



**CITY OF EAST GRAND RAPIDS
BUILDING PERMIT APPLICATION**
750 Lakeside Drive SE, East Grand Rapids, MI 49506
Phone 616.940.4817 Fax 616.831.6121
buildingpermits@eastgr.org

INCOMPLETE APPLICATIONS WILL BE RETURNED AND NOT PROCESSED

I. LOCATION OF BUILDING PROJECT

Street Address
Permanent Parcel Number (can be found at https://accessmygov.com/?uid=320)
Is project located within 500 feet of lake or stream? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a Soil Erosion and Sedimentation Control Permit from Kent County Road Commission is required.

II. PROPERTY OWNER INFORMATION

Name	Phone	Email	
Address	City	State	Zip

III. APPLICANT INFORMATION

Who is doing the work? <input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor If you are a contractor, please fill out the following information.			
Applicant Name		State License Number	Expiration Date
Company Name			
Address (Street Number and Name)		Phone	
City	State	Zip Code	Cell/Pager
Federal ID (or reason for exemption)	MESC No. (or reason for exemption)	Fax	
Workers Compensation Insurance Carrier (or reason for exemption)		Email	

III. TYPE OF PROJECT

*Projects may be subject to East Grand Rapids infrastructure impact fees noted below. Fees must be paid to East Grand Rapids prior to the building permit being issued.

<input type="checkbox"/> New Single Family* \$150	<input type="checkbox"/> Interior Remodel	<input type="checkbox"/> Egress Window	Total Square Footage of New Construction	Project Value (required)
<input type="checkbox"/> Addition* \$100	<input type="checkbox"/> Porch	<input type="checkbox"/> Demolition* \$150		
<input type="checkbox"/> Accessory Dwelling Unit* \$75	<input type="checkbox"/> Roofing/Siding	<input type="checkbox"/> Commercial* \$150		
<input type="checkbox"/> Accessory Structure or Building* \$75	<input type="checkbox"/> Windows	<input type="checkbox"/> Sign		
<input type="checkbox"/> Swimming Pool* \$50	<input type="checkbox"/> Deck	<input type="checkbox"/> Other		
Project Description (required)				
Was a zoning variance required? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, dated granted: _____				

IV. PLAN REVIEW REQUIREMENTS - The following must be submitted with your signed application:

- **NEW CONSTRUCTION AND ADDITIONS:**
 - Site Plan: Show setbacks, dimensions, and area of each component including the lot and all structures, existing and proposed. Show locations of all easements and streets. (Three copies)
 - Foundation Survey by a licensed surveyor when construction is complete.
 - Drainage/Storm Water Management Plan – see attached requirements. (Three copies)
- **DETAILED BUILDING PLANS** drawn to scale to include floor plan, elevations and structural details such as foundation, floor, wall and roof information. (Three sets)
- **BUILDING DEMOLITIONS:**
 - Copy of contract with property owner.
 - Utility disconnect verification forms
- **ROOFING/SIDING:** Cascade Township worksheet is required.

V. APPLICANT AND OWNER SIGNATURES

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.		
I agree to comply with the terms and requirements of all codes and ordinances in effect in the City of East Grand Rapids pertaining to all phases of construction and development of this project. It is also understood that a certificate of use and occupancy must be obtained prior to any use or occupancy. New construction and additions must be inspected for zoning compliance before a certificate of use and occupancy will be issued.		
NOTE: All information on this form is subject to disclosure under the Freedom of Information Act. The property owner hereby gives permission for the City of East Grand Rapids officials, staff and consultants to go on the property for purposes of verifying the information submitted.		
Signature of Applicant – Property Owner's Agent/Contractor (required)	Title	Date
Signature of Property Owner (required)	Date	



Supplemental Building Permit Worksheet

(To be submitted with building permit application)

