

So I need a permit – What Next?

Get your plans together. It may take a week or ten days to get the plan reviewed and approved.

Site plan-

Use a survey, or draw an accurate site plan. Show your property lines, all existing buildings, dimensions, and where you propose to put what. The main purpose of the site plan is to review the project for compliance with the ZONING ORDINANCE.

Zoning ordinances regulate land use, and open space requirements. Every jurisdiction is different, but all will have requirements as to where you may place a building. Check with your local zoning office as these setbacks vary from City or Township, and often from area to area within a jurisdiction. Each lot may be different, so round up your survey and bring it in for specifics.



Structural plans- the details

Among other things, building codes specify minimum structural requirements. In order to have your plan approved for a permit, you will need to provide enough structural detail for the reviewer to determine that your project will meet these codes. Describe in detail what you are going to do, and be sure to include foundation information, floor detail, roof construction, and all supporting members such as headers, posts, and beams. Stairs and handrails have very specific requirements, and all details should be listed on your print or sketch.



ContactUs



To Contact Us

Holland City 616-355-1330 (o) 616-546-7058 (f)
www.cityofholland.com cns@cityofholland.com

Holland Township 616-395-0196, 616-396-2537(fax)
www.hct.holland.mi.us

Park Township 616-399-4520, 616-399-8540(fax)
www.parktownship.org

Zeeland City 616-772-0872, 616-772-0880 (fax)
www.cityofzeeland.com
buidinginspector@cityofzeeland.comdinsp

Laketown Township 616-355-3050, 616-355-5459(fax)



Do I Need A Permit?



Area Code Officials

Holland City
Holland Township
Park Township
Zeeland City
Laketown Township



Area Code Officials

City of Holland
Holland Township
Park Township
Zeeland City
Laketown Township



Holland
MICHIGAN



Do I Need a Permit?



DO I NEED A PERMIT?

The following lists of work are **EXAMPLES**

These are intended to be general, you should **ALWAYS** check with your local inspections office.

Permit required:

- New house
- Garage
- Fence
- Gazebo
- Shed (any size)
- Re-roof over 25%
- Finish basement
- Add window
- Deck
- Remodel bath
- Pool
- Change window size
- Addition
- Flat concrete work on private property
- Remove window
- New drywall
- Siding

Not Required >>>

- New carpet
- Painting
- Repair steps or ceiling
- Landscaping
- Ceramic tile
- Replace door
- Curtains
- Repair drywall
- Wallpaper
- Install storm door
- Replace broken window glass
- Linoleum
- Locks

Permits are also required for **plumbing, mechanical and electrical** work. Unless you really know what you're doing, it is often best to leave this type of work to the professionals.



Should I hire a Licensed Contractor?

All Homeowners holding their own permits are subject to the same regulations as contractors. They must call for inspections, make all corrections required by the inspector, and pay all the same fees.

All persons performing **RESIDENTIAL CONTRACTING** for jobs valued over \$600.00 must hold a valid Residential Builders License or Residential Maintenance & Alteration License. This includes all work requiring permits, as well as work not requiring a permit. Don't be shy, ask to **SEE** the license. Be cautious if a builder asks you to get the permit. There probably is a reason he can't get one himself.

What about TAXES??

A permit does not necessarily mean an increase. Check with your assessor's office.



Permits

ANCIENT REGULATIONS:

Hammurabi, King of Babylon, exacted the death penalty on the builder if the house collapsed killing the owner. If the son of the owner was killed, the son of the builder was put to death. Talk about severe!

WHY PERMITS?

The basic requirements for building codes, permits and inspections are to protect life and property. If you neighbor's house is on fire, will the fire spread to your house and threaten your family? Now you care. *"There ought to be a law!"*

