

PROFESSIONAL CODE INSPECTIONS OF MICHIGAN, INC.

1575 142ND AVENUE

DORR, MI 49323

PHONE: 616-877-2000 FAX: 616-877-4455

PERMIT APPLICATIONS MAY BE DOWN LOADED OFF OUR WEBSITE www.pcimi.com

THE FOLLOWING INFORMATION IS REQUIRED TO BE SUBMITTED WITH ALL BUILDING PERMIT APPLICATIONS

1. A COMPLETED BUILDING PERMIT APPLICATION (**INCOMPLETE FORMS WILL DELAY YOUR PROJECT**)
2. 3-SETS OF PLANS OR BLUEPRINTS FOR ALL BUILDING PROJECTS:
RESIDENTIAL DWELLINGS & ADDITIONS – FLOOR PLAN, FOUNDATION PLAN (CEMENT INFORMATION) & A CROSS SECTION DIAGRAM OF THE WALLS. AN INSULATION REPORT IF REQUIRED, SEE BLD OFFICIAL
MODULAR & MOBILE HOMES (SINGLE OR DOUBLE WIDE) – FLOOR PLAN & CEMENT INFORMATION (PIER DIAGRAM, CRAWL OR FULL BASEMENT)
IF A MODULAR, ALSO SUBMIT THE BUILDING SYSTEMS APPROVAL SLIP
ACCESSORY BUILDINGS INCLUDING POLE BARNs-CROSS SECTION WALL DIAGRAM INDICATING POLE DEPTH OR FOUNDATION & CEMENT INFORMATION, STUD PLACEMENT ALONG WITH A MATERIALS LIST & TRUSS DIAGRAM
3. SITE DIAGRAM - INDICATING DISTANCE FROM SIDE AND REAR LOT LINES AND THE DISTANCE FROM THE ROAD RIGHT-OF-WAY TO THE STRUCTURE (ON PAGE 3 OF APPLICATION)
INCLUDE THE PERMANENT PARCEL NUMBER OF THE PROPERTY (LOCATED ON YOUR TAX BILL)
4. LEGAL DESCRIPTION OF PROPERTY – DEED OR SURVEY (INDICATE RECENT PROPERTY SPLITS IF ANY)
IF THIS PERMIT IS FOR A NEW RESIDENCE, A PERMIT WILL NOT BE ISSUED UNLESS YOU SUBMIT A COPY OF YOUR RECORDED DEED.
5. SEPTIC PERMIT, WELL PERMIT OR COPY PAID UTILITY FEES – **NOT THE APPLICATION**
TOWNSHIPS IN ALLEGAN CO. 269-673-5411, KENT CO. 616-632-6900, AND OTTAWA CO. 616-396-5266
CITIES OF CEDAR SPRINGS 616-696-1330, OTSEGO 269-694-6146, ROCKFORD 616-866-1537 & CITY OF WAYLAND 269-792-2265
6. DRIVEWAY PERMIT (IF REQUIRED) – CONTACT THE ROAD COMMISSION FOR YOUR COUNTY.
(ALLEGAN 269-673-2184) (KENT 616-242-6900) (OTTAWA 616-772-2684)
7. SOIL EROSION (IF REQUIRED) – SEE #7 ON BUILDING PERMIT APPLICATION.
CITY OF ROCKFORD 616-866-1537, ALLEGAN 269-673-5411, KENT 616-242-6900 OR OTTAWA 616-846-8220
8. ALL COMMERCIAL PROJECTS REQUIRE 3 SETS OF SEALED PLANS

THE ALLEGAN COUNTY HEALTH DEPARTMENT IS NOW REQUIRING WELLS TO BE TESTED AND APPROVED PRIOR TO AN OCCUPANCY PERMIT BEING ISSUED FOR NEW HOMES AND BUSINESS'S. WATER SAMPLE BOTTLES MAY BE OBTAINED FROM THE HEALTH DEPARTMENT. SAMPLES CAN ALSO BE TESTED BY PRIVATE CO. IF YOU HAVE ANY QUESTIONS PLEASE CALL THE ALLEGAN CO. HEALTH DEPT 269-673-5411

ATTENTION

IN THE FOLLOWING MUNICIPALITIES YOUR ZONING MUST BE APPROVED BEFORE SUBMITTING APPLICATIONS

CEDAR SPRINGS – Christine Burns – Phone # 616-696-1330 (city hall)
FILLMORE TOWNSHIP – Keith Potter – Phone # 269-751-7655 (township hall)
OAKFIELD TOWNSHIP – City Hall Phone # 616-754-5670
OTSEGO CITY – Thad Beard – Phone # 269-694-6146 (city hall)
PLAINWELL CITY – Noreen Farmer – Phone# 269-685-6821 (city hall)
ROCKFORD CITY – Phone # 616-866-1537 (city hall)
TROWBRIDGE – Bernie Harris – Phone # 269-673-3415 (after 5:00 p.m.)