

Vergennes Township
Checklist of Documents Required
To Submit a Building Permit Application

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

Please Check All That Apply

_____ **2 Sets of Blue Prints/Drawing, Plus an Electronic Copy** – For ALL construction
1150 sq. ft. minimum for residential
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 distances to lot lines.

_____ **Well (or water line) and Septic (or sewer line) Permits*:**

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, 616-897-7600

*Sewer Connections Fee paid at Grattan Township, 12050 Old Belding Rd, 616-691-8450

_____ *Proof of Payment required before permit can be issued

_____ **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:**

*If within 500 ft. of any water

Kent County Road Commission
1500 Scribner Ave. NW
Grand Rapids, MI 49504
616 242-6920

_____ **Grading Plan** - Show existing elevation lines and proposed elevation lines

_____ **Energy Worksheet** - New home construction only

_____ **Accessory Building** - Additional application form completed

_____ **If in Flat River District** - Discussion with zoning officer about special regulations

_____ **Home Owners Association (HOA) Approval** – If there is an HOA, submit approval

****To submit electronic documents, attach and email to: building@vergennestwp.org**

Office Staff Reviews:

_____ *Zoning Approval*

_____ *Assessing Approval*

_____ *Building Inspector Approval*