



**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

I. JOB LOCATION

Name of Property Owner	Property Owner Phone
Street Address of Job Location (Street No. and Name)	Permanent Parcel Number

II. APPLICANT INFORMATION

<input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Contact 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)	MESOC No. (or reason for exemption)	Fax	
Workers Compensation Insurance Carrier (or reason for exemption)		Email	

III. TYPE OF PROJECT

<input type="checkbox"/> Single Family <input type="checkbox"/> Other <input type="checkbox"/> Demolition <input type="checkbox"/> Sign	<input type="checkbox"/> New <input type="checkbox"/> Alteration	Square Footage	Use Group	Construction Type	Project Value
	Project Description				
Is project located within 500 feet of lake or stream? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there power lines above the project location? <input type="checkbox"/> Yes <input type="checkbox"/> No Was a zoning variance required? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, date granted? _____					

IV. PLAN REVIEW REQUIRED

<p>The following must be submitted with your signed application:</p> <ul style="list-style-type: none"> SITE PLAN showing dimensions and location of proposed structure along with other structures on the same premises (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) DRAINAGE/STORM WATER MANAGEMENT PLAN – see attached requirements. (Three copies.) BUILDING DEMOLITIONS: 1) Copy of contract with property owner. 2) Asbestos abatement certification report. LOT COVERAGE: Additions and new construction require square footage of lot, buildings and pavement.
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V. APPLICANT AND OWNER SIGNATURES

<p>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.</p>		
<p>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 of occupancy.</p>		
Signature of Owner's Agent/Contractor	Title	Date
Signature of Owner (Required)	Date	



City of East Grand Rapids, Michigan

What the City of East Grand Rapids requires and encourages for drainage plan approval:

- All permits for new buildings, as well as permits for additions to existing buildings, are required to show the proposed lot drainage on a site plan. Remember that the contractor is liable and therefore required to make sure that the drainage will work.
- The plan can be a separate plan or on the existing (required) site plan.
- The plan does not have to be prepared by an engineer for a residential construction project, nor does it have to show any topographical information. Although more site information is advised for ease of approval.
- The plan must be to scale and a sketch on existing plans is not acceptable.
- The only requirement is that you show where the lot will discharge excess rainwater runoff displaced by the new construction project (other than to neighboring private property).
- Design your lot drainage plan to accommodate the actual existing conditions that you have to work with.
- The intent of the plan is to try and maintain current stormwater condition in the area. As with all new construction, the addition of non permeable surfaces, increases in stormwater runoff occur. It is this increase in runoff that is being addressed. Though improvements in existing conditions is not discouraged.
- The use of alternative (i.e. rain gardens, green roofs, etc.) means of stormwater management is encouraged though a more detailed plan for construction will be required, as the existing conditions is most likely going to be altered. Remember the contractor is liable for making sure the drainage plan will work.
- If you have any questions prior to approval of the plans, or during the design phase, please contact City Services (1-616-940-4817) with questions. This is to help the approval process move along in a smooth and reasonable manner.
- Compliance with the drainage plan is verified prior to issuance of a certificate of occupancy.