



15185 Algoma Ave., NE
Cedar Springs, MI 49319
Phone: 616-696-1718 Fax: 616-696-3970

Prospective Builder INFORMATION LETTER

In order to obtain a Building Permit you must provide the Township with certain information. **Please read carefully and complete this entire application.** Lack of information and/or documentation may delay issuance of your permit.

Mechanical, Electrical and Plumbing permits are not included with this building application. They must be applied for separately and are issued through the Building Department. These permit applications, completely filled out and including payment of the applicable fees, may be dropped off at the township offices during normal business hours.

You must have a **Water Supply/Waste Water Disposal Facility Permit** from **Kent County Health Department, (616) 632-7100 or fax (616) 632-6899.** When you purchase a new parcel the seller may present you with a vacant land perk test, however this test only guarantees that some kind of a sewer system can be built on the site. *If you are planning to remodel or add on to an existing structure, you may be able to omit the need for a driveway permit and septic permit, providing we can confirm your address. All other portions of the application must be completed.* If the proposed building site is to be within 500 feet of a lake, drainage ditch, etc., you must get a Soil Erosion permit from the Kent County Road Commission (616-242-6920)

A COU, **Change of Use Review**, is a service that prevents the existing septic system from being negatively impacted to any project excepting new construction. You must obtain a COU form from the **Kent County Health Department, (616) 632-6900**, and include the approved paperwork prior to any issuance of permits.

The Michigan Residential Building Code R321.1 Premises identification, requires that you have your address posted and visible from the street before you can be issued a Certificate of Occupancy. The township and the township fire department prefer that you use the reflective address signs, we know these are the most easily visible at night, but this type is not mandatory. I have included an application for an address sign that is made by the Solon Township Fire Department. All proceeds raised from the sale help to fund the department.

You will also need one set of building plans **no larger than 11x17** with a copy of truss certification for your project. A digital file of prints is requested if available.

An approved and signed Zoning Permit Application must accompany your Building Permit Application.

If you have questions please call the office at 696-1718 and I will be happy to assist you.

Sincerely,

Rodney Ellick
Building Administrator

Ref: mydocs.building.forms.prospblrltr2019.doc