

**CITY OF GRAND HAVEN
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT
20 N. FIFTH STREET
GRAND HAVEN, MI 49417**

Phone: (616) 847-3490 Fax (616) 844-2051 Website: www.grandhaven.org

PERMIT APPLICATION INSTRUCTIONS

CONSTRUCTION DRAWINGS REQUIRED:

- Scale drawing of all proposed work shall be submitted with this application
- Material sizes and type shall be shown on a cut away drawing
- Site plan showing the lot size, locations of all buildings including all decks attached and detached on the property and all proposed structure, showing the distance to sides, front, and rear property lines and distance between all buildings
- A permit will be issued only after receipt of all required paperwork and a proper plan review is completed by the building official

WINDOWS:

When replacing windows, the window shall not be smaller than the original window if:

1. The window is in a bedroom and the open portion of the window is smaller than 5.7 sq. ft.
2. The window is needed for natural light and ventilation - 8% of the floor area is required for windows

ROOFING:

All roofing and re-roofing require a permit. This includes flat roofs.

Shingle

- No more than two (2) layers of roofing are allowed, provided the rafters will support the extra shingle load

Flat Roof

- Built-up roof covering shall be completely removed before applying the new roof covering.
Exception: *The building official may allow existing roof covering to remain when inspection or other evidence reveals all of the following:*
 1. That the roof structure is sufficient to sustain the weight of the additional dead load of the roof covering
 2. There is not more than one existing roof covering on the structure
 3. The existing roof covering is securely attached to the deck
 4. The roof deck is structurally sound
 5. The existing insulation is not water soaked

SIDING/RE-SIDING:

A permit is required when siding/residing. Proper weather protection is required behind wood siding.

The following inspections may be required while doing your construction:

- **Footing Inspection** - Prior to each pour of the concrete footing and with all required rebar installed
- **Foundation Inspection** - Before installing the sill plates and backfilling the wall but after the foundation coating has been applied and all plate anchors are installed
- **Sheathing** - Weather resistive sheathing paper inspection after the sheathing paper has been installed but prior to installing the exterior wall or eave coverings
- **Framing inspection** - Prior to insulating or covering the walls and ceilings but after all plumbing, electrical, and mechanical rough-in inspections have been completed and approved
- **Insulation Inspection** - After all insulation has been installed but prior to covering the walls
- **Drywall Inspection** - After the drywall is installed but prior to taping
- **Final Inspection** - After all work is complete and the plumbing, electrical, and mechanical have been inspected and approved