

**GRATTAN TOWNSHIP**  
**KENT COUNTY, MICHIGAN**  
12050 Old Belding Road, Belding, MI 48809  
Phone (616)-691-8450 Fax (616)-691-8804

**BUILDING PERMIT INFORMATION CHECKLIST**

The following materials and documents are required in order for you to obtain a Building Permit:

**1. COMPLETED ZONING APPLICATION**

A. Zoning application must be approved before a building permit will be issued

**2. COMPLETED BUILDING PERMIT APPLICATION**

- A. Must be complete in full
- B. A detailed site diagram

**3. PROOF OF PARCEL OWNERSHIP**

A. Permanent Parcel # and address from Kent County Road Commission indicating that your parcel is legally split

**4. SURVEY DRAWINGS OF JOB SITE IF AVAILABLE**

**5. TWO COMPLETE SETS OF CONSTRUCTION PLANS DRAWN TO SCALE (one set will be returned to be kept at the job site) PLAN SHALL INCLUDE:**

- A. Foundations with depth of footing
- B. All significant elevations (front & side views)
- C. Floor plans for all floors, including basement
- D. Cross-section of one wall from footing to peak
- E. North elevation identified as (N)

**6. A SEPTIC/WATER WELL PERMIT MUST BE OBTAINED FROM:**

**Kent County Health Department**  
700 Fuller NE Grand Rapids, MI 49505  
(616) 632 6900

**OR If connecting to a sewer:**  
obtain additional required  
information from Township.

**7. DRIVEWAY/HIGHWAY PERMIT FROM:**

**Kent County Road Commission - (616) 242-6920**

**8. A TRUSS DIAGRAM**

Engineered truss diagrams are required for any plans that call for engineered trusses. The diagram can be obtained from your truss supplier.

## 9. ENERGY CODE CALCULATIONS

State law requires a minimum level of energy efficiency in new residential structures, (see Michigan Energy Code sheet attached)

## 10. SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT

State law requires a permit if your job site is within 500 feet of a lake or stream, or if over (1) acre of land is cleared. Permits are obtained from the Kent County Road Commission at (616) 242-6910.

Your building permit is subject to zoning approval based on local zoning ordinance provisions. Normally a building permit may be obtained when all documents and materials are presented to the building inspector and zoning approval is granted.

It is the permit holder's responsibility to arrange access to the inspection site. Please see attached list to schedule an inspector:

Building Inspector, Casey Patterson	(616) 691 -8450	
Electrical Inspector, Colt Jacobs	(616) 318-2964	
Plumbing Inspector, Jeff Biegalle	(616) 984-6023 H	(616)890-0689 C
Mechanical Inspector, Jeff Biegalle	(616) 984-6023 H	(616)890-0689 C

**ANY QUESTIONS- CALL THE GRATTAN TOWNSHIP OFFICES  
AT 616- 691- 8450 MONDAY - THURSDAY 9:00 AM - 4:00 PM  
(CLOSED ON FRIDAYS)**

You must have your permit before any construction begins. There will be an administration fee charged if work is started before application is made. Permit is issued by the Building Inspector.

You will have to call for inspections during the Building process - Please call 48 hours before you need the inspection.

Occupancy Permit is issued upon completion of the final inspection. You are not to move into your house unless this permit has been issued. This is in Accordance with the Michigan State Building Code.

## PERMIT HOLDER RESPONSIBILITIES

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder:

- 1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
- 2. The permit must be posted and visible from the road.
- 3. The location must be identified by a street number or a sign indicating the owner's or contractor's name (hand painted #'s or signs are fine)

## INSPECTIONS

There are a number of inspections required in each of the four codes (building, electrical, mechanical & plumbing); therefore, you must call the inspectors when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required visual inspections are:

### BUILDING:

- FOOTING - between the time the forms for the footings are set and before any sills are attached. We would like to inspect prior to any concrete being poured, because if the forms are in the wrong place it is **MUCH** cheaper to move forms than concrete. If you do not have an approval of the forms, you pour at **YOUR OWN RISK**.
- FOUNDATION - before back filling when the walls are complete; damp proofed or waterproofed, and the foundation drains are completely installed
- ROUGH-IN - when framing is complete, **BEFORE** dry walling and **AFTER** electrical, plumbing and mechanical inspections
- FINAL - when project is complete and ready for occupancy and **AFTER** electrical, plumbing and mechanical final

### ELECTRICAL:

- TEMPORARY SERVICE - when temporary service is complete and ready for hook-up
- PERMANENT SERVICE - when permanent service is completed and ready for hook-up
- ROUGH-IN - **BEFORE** insulating or dry walling, when wiring which will be hidden is complete
- FINAL - when all fixtures are set, plates are on and the building is ready to be occupied

