

CROCKERY TOWNSHIP

BUILDING PERMIT APPLICATION CHECKLIST

The following materials and documents are required in order for you to obtain a Building Permit:

1. MUST HAVE AN APPROVED ZONING PERMIT
2. COMPLETED BUILDING PERMIT APPLICATION:
 - a. Must be completed in full
 - b. Detailed Site Diagram
3. LEGAL PROOF OF OWNERSHIP
 - a. A deed or land contract (must be recorded at Ottawa Co. Deeds) for new homes. Property tax statement for garages, pole barns, residential additions, or pools.
 - b. PERMANENT PARCEL NUMBER indicating that your parcel is split from any other non-vacant parcels. **MUST BE RECORDED WITH THE COUNTY AND LOCAL UNIT OF GOVERNMENT.**
4. SURVEY DRAWING OF JOB SITE.
5. TWO COMPLETE SETS OF CONSTRUCTION PLANS DRAWN TO SCALE:

PLANS WILL INCLUDE:

 - A. Foundations – show depth of footing.
 - B. All significant elevations (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. SEWER AND WATER PERMIT: This permit can be obtained from the Ottawa Co. Environmental Health Department, 12251 James Street, Suite 200, Holland, MI 49424, Phone (616) 393-5645.
7. HIGHWAY PERMIT: This permit can be obtained from Joan Fonner at the Ottawa County Road Commission.
8. TRUSS DIAGRAM: Manufactured truss diagrams are required for any plans that call for engineered trusses. These plans can be obtained from your truss supplier. **TRUSS DIAGRAMS MUST BE TURNED IN TO THIS OFFICE BEFORE A BUILDING PERMIT IS ISSUED.**

9. MICHIGAN ENERGY CODE – State law requires a minimum level of energy efficiency in new residential structures. REScheck is available online at www.energycodes.gov or your lumber yard may be able to assist you with REScheck or another system that calculates the necessary insulation requirements.** Also need to include manual J & S required by the 2015 residential energy code for new residences and additions.**
YOUR COMPLIANCE REPORT MUST BE SUBMITTED AT THE TIME OF APPLICATION WHERE APPLICABLE.

10. SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT: State law requires that you obtain a Soil Erosion and Sedimentation permit if your job site is within 500 feet of a lake or stream, or if you will be clearing over one acre for a new job site. You may contact Lynn Markley in Ottawa County at (616) 846-8222.

11. DRIVEWAY PERMIT – from the Ottawa Co. Road Commission – Call (616) 842-5400.

Your Building Permit Application 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 Administrator.

It is the permit holder's responsibility to arrange access to the inspection site.

**THE BUILDING PERMIT PROCESS WILL NOT START
UNTIL ALL COMPLETED INFORMATION IS
RECEIVED.**