

**GRAND RAPIDS CHARTER TOWNSHIP  
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

1. Complete Building Permit Application.
2. Three complete Sets of Plans showing: all elevations, floor plans, foundation plan & a cross section. Plans for all commercial developments and some large homes must be sealed. Reverse prints are not accepted. Check height requirements with the Township. For pools: pool and fence specifications must be included.
3. Complete Site Plan: including measurements of the shortest distances between the structure(s) and lot lines in each direction. Decks and porches are considered to be a part of the principal structure. Check setback requirements with the Township.
4. Driveway permit for public roads or address permit for private roads (if applicable) from the Kent County Road Commission. 242-6920
5. Septic & well permits (if applicable) from the Kent County Health Department. Please note this may take several weeks to obtain. 336-3089
6. Soil erosion permit (if building within 500 feet of a lake, stream, creek, drainage ditch, or wetland or disturbing more than an acre of property) from the Kent County Road Commission. Please note this may take several weeks to obtain. 242-6910 or [www.kentcountyroads.net/soilperm.pdf](http://www.kentcountyroads.net/soilperm.pdf)

**Please return all of the above applicable materials to Grand Rapids Charter Township offices at 1836 E. Beltline Ave. NE. (616) 361-7391 or Fax (616) 361-0137.** For permit costs and building code questions, call Cascade Township Building Department at (616) 949-3765.