

# Vergennes Township

## Checklist of Documents Required to Submit a Building Permit

All construction needs a Building Permit Application Completed  
All required documents must accompany Building Permit Application

### Please Check all that Apply

\_\_\_\_\_ For ALL construction - **2 Sets Blue Prints/Drawing, Plus an \*Electronic Copy**  
Residential Sq. Ft. minimum 1150  
Sealed prints required for 3500 sq. ft. and above.

\_\_\_\_\_ **Site Plan** (unless interior remodeling) Sketch or survey showing all existing and  
planned improvements showing front, sides and rear yard setbacks.

\_\_\_\_\_ **Well (or Water) and Septic (or Sewer) Permits\*\*** If applicable  
Kent County Health Dept.  
Environmental Health Division  
700 Fuller NE  
Grand Rapids, MI 49504  
616 632-6900

Water connections Fee paid at Lowell Township, 2910 Alden Nash, 897-7600  
Sewer connections Fee paid at Grattan Township, 12050 Old Belding Rd, 691-8450

\_\_\_\_\_ **Driveway Permit or Address Verification:** Required for all new homes  
Document showing county issued address:  
Kent County Road Commission  
1500 Scribner Ave. NW  
Grand Rapids, MI 49504  
616 242-6920

\_\_\_\_\_ **Soil Erosion Permit:** Kent County Road Commission  
If within 500 ft. of any water 1500 Scribner Ave. NW  
Grand Rapids, MI 49504  
616 242-6920

\_\_\_\_\_ **Energy Worksheet** (for new home construction only)

\_\_\_\_\_ **Accessory Building** - Additional application form completed

\_\_\_\_\_ **If in the Flat River District** - discussion with zoning officer re: various issues

\_\_\_\_\_ **\*\*Proof of payment** required before permit can be issued.

**\*\*To Submit electronic documents, attach and send to [building@vergenestwp.org](mailto:building@vergenestwp.org)**