



GEORGETOWN
CHARTER
TOWNSHIP

Submit the following information with all building permit applications:

- A completed Building Zoning Compliance Application (Condo's require an Application per unit)
- A completed Statement of Intent
- A site plan indicating the following information:
 - The location of the proposed house, addition, deck, etc.
 - Side yard setbacks
 - Rear yard setback
 - Front yard setback (from property line or road right-of-way)
- Payment (by cash or check) for water, sewer and/or zoning fees
 - Total fee for new homes built in a plat - \$3,560.00. (For homes requiring a storm water connection inspection an additional fee of \$50.00 will be collected)
 - Total fee for additions, decks, shed etc. - \$50.00
- Driveway permit from Ottawa County Road Commission
 - Contact number: 669-9075
 - Required prior to releasing the building permit
- Soil Erosion permit from Ottawa County Drain Commission, if applicable
 - Contact number: 616-846-8220
 - If required, see number seven (7) on the building permit application
 - Required prior to releasing the building permit
- Two (2) set of construction plans or blue prints and **One copy Digital file in PDF Format**. They are to include the following: (Note: A \$50.00 fee for any permit application **not accompanied with a digital file in PDF format** of a site plan if one is required and/or building plans if required and a \$25.00 fee for minor construction)
 - Residential dwellings and additions: floor plan, foundation plan (*cement information*), a cross section diagram of the walls and a completed energy code form.
 - Modular and mobile homes: (*single or double wide*) floor plan and cement information (*pier diagram if not a full basement*) If a modular home, also submit the building system approval slip
 - Accessory buildings, including pole barns: Cross section wall diagram indicating pole depth or foundation and cement information, stud placement along with a material list and truss diagram
- Commercial projects will require two (2) sets of sealed plans and a Storm Water Drain permit obtained from the Ottawa County Drain Commission. (contact number above)

Submit all of the above items, with payment, to: Georgetown Charter Township
1515 Baldwin Street, Jenison, MI 49429
Phone: 457-2690 ext. 241 Fax: 457-3670

A zoning review will be completed and, upon approval, the application packet will be forwarded to PCI for a building permit review. When the building review is completed, PCI will contact the applicant with a building permit fee.

The permit may be picked up from PCI at: Professional Code Inspections, Inc.
1913 Baldwin Street, Jenison, MI 49428
Phone: 667-8803 Fax: 667-8869