

**PROFESSIONAL CODE INSPECTIONS OF MI, INC.**  
**1913 BALDWIN ST**  
**JENISON, MI 49428 PHONE: 616-667-8803 FAX: 616-667-8869**  
**WEB SITE: [www.pcimi.com](http://www.pcimi.com)**

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

1. COMPLETED BUILDING PERMIT APPLICATION. (INCOMPLETE APPLICATIONS 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. TRUSS DRAWINGS ARE REQUIRED. AN ENERGY COMPLIANCE REPORT IS REQUIRED, SEE BLDG. OFFICIAL (**2015 ENERGY CODE "R-VALUES, U-FACTORS, AND MANUALS J & S"**)

**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 MATERIAL 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**

6. **DRIVEWAY PERMIT (IF REQUIRED)** – CONTACT THE ROAD COMMISSION FOR YOUR COUNTY. KENT COUNTY 616-242-6900, OTTAWA COUNTY 616-842-5400

7. **SOIL EROSION (IF REQUIRED)** – SEE #7 ON THE BUILDING PERMIT APPLICATION. CONTACT THE COUNTY IN WHICH THE WORK IS BEING PERFORMED. KENT COUNTY ROAD COMMISSION 616-242-6920, OTTAWA COUNTY WATER RESOURCES 616-994-4530.

8. **ALL COMMERCIAL PROJECTS** REQUIRE 3 SETS OF ***SEALED*** PLANS

**ATTENTION**

**IN THE FOLLOWING MUNICIPALITIES YOUR ZONING MUST BE APPROVED PRIOR TO SUBMITTING APPLICATIONS:**

CITY OF COOPERSVILLE- KIM BORGMAN 997-9731

TALLMADGE TOWNSHIP- ALEXIS SORREL 677-1248

CITY OF WALKER- SCHEDULE ALL INSPECTIONS AND APPLY WITH THE CITY OF WALKER 616-791-6858

ROBINSON TOWNSHIP- JULIE LOVELACE 616-846-2210

WRIGHT TOWNSHIP- ALEXIS SORREL 677-3048

***IN THE FOLLOWING JURISDICTIONS SIGN APPLICATIONS ARE TO BE OBTAINED AT THE JURISDICTION:***

COOPERSVILLE CITY, GEORGETOWN TWP, AND HUDSONVILLE CITY. ELECTRICAL APPLICATIONS ARE STILL OBTAINED AT PROFESSIONAL CODE INSPECTIONS (CHECKS MADE PAYABLE TO THE JURISDICTION)