

**SPENCER TOWNSHIP
KENT COUNTY, MICHIGAN**

14960 Meddler Ave., Gowen, MI 49326
Phone (616) 984-0035 Fax (616) 984-2207

BUILDING PERMIT INFORMATION CHECKLIST
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The following materials and documents are required in order for you to obtain a Building Permit:

1. COMPLETED ZONING APPLICATION

- A. Zoning application must be approved before a building permit will be issued

2. COMPLETED BUILDING PERMIT APPLICATION

- A. Must be complete in full
- B. A detailed site diagram

3. PROOF OF PARCEL OWNERSHIP

- A. Permanent Parcel # and address from Kent County Road Commission indicating that your parcel is legally split

4. SURVEY DRAWINGS OF JOB SITE IF AVAILABLE

5. TWO COMPLETE SETS OF CONSTRUCTION PLANS DRAWN TO SCALE (one set will be returned to be kept at the job site) PLAN SHALL INCLUDE:

- A. Foundations with depth of footing
- B. All significant elevations (front & side views)
- C. Floor plans for all floors, including basement
- D. Cross-section of one wall from footing to peak
- E. North elevation identified as (N)

6. A SEPTIC/WATER WELL PERMIT MUST BE OBTAINED FROM:

Kent County Health Department
700 Fuller NE Grand Rapids, MI 49505
(616) 632 6900

7. DRIVEWAY/HIGHWAY PERMIT FROM:

Kent County Road Commission – (616) 242-6900

8. A TRUSS DIAGRAM

Engineered truss diagrams are required for any plans that call for engineered trusses. The diagram can be obtained from your truss supplier.

9. ENERGY CODE CALCULATIONS

State law requires a minimum level of energy efficiency in new residential structures. (see Michigan Energy Code sheet attached)

10. SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT

State law requires a permit if your job site is within 500 feet of a lake or stream, or if over (1) acre of land is cleared. Permits are obtained from the Kent County Road Commission at (616) 242-6910.

Your building permit is subject to zoning approval based on local zoning ordinance provisions. Normally a building permit may be obtained when all documents and materials are presented to the building inspector and zoning approval is granted.

It is the permit holder's responsibility to arrange access to the inspection site. Please see attached list to schedule an inspector:

Building Inspector, Casey Patterson	(616) 984-0035
Electrical Inspector, Eric Stroh	(616) 696-8287
Plumbing Inspector, Jeff Biegalle	(616) 984-6023
Mechanical Inspector, Jeff Biegalle	

**ANY QUESTIONS -CALL THE SPENCER TOWNSHIP OFFICES
AT 616-984-0035 TUESDAY & THURSDAY 8:30 AM – 12:30 & 2:00 – 5:00PM
WEDNESDAY 8:30 AM – 12:00 PM (CLOSED ON MONDAYS & FRIDAYS)**

You must have your permit(s) before any construction, electrical, plumbing, or mechanical begins. Projects that begin without a permit will be assessed double the permit fee.

You will have to call for inspections during the Building process – Please call 48 hours before you need the inspection.

Occupancy Permit is issued upon completion of the final inspection and 3" address numbers are visible before occupancy will be granted. You are not to move into your house unless this permit has been issued. This is in Accordance with the Michigan State Building Code.

PERMIT HOLDER RESPONSIBILITIES

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder:

- ___ 1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
- ___ 2. The permit must be posted and visible from the road.
- ___ 3. The location must be identified by a street number or a sign indicating the owner's or contractor's name (hand painted #'s or signs are fine)

INSPECTIONS

There are a number of inspections required in each of the four codes (building, electrical, mechanical & plumbing); therefore, you must call the inspectors when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required visual inspections are:

BUILDING:

- ___ FOOTING – between the time the forms for the footings are set and before any sills are attached. We would like to inspect prior to any concrete being poured, because if the forms are in the wrong place it is MUCH cheaper to move forms than concrete. If you do not have an approval of the forms, you pour at YOUR OWN RISK.
- ___ FOUNDATION – before back filling when the walls are complete; damp proofed or waterproofed, and the foundation drains are completely installed
- ___ ROUGH-IN – when framing is complete, BEFORE dry walling and AFTER electrical, plumbing and mechanical inspections
- ___ FINAL – when project is complete and ready for occupancy and AFTER electrical, plumbing and mechanical final

ELECTRICAL:

- ___ TEMPORARY SERVICE – when temporary service is complete and ready for hook-up
- ___ PERMANENT SERVICE – when permanent service is completed and ready for hook-up
- ___ ROUGH-IN – BEFORE insulating or dry walling, when wiring which will be hidden is complete
- ___ FINAL – when all fixtures are set, plates are on and the building is ready to be occupied
You must pay for an additional inspection on a temp. service or permanent service inspection if not getting with rough-in

MECHANICAL:

- ___ UNDERGROUND – if anything is to be covered by dirt or concrete
- ___ ROUGH-IN – anything in walls (including ducts or chimneys) BEFORE dry walling
- ___ FINAL – when furnace and/or air conditioning is completed and operating and you are ready to occupy

PLUMBING:

- ___ UNDERGROUND – when pipes are all run in ground, BEFORE you backfill or pour concrete
- ___ ROUGH-IN – when pipes are all run in wall, BEFORE dry walling, also drainage lines in ceiling of basement BEFORE covering
- ___ FINAL – when fixtures are all set and operating and you are ready to occupy

Please, remember each job is different and goes at a different pace. Therefore, we have no idea when you are ready for any inspections unless you call and let the inspectors know. Also, please make sure that you are actually ready for inspection. **If an inspection is called for and the job is not ready, a re-inspection fee will be charged.**

Thank you and good luck with your project!

SPENCER TOWNSHIP