

**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

SEPARATE PERMITS ARE REQUIRED FOR PLUMBING, MECHANICAL, OR ELECTRICAL WORK.

1. **Building Permit Applications** (Remodeling - Additions - Roofing - Siding - Window - replacement - Door replacement).
2. **Mechanical Permits** (Replacing Furnace - Air Conditioning - Gas Piping - Sprinkler Systems - Gas Fireplace - Gas Logs - Refrigeration units).
3. **Fence Permits** required for any new fence or any fence taken down and replaced (drawing required of where the fence is being put up and the height and type -Wood/chain link etc.).
4. **Electrical Permits** (Required for any new service or changing of service in any building).
5. **Plumbing Permits** (Required when any plumbing is being replaced or moved). The Permit Applications are available here but the applicant must send them into the State of Michigan and contact the Plumbing Inspector, Jim Kelsey, for all questions and inspections.
6. **Critical Dunes Permits** (DEQ) are required when any sand is moved or removed in a Critical Dune Area. (Example: Prospect, Emmet, Poplar Ridge, Doris Avenue - any area where there are sand dunes)
7. **Sidewalk Café Permits** are required each year to operate a Sidewalk Café. Planning Commission approval for the use and the Site Plan are required before the permit may be issued for a new café.
8. **Temporary Use Permits** are required for anyone who wishes to have a tent sale or a Christmas tree sale on private property within the City.
9. **Sign Permits** are required for a sign or banner (except inside a business window).
10. **Zoning Board Applications** are needed for a variance to the zoning ordinance. The application must be received along with a check for \$125.00 (non-refundable). If the project has already started, the fee is \$250.00 (non-refundable). The application must be signed by the property owner and notarized. Ten copies of the zoning application and applicants plan must be received in this office no later than 21 days before the next meeting to be placed on the agenda for the following month's Zoning Board meeting. A list of deadlines is available at the Planning Department Office.

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:

1. If the window is in a bedroom and the open portion of the window is smaller than 5.7 sq. ft.
2. If 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 over the original roof 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 inspection may be required while doing your construction:

- **Footing Inspection** - Prior to each pour of the concrete footing and with all required rerod 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
- **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