Property Address _____ Date _____

1. Does your project involve demolition work or new building construction over 400 s.f.? If yes, the Minimum Construction Site Requirements for Demolition and Large Projects sheet must be reviewed and signed.
 Yes No
2. Will a dumpster be present at the work site for longer than 3 days? If yes, a dumpster application will need to be submitted. Dumpsters must be located on a private property driveway.
 Yes No
3. Will new HVAC equipment or other mechanical equipment (i.e. generators) be installed on the exterior of the house? If in the side yard, then a side yard AC unit permit will need to be submitted.
 Yes No Location: _____
4. Will new egress/window wells be installed? If yes, please make sure they are shown on the site plan.
 Yes No
5. Will any new fencing be installed on the property? If yes, a fence permit application will need to be submitted.
 Yes No
6. Will temporary storage units be present during construction? If yes, then a temporary storage unit permit will need to be submitted. Temporary storage units must be located on a private property driveway.
 Yes No
7. If any demolition is to occur, do the building plans adequately describe what is to be demolished? Any section of a house that is non-conforming and is demolished must be rebuilt to the current zoning requirements.
 Yes No N/A
8. Is any new pavement/impervious surface coverage shown on the site plan?
 Yes No N/A
9. Will any work be done in the city right-of-way (utility connection, driveway approach, sidewalk closing, street closing, etc.)? If yes, then a Right-of-Way permit will need to be submitted.
 Yes No
10. Are all setbacks and lot coverage/building coverage calculations identified and expressed on the submitted site plan?
 Yes No N/A
11. Will you be needing water and sewer disconnected/connected and/or a new water meter installed? If yes, a Right of Way permit and/or a Water Tap and Meter application will need to be submitted.
 Yes No N/A

Please read through the following rules and regulations, and then have the property owner and contractor sign at the bottom stating that you have read and acknowledge them.

- City right-of-way will remain free of all building materials and will be clean of any dirt or construction debris. Silt fencing may be required by the city if deemed necessary.
- Construction work hours are between 7am and 9pm. (strictly enforced)
- Storm water drainage plans must be installed as approved by the city and must be inspected for compliance before a certificate of occupancy can be granted. Both property owner and contractor have read and understand the Drainage and Storm Water Management Plan Requirements.
- Port-a-Potties must be kept on your private property. They must be maintained in a cleanly manner.
- While it is not a requirement, the city highly recommends that property owners discuss their construction projects with adjacent neighbors as a courtesy.

