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PERMIT APPLICATIONS MAY BE DOWNLOADED OFF OUR WEBSITE AT 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 SET OF PLANS OR BLUEPRINTS FOR ALL BUILDING PROJECTS: ALSO SEND PDF OF PLANS.
RESIDENTIAL DWELLINGS & ADDITIONS-FLOOR PLAN, FOUNDATION PLAN(CEMENT INFORMATION) & A CROSS SECTION DIAGRAM OF THE WALLS, **TRUSS DATA SHEETS**, ENERGY COMPLIANCE REPORT REQUIRED.
 BUILDING OFFICIAL 2015 ENERGY CODE "R-VALUES/U-FACTORS, AND **MANUALS JD & S"**
MODULAR & MOBILE HOMES: (SINGLE OR DOUBLEWIDE)-FLOOR PLAN & CEMENT INFORMATION (PIER DIAGRAM, CRAWL OR FULL BASEMENT)
IF A MODULAR, ALSO SUBMIT THE BUILDING SYSTEMS APPROVAL SLIP.
ACCESSORY BUILDINGS INCLUDING POLEBARNs - 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 OF PAID UTILITY FEES - **NOT THE APPLICATION**
 TOWNSHIPS IN ALLEGAN CO. (269-673-5415), KENT CO. (616-632-6900),
 AND OTTAWA CO. (616-396-5266 Ext.5) CITY OF OTSEGO (269-692-3391), CITY OF 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 (269-673-5415), KENT (616-242-6920) OR OTTAWA (616-994-4530)
8. ALL COMMERCIAL PROJECTS REQUIRE 3 SETS OF SEALED PLANS

ATTENTION

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

- CHESHIRE TOWNSHIP - PHONE # 269-521-4563
- FILLMORE TOWNSHIP - PHONE # 269-751-7655 (TOWNSHIP HALL)
- OTSEGO CITY - PHONE # 269-692-3391
- PLAINWELL CITY - PHONE # 269-685-6821 (CITY HALL)
- TROWBRIDGE TOWNSHIP – PHONE # 269-377-6693
- WAYLAND CITY – PHONE # 269-792-2265