

Basic Documents Required for Residential Permit Applications

New Home Construction:

- Permit application
- Two sets of house construction plans
- Two site plans drawn to scale
- A driveway permit issued by the Ottawa County Road Commission (616) 842-5400
- Energy Compliance Report
- Truss data sheet or truss drawings
- Well/septic permit, if applicable, issued by the Ottawa County Health Department (616) 396-5266
- Soil erosion permit, if applicable, issued by the Ottawa County Water Resource Commissioner (616) 994-4530
- Any additional documents determined necessary by the Building Official

Residential Additions:

- Permit application
- Two sets of construction plans
- Two site plans drawn to scale
- Truss Data Sheet or truss drawings
- Soil erosion permit, if applicable, issued by the Ottawa County Water Resource Commissioner (616) 994-4530
- Any additional documents determined necessary by the Building Official

Residential Remodel or Basement Finishing:

- Permit application
- Two sets of construction plans showing the layout of the entire basement or floor being remodeled
- Any additional documents determined necessary by the Building Official

Accessory Buildings:

- Permit application for structures over 200 square feet
- Two sets of construction plans
- Two site plans drawn to scale
- Truss Data Sheet or truss drawings
- Any additional documents determined necessary by the Building Official

Decks, Swimming Pools and Hot Tubs (including inflatable swimming pools):

- Permit application
- Two sets of construction plans
- Two sets of site plans drawn to scale
- Any additional documents determined necessary by the Building Official

(information packets are available for swimming pools)