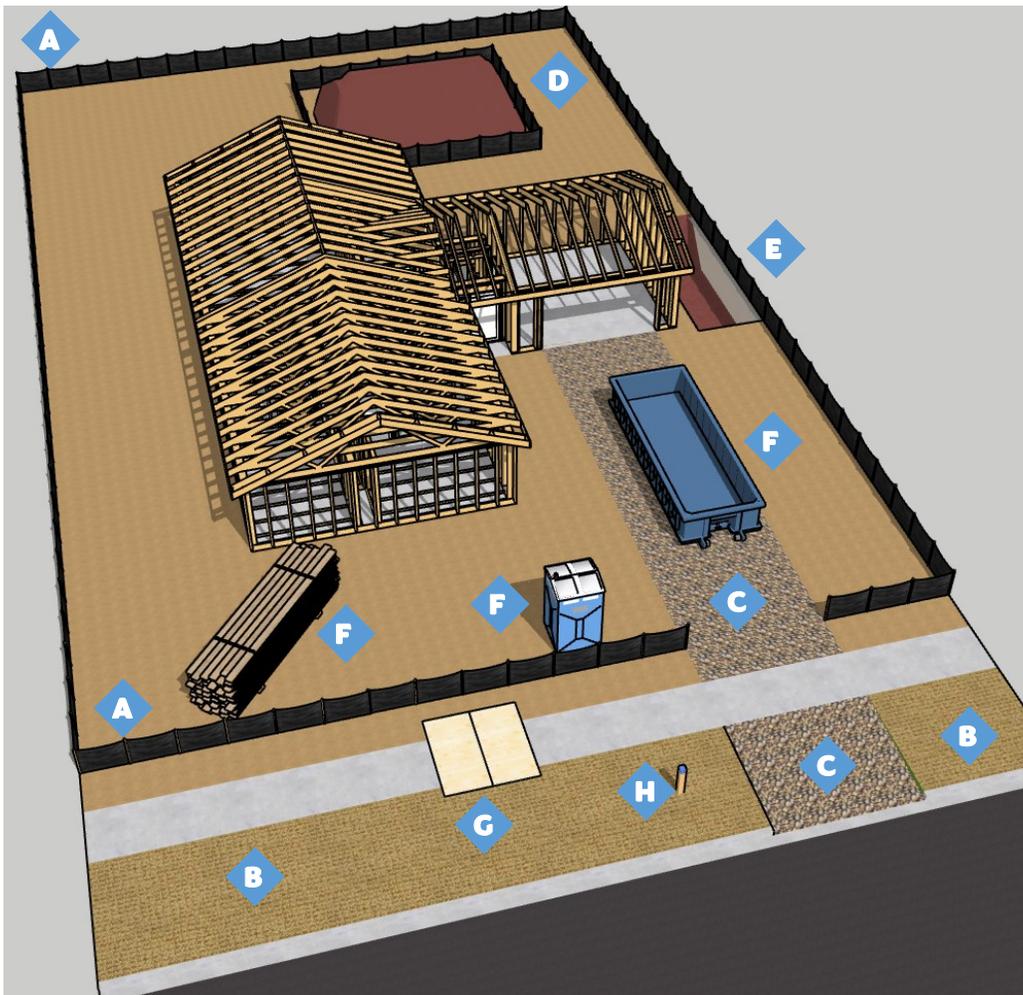
Property Owner Signature: _____

Contractor Signature: _____



Minimum Construction Site Requirements for Demolition and Large Projects

The City of East Grand Rapids requires contractors to prevent soil erosion from occurring on all construction sites and to keep the sidewalks, streets, and right-of-way free and clear from all debris and damage. To help achieve compliance with City regulations and to promote clean and safe worksites, contractors shall provide the following minimum site requirements for all demolition work and new construction over 400 s.f. Depending on site conditions, the City reserves the right to modify these standards or require additional measures not listed here. Failure to adhere to these standards may result in a Stop Work order and citations related to pertinent City ordinances.



KEY PLAN

- A** Silt Fence or similar sedimentation control along property lines or around all disturbed areas. Soil shall not encroach onto the R.O.W. or other properties.
- B** Erosion control mat (straw) to help establish and protect vegetative cover in R.O.W.
- C** Min. 20' wide construction entrance w/ min. 2" clean crushed stone or recycled concrete. After excavating soil from the area, apply 6-12" layer over entire entrance. Use geotextile under stone if placed on unfirm soils.
- D** Protect soil stockpiles with additional silt fence.
- E** Provide permanent stabilization and shoring for any excavations within 3' of a property line. Any damages to neighboring properties are "civil matters" to be resolved among property owners. Contractors are encouraged to notify adjacent owners regarding any ongoing site work.
- F** Dumpsters, portable toilets, and all construction materials to be kept on private property only.
- G** Use access mats, plywood, ramps, or similar materials to protect sidewalks and curbs from heavy vehicle damage. Contractor shall be responsible for repairing/replacing sidewalks and curbs damaged during construction.
- H** Contractor shall protect all City utilities marked with a monument from damage. Contractor shall be responsible for repairing any damage to such infrastructure.

By signing below, I acknowledge that I have reviewed these requirements and agree to adhere to these standards for the entire duration of the construction period.

Signature of Applicant

Date

Signature of Property Owner

Date



Residential Construction Drainage Management Plan Requirements

For all new building construction and additions, including pools and egress window wells, a storm water drainage plan is required. The purpose of this plan is to demonstrate how storm water is to be managed within the property. An impervious area worksheet is also required for all new building construction and additions. The purpose of this worksheet is to calculate the total building and impervious area square footage, and to determine what treatment measures will be used for the “first flush” of rainwater. These plans are required by Chapter 80, Section 8.9 of the East Grand Rapids City Code. Please respect the intent of this process and provide as much detail as possible.

The following table lists the required materials for an acceptable Drainage Management Plan for different types of projects. If you have any questions on which tier your project would fall under, please contact East Grand Rapids Public Works Administration and Engineering at 616-940-4817 for assistance.