### MECHANICAL:

- UNDERGROUND - if anything is to be covered by dirt or concrete
- ROUGH-IN - anything in walls (including ducts or chimneys) **BEFORE** dry walling
- FINAL - when furnace and/or air conditioning is completed and operating and you are ready to occupy

### PLUMBING:

- UNDERGROUND - when pipes are all run in ground, **BEFORE** you backfill or pour concrete
- ROUGH-IN - when pipes are all run in wall, **BEFORE** dry walling, also drainage lines in ceiling of basement **BEFORE** covering
- FINAL - when fixtures are all set and operating and you are ready to occupy

Please, remember each job is different and goes at a different pace. Therefore, we have no idea when you are ready for any inspections unless you call and let the inspectors know. Also, please make sure that you are actually ready for inspection. **If an inspection is called for and the job is not ready, a re-inspection fee will be charged.**

Thank you and good luck with your project!

# GRATTAN TOWNSHIP ZONING APPLICATION

12050 Old Belding Road, Belding, MI 48809  
(616) 691-8450 Fax: (616) 691-8804

**Zoning Application Fee: \$50.00 (Payable w/ Building Permit fee upon Zoning approval)**

The Zoning Application must be filled out completely and must be approved before a building permit will be issued. Use the attached page to draw a site plan showing the following items:

1. Dimension of the lot and/or acreage (all sides)
2. The location, with distances to the lot lines, of existing and proposed structures
3. The dimensions of all existing and proposed structures
4. The distance between all existing structures
5. The location of all roads bordering or on the property
6. The location of any power or gas lines on the property
7. The location of any lakes, rivers, stream or wetlands on or near the property
8. The location of any easements on the property
9. An arrow indicating direction of north
10. Setbacks:

Front \_\_\_\_\_ Rear \_\_\_\_\_

Side(a) \_\_\_\_\_ (b) \_\_\_\_\_

11. Lot dimensions: \_\_\_\_\_ 12. Area: \_\_\_\_\_

13 Zoning District \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Permanent Parcel # 41-12 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address of Site Location: \_\_\_\_\_

