



**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](mailto: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 <a href="https://accessmygov.com/?uid=320">https://accessmygov.com/?uid=320</a> )
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: \_\_\_\_\_



## Residential Construction Drainage Management Plan Requirements

For all new building construction and additions, including pools and egress window wells, a drainage management plan is required. The purpose of this plan is to demonstrate how storm water is to be managed within the property. An impervious area worksheet is also required for all new building construction and additions. The purpose of this worksheet is to calculate out total building and impervious area square footage, and to determine what treatment measures will be used for the “first flush” of rainwater. All new residential homes, as well as large renovations/additions over 400SF in size, must submit a drainage management plan sealed by a licensed professional civil engineer showing no increase of storm water runoff to adjacent properties. Please respect the intent of this process and provide as much detail as possible.

For projects under 400 square feet in size, the following is required:

- A scaled site plan using symbols and notations to indicate gutters, downspouts, underground piping, sump-pumps, direction of discharge or runoff, and any other element of your plan. Please indicate any change in grade or removal of vegetation. Property lines, parcel dimensions, north arrow, and street names must be identified.

For new residential homes and projects 400 square feet and over in size, the following is required:

- Everything required for projects under 400 square feet in size, plus topographic information, location of public storm utilities, location of storm easements, and plan sealed by a professional civil engineer.

We do not allow the following:

- Discharge or increased runoff to neighboring property without a recorded easement
- Discharge onto any public sidewalk
- Curb cores/cuts for storm water drainage
- 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. In cases where a storm sewer connection is not practical, a dry well or pop-up may be placed in the outlawn with Right-of-Way permit approval in conjunction with approval drainage plan.
- 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

The property owner is responsible to make sure that there is no increased storm water being discharged to neighboring properties. 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.

We cannot inspect what we cannot see. The applicant must call EGR, not Cascade, for inspection of any underground drainage system before it is buried.

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

## Residential Construction Drainage Plan- Impervious Area Worksheet

Dept. of Public Works Engineering Services

Phone: (616) 940-4817

Email: [buildingpermits@eastgr.org](mailto:buildingpermits@eastgr.org)



Applicants for all projects creating new structure/impervious area must fill out this worksheet and submit it to the Department of Public Works Engineering Services with their building permit application. A stormwater management plan must be submitted with all projects altering a structure. Details on this plan can be found in the “Drainage and Stormwater Management Plan Requirements” form.

Property Address \_\_\_\_\_ Date \_\_\_\_\_

Contractor Name \_\_\_\_\_

Property Owner Name \_\_\_\_\_

**IMPERVIOUS AREA CALCULATION**                      Size of Property \_\_\_\_\_ sq ft

Existing Impervious Area on Property

Structures (house + accessory structures) \_\_\_\_\_ sq ft

Driveway \_\_\_\_\_ sq ft

Walkways \_\_\_\_\_ sq ft

Unroofed Patios \_\_\_\_\_ sq ft

Deck \_\_\_\_\_ sq ft

Other (Specify \_\_\_\_\_) \_\_\_\_\_ sq ft

Total \_\_\_\_\_ sq ft

Proposed Impervious Area on Property

Structures (house + accessory structures) \_\_\_\_\_ sq ft

Driveway \_\_\_\_\_ sq ft

Walkways \_\_\_\_\_ sq ft

Unroofed Patios \_\_\_\_\_ sq ft

Deck \_\_\_\_\_ sq ft

Other (Specify \_\_\_\_\_) \_\_\_\_\_ sq ft

Total \_\_\_\_\_ sq ft

**Net Difference** \_\_\_\_\_ sq ft

**Table 5.28-1a Maximum Lot Coverage**

Lot Size (square feet)	Maximum Building Coverage <sup>1</sup>	Maximum Impervious Surface	Maximum Not-to-Exceed Impervious Surface (square feet)
< 5,000 SF	35 %	50 %	2,500 SF
5,000 - 7,199 SF	35 %	50 %	3,240 SF
7,200 - 11,999 SF	35 %	45 %	4,800 SF
≥ 12,000 SF	35 %	40 %	

<sup>1</sup> Includes principal and accessory buildings and structures, including covered walkways; but does not include unroofed structures such as porches, patios, or decks.

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## Residential Construction Drainage Plan- Impervious Area Worksheet

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### STORMWATER MANAGEMENT INFORMATION

Square Footage of increased impervious area (net difference) multiplied by 0.08 = cubic feet of storage volume required.

Multiply your "Proposed Net Difference Impervious Area" by 0.08 to determine the volume of storage required on site.

\_\_\_\_\_ sq. ft. of proposed new impervious area x 0.08\* = \_\_\_\_\_ Cubic Feet

\*(0.08 represents the "first flush" or the first inch of rain during any storm that carries approx. 90% of pollutants)

As described in the "Drainage and Stormwater Management Plan Requirements" worksheet, property owners are required to manage stormwater runoff within their property. The following stormwater treatment measures can be utilized to manage the "required volume". The "total capacity" of the proposed stormwater treatment measure must be greater than or equal to the "required volume". Please indicate below the size of the proposed stormwater management measure that is chose for this project.

Treatment Measure	Conversion Formula	Storage Volume
Rain Barrel	# Gallons x 0.13369 =	Cubic Ft.
Rain Garden/Bioretenion	ft (length) x ft (radius) x ft (average depth) =	Cubic Ft.
Drywell (w/ pea stone)	ft (radius) x ft (radius) x 3.14 x ft (depth) x 0.4 =	Cubic Ft.
Cistern	Gallons x 0.13369 OR ft (radius) x ft (radius) x 3.14 x ft (depth) =	Cubic Ft.
Swale	ft (length) x ft (width) x ft (average depth) =	Cubic Ft.
Storage Basin	ft (length) x ft (width) x ft (average depth) =	Cubic Ft.
Porous Pavement	ft (length) x ft (width) x ft (average depth) x 0.5 =	Cubic Ft.
Other:		Cubic Ft.
	<b>Total Capacity (Must be equal or greater than calculation above)</b>	<b>Cubic Ft.</b>

\*Submit separate document for calculations.

For more information on stormwater management practices, please visit the Lower Grand River Organization of Watershed (LGROW) at their website <https://www.gvmc.org/epabout>.

The calculations contained on this application need to be reviewed and approved by a civil engineer who must sign the application below to indicate their approval (if construction over 400 SF in size).

Chapter 28 (Storm Water) of the City Code describes best practices for managing storm water as well as rules on soil erosion and sedimentation control. Section 8.9 of Chapter 80 requires residential construction drainage plans.

Signature of Application \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Civil Engineer \_\_\_\_\_ Date \_\_\_\_\_

(Civil Engineer signature required for all new houses and large additions over 400 SF in size)

EGR Approval \_\_\_\_\_ Date \_\_\_\_\_



**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.