



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
  - Contact township 616-457-2690 ext. 221, for current fees
- Driveway permit from Ottawa County Road Commission
  - Contact number: 616-669-9075
  - 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) sets of construction plans or blue prints, they are to include the following:
  - 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

Submit all of the above items, with payment, to:

Georgetown Charter Township  
1515 Baldwin Street, Jenison, MI 49429  
Phone: 457-2690 ext. 252 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