Description of Proposed Use \_\_\_\_\_

**Zoning Approval (office use only)**

Approved \_\_\_\_\_

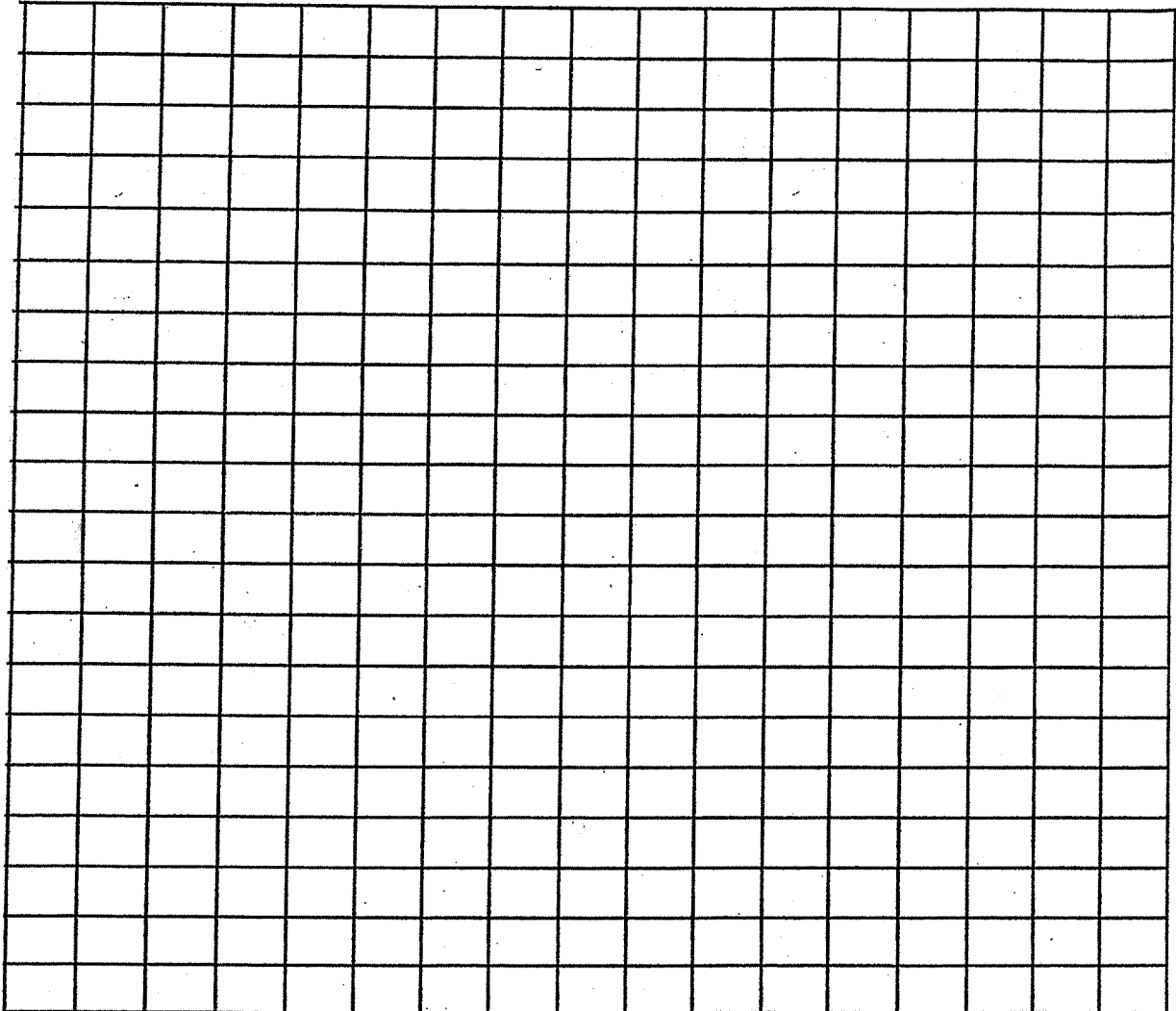
Denied \_\_\_\_\_

Reason for Denial : \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Site Plan Diagram



# APPLICATION FOR GRATTAN TOWNSHIP BUILDING PERMIT

12050 OLD BELDING ROAD, BELDING, MI 48809  
(616) 691-8450 FAX (616) 691-8804

BUILDING INSPECT.

Casey Patterson  
616-691-8450  
**Mon 1- 2 pm**  
**Thurs 8-10 am**

ELECTRICAL INSPECT.

Colt Jacobs  
616-318-2964

PLUMBING & MECHANICAL INSP.

Jeff Biegalle  
616-984-6023 H  
616-890-0689 C

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DATE: \_\_\_\_\_

PERMIT # \_\_\_\_\_

BUILDING SITE ADDRESS: \_\_\_\_\_

PARCEL # 41-12-\_\_\_\_-\_\_\_\_-\_\_\_\_

BETWEEN WHAT CROSS STREETS: \_\_\_\_\_ AND \_\_\_\_\_

**APPLICANT/CONTRACTOR:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ ZIP: \_\_\_\_\_

**OWNER'S NAME IF DIFFERENT THAN ABOVE:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

## BUILDING INFORMATION

LOT SIZE: \_\_\_\_\_ SQUARE FOOT OF BUILDING: \_\_\_\_\_

BUILDING DIMENSIONS: \_\_\_\_\_ FT WIDE BY \_\_\_\_\_ FT LONG \_\_\_\_\_ FT HIGH

ESTIMATED COST: \$ \_\_\_\_\_ TYPE OF BUILDING: \_\_\_\_\_

(house, garage, pole bldg, etc)

TYPE OF FOUNDATION: \_\_\_\_\_

**\*\*\* ADDITIONAL INFORMATION MUST BE SUBMITTED WITH THIS APPLICATION \*\*\***

**SEE BUILDING PERMIT INFORMATION CHECKLIST**

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

\_\_\_\_\_ phone # \_\_\_\_\_  
Name

\_\_\_\_\_ fax # \_\_\_\_\_  
Address

\_\_\_\_\_ cell # \_\_\_\_\_

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Application Date

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**Local governmental agency to complete this section below**

**Environmental control approvals**

**Approved**

Zoning \_\_\_\_\_  
Soil Erosion \_\_\_\_\_  
Flood Zone \_\_\_\_\_  
Water Supply \_\_\_\_\_  
Septic System \_\_\_\_\_  
Variance Granted \_\_\_\_\_  
Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Permit # \_\_\_\_\_

Approved by:

Issue Date \_\_\_\_\_

Permit Fee \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**GRATTAN TOWNSHIP  
TO ALL CONTRACTORS WORKING IN GRATTAN TOWNSHIP**

All contractors are required to register their new license each year. This registration form should be read, signed and returned.

