



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.

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,

Joel Austin
Building Administrator

Ref: mydocs.building.forms.prospblrtr2019.doc



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BUILDING PERMIT APPLICATION / BLUE PRINT CHECK LIST

**Truss Drawings and Septic and Well Approval are necessary before any application may be made.
Zoning Applications must be submitted with Building application.**

New Construction **Remodel**

DATE: _____

Owner's Name: _____

Owner's Address _____

Owner's Phone: _____ **Cell:** _____

Building Site Address: _____

Parcel Number 41-02-____-____-_____

Parcel Size in Acres _____

Description of proposed building project: _____

Number of Bedrooms: _____

Number of Bathrooms: Full _____ **Half** _____

Elevators: _____ **Fireplaces:** _____

Residential Type or Style _____
(ranch, 2-story, bi-level)

Foundation Type or Style _____
(Poured walls, slab, block, etc)

Foundation Foot Print _____

Square Foot Basement: _____ **Finished:** _____

Square Foot Ground Floor _____

Width and Length of Building or Addition: _____

Square Foot Upper Floor _____

Square Foot Garage: _____

Square Foot Covered Porches: _____

Square Foot Decks: _____

Dollar Value of Project: _____

Attach one set of building plans *no larger than 11x17*, with a copy of the truss certification for your project.

*** If you are hiring individuals for the above work, they must be licensed contractors who are registered with the township.**

“Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, 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.”

Name of Builder: _____

Builder's Address: _____

Builder's Email: _____

Builder's Phone: _____ Fax _____ Cell _____

Builder/Applicant Signature _____

The homeowner and/or builder are responsible to meet and uphold all ordinances of Solon Township. Solon Township Zoning Ordinance Books are available at the township office for \$25.00.

Incomplete applications will be denied and charged a \$50.00 plan review fee.

OFFICE USE ONLY
Building permit fee: _____
Date received: _____
Signature of Official: _____

NOTE: Original for Building Official's File



Blue Print Check List

Parcel Owner: _____

Building Site Address _____

Parcel Number ___ 41-02- ___ - ___ - ___

Type of Construction: **Residential** _____

- Ranch
- Multi-Level
- 2 Story

Commercial _____

- Single-Level
- Multi-Level
- 2 Story

Truss Certification Attached: _____

Foundation Foot print _____

Square foot Ground floor _____

Square foot Upper floors _____

Builder's Signature _____ **Date:** _____



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**THIS SHEET IS FOR YOUR INFORMATION
PLEASE DETACH AND KEEP WITH YOUR RECORDS**

- **During the process of building, you will have to call for inspections. The following inspections are necessary:**
 - **Footing and Wall after Damp Proof**
 - **Rough-In**
 - **Final**
 - **Violation Compliance (if necessary)**

- A. Building Inspections: Footings/foundation before any backfill. Rough in before insulation is installed. Final building is done after the project has had and passed Electrical, Plumbing, and Mechanical Final Inspections. Address sign must be installed before occupancy permit is issued.
*Building Inspector: Bob Ellick: 616-696-1718 Ext: 11***

- B. Electrical Inspections: Initial inspection after service is installed. Service will be connected by the power company until inspection is passed. Rough- In inspection before any insulation is installed. Final inspection after all fixtures are installed.
*Electric Inspector: Colt Jacobs: 616-318-2964***

- C. Plumbing Inspections: Initial inspection is made upon completion of the rough-in. (Underground) Final inspection after all fixtures are installed.
*Plumbing Inspector: Dave Cooley: 616-447-0878***

- D. Mechanical Inspections: Initial inspection is made upon completion of the Rough In. Final inspection after all appliances are installed.
*Mechanical Inspector: Dave Cooley: 616-447-0878***