



## ALPINE TOWNSHIP BUILDING PERMIT APPLICATION REQUIREMENTS

5255 Alpine Ave. NW • Comstock Park, MI 49321 • (616) 784-9090 • Fax (616) 7841234 • [www.alpinetwp.org](http://www.alpinetwp.org)

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**All building permit applicants must supply the following information relevant to their project:**

**DATE:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

1. **Permanent Parcel Number:** 41 – 09 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
2. **Two complete sets of plans** in architectural scale, showing: all elevations, floor plans, foundation plans, and any information necessary to ensure structural integrity. “Reverse” plans are not accepted.
3. **Complete Site Plan** in scale, showing: all structures (new and existing), easements, and the shortest distances between structures and lot lines in each direction. Decks and porches are considered to be part of the principal structure. Check setback requirements with the Township.
4. **Contractor’s Registration** with a copy of a current State issued license if work is being performed by someone other than the owner of the property.
5. **Address Verification Permit** for all roads (both public and private) as issued by the Kent County Road Commission. (242-6920).
6. **Well Permit.** Issued by the Kent County Health Department. Please note that this may take several weeks to obtain. (632-6900).
7. **Septic Permit.** Issued by the Kent County Health Department. Please note that this may take several weeks to obtain. (632-6900).
8. **Water and Sewer fees** (if applicable) are calculated by the Building Official.
  - A. North Kent Sewer Association connection fee.
  - B. Alpine Township Sewer trunkage fees.
  - C. Alpine Township Water trunkage fees. (Please note: Plainfield Township also has fees for connection, tap, and meter costs. (364-8466).
9. **Soil Erosion Permit** (if a building is within 500 feet of a lake, stream, drainage ditch, or wetland, or if work is disturbing more than one acre of property.) issued from the Kent County Road Commission. Please note this may take several weeks to obtain. (242-6910) or web address: [www.kentcountyroads.net/soilperm.pdf](http://www.kentcountyroads.net/soilperm.pdf)
10. **DEQ Wetlands Permit** (if applicable). If work is in designated wetland or flood prone areas. Contact the resource help center at 1-800-662-9278, or visit: [www.michigan.gov/degwetlands](http://www.michigan.gov/degwetlands) or [www.michigan.gov/watermanagement](http://www.michigan.gov/watermanagement).
11. **Assessments** or Special assessments. Contact the Township Treasurer Jim Townsend, at 784-1262 for details regarding any fees that may be due.