TYPE OF WORK	REQUIRED MATERIALS
<p>Tier 1a</p> <ul style="list-style-type: none"> • House Addition under 400 s.f., including porches • Accessory building under 400 s.f. • In-ground swimming pool, any size <p>Tier 1b</p> <ul style="list-style-type: none"> • Other increase in impervious surface (driveway, patio, etc.), any size 	<p>A scaled site plan using symbols and notations to indicate gutters, downspouts, underground piping, sump-pumps, direction of discharge or runoff, and any other element of your plan. Please indicate any change in grade or removal of vegetation. Property lines, parcel dimensions, north arrow, and street names must be identified. Impervious Area Worksheet must be completed.</p>
<p>Tier 2</p> <ul style="list-style-type: none"> • New house construction, any size • House Addition 400 s.f. and above, including porches • Accessory building 400 s.f. and above • Any combination of the above totaling 400 s.f. and above 	<p>Everything required for Tier 1 projects, plus topographic information, location of public storm utilities, location of storm easements, and plan sealed by a professional civil engineer. Impervious Area Worksheet must be completed.</p>
<p>Tier 3</p> <ul style="list-style-type: none"> • Egress Windows/Window Wells below grade 	<p>Details of window well drainage. Impervious Area Worksheet does not need to be completed.</p>
<p>Tier 4</p> <ul style="list-style-type: none"> • Decks, provided no impervious surface is located below the structure • Above-ground swimming pool • Interior renovations with no change to existing building footprint • Fence/Retaining Wall 	<p>No Drainage Management Plan required; however, decks and pools must still conform to the lot coverage requirements in Section 5.28 of the EGR Zoning Ordinance.</p>

The City does not allow the following:

- Discharge or increased runoff to neighboring property without a recorded easement
- Discharge onto any public sidewalk
- Curb cores/cuts for storm water drainage
- Additional discharge of stormwater into foundation drains that may be connected to the sanitary sewer system
- Discharge into the public right of way or street where an underground storm sewer connection is available on the same side of the street within 100 feet of the front property corners. In cases where a storm sewer connection is not practical, a dry well or pop-up may be placed in the outlawn with Right-of-Way permit approval in conjunction with approval drainage plan.
- Use of colored highlighters or markers on an existing site plan to indicate drainage plan features – they do not copy well
- Approval of a Certificate of Occupancy prior to complete installation and inspection of the drainage/storm water management system by the City of East Grand Rapids

The property owner is responsible to make sure that there is no increased storm water being discharged to neighboring properties. By submitting a detailed plan, the applicant and the property owner certify and acknowledge that they may be held liable in a civil claim by any adjacent property owners impacted by increased storm water runoff.

We cannot inspect what we cannot see. The applicant must call EGR, not Cascade Township, for inspection of any underground drainage system before it is buried.

Please call East Grand Rapids Public Works Administration and Engineering at 616-940-4817 with questions at any time in the process.

City of East Grand Rapids

Dept. of Public Works Engineering Services

Phone: (616) 940-4817

Email: buildingpermits@eastgr.org

Applicants for all projects creating new structure/impervious area must fill out this worksheet and submit it to the Department of Public Works Engineering Services with their building permit application. A stormwater management plan must be submitted with all projects altering a structure. Details on this plan can be found in the "Drainage and Stormwater Management Plan Requirements" form.

Property Address _____ Date _____

Contractor Name _____

Property Owner Name _____

IMPERVIOUS AREA CALCULATION

Size of Property _____ sq ft

Construction/Improvement	Area of Impervious Surfaces		
	Existing Area (s.f.)	Proposed Area* (s.f.)	Net Difference (s.f.)
House (footprint only)			
Accessory Structures			
Driveway			
Walkways			
Unroofed Patios			
Deck			
Other: _____			
TOTALS			

*Proposed Area represents the total area after the proposed work is completed.

**IF YOUR PROJECT DOES NOT INCLUDE WORK IN TIER 1a OR TIER 2,
YOU MAY STOP HERE.**

Multiply your "Total Net Difference" by 0.08 to determine the volume of storage required on site.

_____ sq. ft. of proposed new impervious area x 0.08* = _____ **Cubic Feet**

*(0.08 represents the "first flush" or the first inch of rain during any storm that carries approx. 90% of pollutants)

STORMWATER MANAGEMENT INFORMATION

As described in the “Drainage and Stormwater Management Plan Requirements” worksheet, property owners are required to manage stormwater runoff within their property. The following stormwater treatment measures can be utilized to manage the “required volume.” The “total capacity” of the proposed stormwater treatment measure must be greater than or equal to the “required volume.” Please indicate below the size of the proposed stormwater management measure(s) chosen for this project.

