



5255 Alpine Ave., N.W.  
Comstock Park, MI 49321

## BUILDING PERMIT CHECKLIST FOR APPLICANTS

Alpine Township Building and Planning  
(616) 784-9090

Gary Campbell: Building Official: [g.campbell@alpinetwp.org](mailto:g.campbell@alpinetwp.org)  
Sue Becker: Planning and Zoning: [s.becker@alpinetwp.org](mailto:s.becker@alpinetwp.org)

1. **SIGNED:** A signed Alpine Township Inspection Acknowledgement List for building permit file.
2. **PRINTS** Two (2) complete sets of construction documents required for residential construction:  
Three (3) complete sets of construction documents required for commercial construction.  
Include documents and drawings for any engineered system except for engineered roof system. Drawing must be in scale and of sufficient clarity to detail all phases of the project (foundation, elevations, sections, floor plans, etc...)  
Included but not limited to: Structural sizes and locations; room names; framing type and size; energy code compliance; plumbing fixture and appliance location; all exterior elevations.
3. **SEALED DRAWINGS:** Licensed State of Michigan Architect or Engineer stamp is required for all residential structures with greater than 3500 sf of habitable area and required for all commercial construction regardless of size and scope.
4. **SITE PLAN:** A scaled drawing or survey of site showing: lot or parcel dimensions, where the proposed construction is located with setback measurements, street which provides the primary access, street name, easements, any water bodies within 500 feet of the proposed construction, proposed finish grades and elevation changes.
5. **SEPTIC/SEWER & WELL/WATER PERMIT:** Contact the Kent County Health Department for private septic and well systems. Report proposed use and square footage of use to Alpine Township Building for connection fees to the public system(s).  
Kent County Environmental Health Division, 700 Fuller NE, Grand Rapids, MI 49503  
(616) 632-6900. <https://www.accesskent.com/Health/WellSeptic/default.htm>
6. **DRIVEWAY/ADDRESS VERIFICATION PERMIT:** All new construction regardless of area (private/public roads, plats, etc...) must have a permit from the Kent County Road Commission.  
Kent County Road Commission, 1500 Scribner Ave NW, Grand Rapids, MI 49504  
(616) 242-6920. <http://www.kentcountyroads.net/>
7. **PERMANENT PARCEL NUMBER:** As issued by Kent County Mapping and Description or the Alpine Township Assessing Department for work on existing structures.  
Kent County Bureau of Equalization, 300 Monroe Ave NW, Grand Rapids, MI 49503  
(616) 632-6700 <https://www.accesskent.com/Departments/Equalization/mapping.htm>
8. **ZONING APPROVAL:** Approval required for use, size, location, etc... of proposed construction per Alpine Township Zoning Regulations.
9. **STORM WATER APPLICATION:** For development and commercial construction. Contact Alpine Township Planning Department. (616) 784-9090
10. **SOIL EROSION PERMIT:** Contact the Kent County Road Commission for any construction within 500' of a lake, stream, river or designated wetland or if disturbing more than one acre of property.  
Kent County Road Commission, 1500 Scribner Ave NW, Grand Rapids, MI 49504  
(616) 242-6920. <http://www.kentcountyroads.net/>
11. **DEQ WETLANDS PERMIT:** For construction in a designated wetland area or a flood prone area.  
Grand Rapids District Office, 5<sup>th</sup> Floor 350 Ottawa Ave NW, Grand Rapids, MI 49503  
(616) 356-0619 [http://www.michigan.gov/documents/deq/wrd-permit-staff\\_402908\\_7.pdf](http://www.michigan.gov/documents/deq/wrd-permit-staff_402908_7.pdf)