This contractor is aware of the following Grattan Township requirements:

1. A copy of the contractor's license must accompany this registration.
2. Only registered licensed contractors can obtain permits.
3. Permit is required prior to commencement of work.
4. Proper street address obtained from Kent County Road Commission must be on all permits and be used when requesting inspections.
5. Permit is valid only when received and accepted by inspection personnel.
6. No work shall be covered or concealed without inspection and approval.
7. Each contractor is responsible for arranging his own inspections.
8. Final inspections and Certificate of Occupancy is required for all projects before occupancy occurs.
9. Homeowners can obtain a Homeowner Permit for a single-family dwelling in which he lives or is about to occupy for not less than one (1) year.
10. This registration may be revoked by Grattan Township if at any time code or ordinance violations are not corrected within 30 days.

License Holder's Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor's Business Name \_\_\_\_\_

License Holder's Name \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

Mobile Phone # \_\_\_\_\_

Contractor's License # \_\_\_\_\_ License Expires \_\_\_\_\_

Contractor's License Issued by \_\_\_\_\_

Contact Person's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Workman's Comp carrier \_\_\_\_\_ Policy # \_\_\_\_\_

Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Liability Insurance carrier \_\_\_\_\_ Policy # \_\_\_\_\_

Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Federal ID # \_\_\_\_\_ MESC # \_\_\_\_\_



**GRATTAN TOWNSHIP  
STATEMENT OF UNDERSTANDING**

I the undersigned agree and understand it is my responsibility as applicant for this permit to call the township inspectors for all inspections. Final Inspections are necessary before the Certificate of Occupancy can be issue by the Township.

Failure to do so will result in a citation answerable in 63<sup>rd</sup> District Court – Rockford, MI 49341. The fine for such a violation is not less than \$100 nor more than \$500 for the first offense.

**PERMIT TYPE:**

Building      \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Electrical    \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Plumbing     \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Mechanical   \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

General Contractor (if applicable)  
Applicant Signature                      Date \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

# GRATTAN TOWNSHIP BUILDING DEPARTMENT

## AFFIDAVIT

In compliance with P.A. 383 of 1965 (Residential Builders, Maintenance and Alteration Contractors Law), and amendment of Section 16A, By P.A. 153 of 1967.

STATE OF MICHIGAN

COUNTY OF KENT

I, \_\_\_\_\_, \_\_\_\_\_  
(name) (address)  
\_\_\_\_\_, \_\_\_\_\_  
(City, State, Zip) (phone#)

Hereby execute this affidavit for the attached permit # \_\_\_\_\_ testifying to a legal exemption for a license number as prescribed in the above Public Act and Amendment.

By signing this statement, I assume the following responsibilities:

1. The work regulated by this permit must meet zoning and building code regulations. If a violation exists, the **Holder of the Permit** must improve it to acceptable standards.
2. All insurance liability is assumed by the **Permit Holder**.
3. The responsibility for injury to workers also falls on the Permit Holder as homeowner's policies **Do Not** normally cover worker's compensation claims.
4. All electrical, mechanical and plumbing work done under the attached permit will be done personally by me.
5. The construction work covered by this permit will be for my own use or occupancy and will be located on property owned by me.

Signed \_\_\_\_\_

## Certificate of Occupancy Deposit

Grattan Township requires a \$500.00 Certificate of Occupancy Deposit to insure compliance with the Michigan Building Code Section 110.

This deposit will be refunded to the applicant within 7 days after the issuance of Certificate-of-Occupancy. This occurs as long as the building or work for which the permit was issued has not been occupied.

In the event the Building Inspector determines the building has been occupied prior to the issuance of "C of O" the deposit will be forfeited. (Forfeiture of the deposit will in no way constitute failure to comply with the code).

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Name: \_\_\_\_\_ Permit #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Date Paid: \_\_\_\_\_

Cash       Check # \_\_\_\_\_       Money Order

Worksite address: \_\_\_\_\_

Deposit returned: \_\_\_\_\_ Twp Ck # \_\_\_\_\_  
(date)

**GRATTAN TOWNSHIP  
KENT COUNTY, MICHIGAN**

12050 Old Belding Road, Belding, MI 48809  
Phone (616)-691-8450 Fax (616)-691-8804

**Michigan Energy Code**

Date: \_\_\_\_\_

Type of Structure: \_\_\_\_\_

Job Address: \_\_\_\_\_  
\_\_\_\_\_

Attic Insulation: \_\_\_\_\_ inches (blown-in or batt) R value \_\_\_\_\_

Sidewall Insulation: \_\_\_\_\_ inches (blown-in or batt) R value \_\_\_\_\_

Home will have thermal windows:  Double  Triple pane

Wall Sheathing type: \_\_\_\_\_

This structure meets Energy Code Requirements

\_\_\_\_\_ Builder