Total Capacity Required (Calculated on Page 1)	Cubic Ft.
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Treatment Measure		Conversion Formula*	Storage Volume
Rain Barrel		# Gallons x 0.13369 =	Cubic Ft.
Rain Garden/Bioretention		___ ft (length) x ___ ft (radius) x ___ ft (average depth) =	Cubic Ft.
Drywell (w/ pea stone)		___ ft (radius) x ___ ft (radius) x 3.14 x ___ ft (depth) x 0.4 =	Cubic Ft.
Cistern	Method 1	___ Gallons x 0.13369	Cubic Ft.
	Method 2	___ ft (radius) x ___ ft (radius) x 3.14 x ___ ft (depth) =	Cubic Ft.
Swale		___ ft (length) x ___ ft (width) x ___ ft (average depth) =	Cubic Ft.
Storage Basin		___ ft (length) x ___ ft (width) x ___ ft (average depth) =	Cubic Ft.
Porous Pavement		___ ft (length) x ___ ft (width) x ___ ft (average depth) x 0.5 =	Cubic Ft.
Other:		(Submit separate document with calculations)	Cubic Ft.
Total Treatment Capacity (Must be equal or greater than Required Capacity above)			Cubic Ft.

*Submit separate documents to support all calculations.

If the proposed constriction is over 400 s.f. in size, the calculations contained on this application need to be reviewed and approved by a civil engineer who must sign the application below to indicate their approval.

For more information on stormwater management practices, please visit the Lower Grand River Organization of Watershed (LGROW) at their website <https://www.gvmc.org/epabout>.

Chapter 28 (Storm Water) of the City Code describes best practices for managing storm water as well as rules on soil erosion and sedimentation control. Section 8.9 of Chapter 80 requires drainage plans for residential construction.

Signature of Application _____ Date _____

Signature of Property Owner _____ Date _____

Signature of Civil Engineer _____ Date _____
 (Civil Engineer signature required for all new houses and large additions over 400 SF in size)

EGR Approval _____ Date _____



**CITY OF EAST GRAND RAPIDS
BUILDING PERMIT APPLICATION REQUIREMENTS**

DATE: _____ SITE ADDRESS: _____

Permanent Parcel Number: ___ - ___ - ___ - ___ - ___ Zoned: _____

ALL PERMITS

- Application - completed and signed by contractor and property owner.

NEW CONSTRUCTION AND ADDITIONS

- 3 complete sets of building plans (include elevations, floor plan, foundation, floor, structural details)
- 3 copies of site plan showing the following:
 - Lot coverage calculations of existing and proposed
 - Setbacks and dimensions of proposed structure and all existing structures on the premises
- 3 copies of drainage/storm water management plan
- Foundation Survey by a licensed surveyor when construction is complete.
- Infrastructure Impact Fee
 - New Residential or Commercial Construction - \$150.00
 - Addition - \$100.00
 - Accessory Dwelling Unit - \$75.00
 - Accessory Building - \$75.00
- Soil Erosion and Sedimentation Control Permit if within 500 feet of lake or stream
- Deed Restriction if constructing an Accessory Dwelling Unit (see Section 5.70E of zoning ordinance)
- Utility permit applications and fees. These may include the following:
 - Water
 - Sanitary Sewer
 - Storm Sewer
 - Right of Way
 - Water Tap
 - Water Meter
 - Integrated Connection Fee

INTERIOR REMODEL

- 3 sets of detailed building plans showing existing and proposed construction
- Basement remodel w/egress window: Site plan and drainage plan (three sets)

SWIMMING POOL

- 3 copies of site plan showing the following:
 - Location and description of fencing
 - Location of pump and mechanical equipment
 - Location of accessory buildings
- 3 copies of drainage/storm water management plan
- Infrastructure Impact Fee - \$50.00

ROOFING, SIDING (replacement only)

- Cascade Township worksheet

DEMOLITION PERMITS

- Signed copy of contract with property owner
- Utility disconnect verification forms
- Infrastructure Impact Fee - \$150.00

ZONING APPROVAL

DATE

APPLICATION APPROVAL

DATE

- This permit requires East Grand Rapids sign off before C of O is issued.