

NELSON TOWNSHIP  
KENT COUNTY, MICHIGAN  
2 Maple Street, P.O. Box 109  
Sand Lake, Michigan 49343

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## BUILDING PERMIT INFORMATION SHEET

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The following material and comments 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.
  - B. A detailed site diagrams
2. COMPLETED BUILDING PERMIT APPLICATION
  - Must be completed in full.
3. PROOF OF PARCEL OWNERSHIP
  - 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, N.E., Grand Rapids, Michigan 49505  
(616) 632-6927
7. DRNEWAY/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 the Michigan Energy Code sheet attached to Building Application.

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 street, or if over one (1) acres 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) 636-4999
Electrical Inspector, James Thorington	(616) 255-6502
Plumbing Inspector, Jeff Biegalle	(616) 438-5957
Mechanical Inspector, Jeff Biegalle	(616) 438-5957

QUESTIONS? CONTACT THE NELSON TOWNSHIP OFFICES AT (616) 636-5332  
MONDAY - THURSDAY 9:00 a.m. - 3:00 p.m.

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 at least 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 inspections.

### 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 all fixtures are set, plates are on, and the building is ready to be occupied.

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 difference 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.**