROOFING, SIDING (replacement only)

- Cascade Township worksheet

DEMOLITION PERMITS

- Signed copy of contract with property owner
- Utility disconnect verification forms
- Infrastructure Impact Fee - \$150.00

ZONING APPROVAL

DATE

APPLICATION APPROVAL

DATE

- This permit requires East Grand Rapids sign off before C of O is issued.