



BUILDING PERMIT CHECKLIST

Permit applications are available at: www.pcimi.com

- ☐ Zoning approval is required before submitting applications in these municipalities:
 - Algoma Township: (616) 866-1583
 - City of Cedar Springs: (616) 696-1330
 - City of Lowell: (616) 897-8457
 - City of Rockford: (616) 866-1537
 - Village of Kent City: (616) 293-0695
 - Village of Sparta: (616) 887-8251
- * Oakfield Township is zoned through PCI

Residential Dwellings & Additions

- ☐ Completed Building Permit Application
- ☐ Three (3) sets of plans or blueprints
- ☐ Legal Description of Property - (deed or survey) New residences must include recorded deed)
- ☐ Site Diagram indicating distances from lot lines and road right-of-way.
 - include permanent parcel number (Page 3 of application)
- ☐ Floor Plan
- ☐ Foundation Plan
- ☐ Cross Section Drawing (showing how the building will be constructed from the footings to the roof deck)
- ☐ Truss Diagrams from the manufacturer of the truss
- ☐ Energy Code Compliance Report
- ☐ Manuals J,D & S (HVAC System)
- ☐ Elevations
- ☐ Soil Erosion (if required) - See #7 on application or contact:
 - City of Rockford: (616) 866-1537
 - Kent County: (616) 242-6920
- ☐ Driveway Permit (if required) - Contact your county road commission
 - Kent County: (616) 242-6900
- ☐ Septic & Well Permit or Proof of Paid Utility Fees. Contact local health dept.
 - Kent County: (616) 632-6900
 - City of Rockford: (616) 866-1537

Accessory Structures, Garages & Pole Barns

- ☐ Foundation Plan
- ☐ Cross Section Drawing (showing how the building will be constructed from the footings to the roof deck)
- ☐ Materials List
- ☐ Purlin and pole layout plan (for pole buildings)
- ☐ Truss Diagrams from the manufacturer of the truss
- ☐ Energy Report if Heated

Modular Home

- ☐ Building Systems Approval Report - provided by the manufacturer of the home
- ☐ Foundation Plan
- ☐ Floor Plan
- ☐ Soil Erosion (if required) - See #7 on application or contact:
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 - Kent County: (616) 242-6920
- ☐ Driveway Permit (if required) - Contact your county road commission
 - Kent County: (616) 242-6900
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Mobile Home

In a Park:

- ☐ Manufacturers Specifications
- ☐ Foundation Plan
- ☐ Blocking / Tie Down Diagram

On Private Property:

- ☐ Manufacturers Specifications
- ☐ Foundation Plan
- ☐ Blocking / Tie Down Diagram
- ☐ Site Plan
- ☐ Soil Erosion (if required) - See #7 on application or contact:
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