

City of Walker
Community Development
4243 Remembrance Rd. NW
Grand Rapids, MI 49534

Phone: (616) 791-6858
Email: cdd@walker.city
Website: www.walker.city

NON-RESIDENTIAL CONSTRUCTION PERMIT REQUIREMENTS

STEP 1: SUBMIT ALL REQUIRED DOCUMENTS FOR REVIEW to: cdd@walker.city

<input type="checkbox"/> PLANNING COMMISSION: Conditions of approval prescribed by the Planning Commission.
<input type="checkbox"/> BUILDING PERMIT APPLICATION
<input type="checkbox"/> PLANS: Provide one full size hard copy and one electronic copy of signed & sealed construction documents from a design professional.
<input type="checkbox"/> MICHIGAN ENERGY CODE – Provide documentation from a design professional showing compliance with the current Michigan Energy Code.
<input type="checkbox"/> KENT COUNTY ENVIRONMENTAL HEALTH REVIEW FORM – Required for properties with well and/or septic. Complete and send to KCHD email address on form.
<input type="checkbox"/> SOIL EROSION PERMIT: Required if the project is one acre or greater or within 500' of a lake or stream. Contact Engineering Dept: 616-791-6327 or visit our website www.walker.city to obtain a Soil Erosion Permit Packet.
<input type="checkbox"/> STORM WATER PERMIT: Required for all projects that add impervious surface. Contact Engineering Dept: 616-791-6327 or visit our website www.walker.city to obtain a Storm Water Permit Packet.
<input type="checkbox"/> RIGHT OF WAY PERMIT: Required for all work within the public right of way. (Sidewalk / Driveway, etc) Contact info: <ul style="list-style-type: none">• City of Walker Department of Public Works: 616-791-6854 or email: publicworks@walker.city• Kent County Road Commission: 616-242-6920• Michigan Department of Transportation: 616-451-3091
<input type="checkbox"/> WATER / SEWER: You must contact the following for water/sewer connections: <ul style="list-style-type: none">• City of Walker Water / Sewer affidavit: Required and may be obtained from the City of Walker Treasurer, Dan DeVries: 616-791-6852. Email: ddevries@walker.city• City of Grand Rapids Water Department: Must pay required connection and frontage fees. Provide lot size and contact:<p>Grand Rapids Development Center 1120 Monroe Ave NW, 3rd floor Grand Rapids MI 49503 616-456-3041 watersewerservices@grcity.us</p>
<ul style="list-style-type: none">• City of Grand Rapids Utility Engineering: One set of sealed construction drawings must be submitted for new construction, additions, remodels, build outs, fire suppression, and site irrigation. Contact:<p>Utility Engineering / Grand Rapids Development Center 1120 Monroe Ave NW, 3rd floor Grand Rapids MI 49503 616-456-4074 lolson@grcity.us</p>
<input type="checkbox"/> MISS DIG: If you are excavating, you are required to contact MISS DIG at 811 or 800-428-7171 at least 3 full working days before excavation to ensure that the construction does not interfere with underground utility lines.

STEP 2: PERMIT ISSUANCE. PAYMENT FOR THE PERMIT WILL BE COLLECTED WHEN THE PERMIT IS APPROVED. THE COST IS BASED ON PROJECT VALUE INCLUDING MATERIALS AND LABOR PLUS THE ZONING REVIEW FEE.

STEP 3: INSPECTION REQUIREMENTS

Footing/foundation/slab inspection is scheduled prior to any concrete being placed (before back-fill).

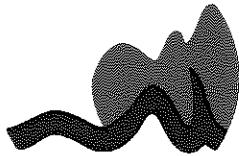
NOTE: Non-residential footings require a 3rd party inspection and engineered report emailed to cdd@walker.city.

Rough-in (structural framing) inspection is scheduled after all required electrical, mechanical, and plumbing rough in inspections have been performed.

Final inspection is scheduled when work is completed and all related permits (electrical, mechanical, plumbing, fire alarm/fire suppression) final inspections have been approved.

STEP 4: OBTAIN CERTIFICATE OF USE AND OCCUPANCY: A Certificate of Occupancy will be issued once all final inspections have been approved and any outstanding zoning requirements have been met.

This information presented in this guide is intended to help you with your project. Each project may have additional requirements. If you have any questions, please contact us.



CITY OF GRAND RAPIDS

Cascade Township, City of Grand Rapids, City of Kentwood, City of Walker, Grand Rapids Charter Township, Tallmadge Charter Township and Wright Township participate in a community partnership to supply water and/or sewer. Because of this partnership, sending a copy of your plans to Utility Engineering at the Grand Rapids Development Center will help prevent possible delays and/or unforeseen costs.

Our water and/or sewer rates are determined through an annual rate study. The City of Grand Rapids and its Partner Communities work to ensure that rates reflect actual costs of service. Including plan reviews in this process leads to better accuracy when determining rates.

Plans for residential buildings with four or more units, commercial buildings and industrial buildings must be submitted for review and approval in compliance with all current provisions of the Michigan Plumbing Code, Grand Rapids Water System Rules and Regulations and the Sewer Disposal Rules and Regulations before the City of Grand Rapids will provide water and/or sewer to:

- New buildings or building additions
- Building remodels
- Build-outs of building interiors
- Fire protection systems
- Site irrigation systems

Before submitting plans, make sure water and/or sewer are available. There must be a public water or sewer main suitable to serve the site OR *final construction drawings for a proposed public water or sewer main suitable to serve the site must be signed sealed and approved by the Grand Rapids City Commission.*

Before Utility Engineering can review plans, the following must be complete:

- A. Buildings and sites must be addressed with a valid street name and number. Addresses must conform to all applicable state, county and local addressing standards.
- B. The site plan must include:
 - a. Property lines, including public and private easements
 - b. Topography, including contours, paving, drive entrances and landscaping
 - c. Building footprint with proposed finish floor elevations
 - d. Public utility lines on and adjacent to the site
 - e. Private utility laterals on the site.
- C. The plumbing plan includes hot and cold water lines and sizes; sanitary lines and sizes; and existing and proposed water-using appurtenances and fixtures both within the structure and on the site.
- D. If the site is to be provided with fire protection, the fire protection lines, sprinkler heads, check valves and private hydrants must be included on the plan.
- E. If the site is to be provided with site irrigation, the site irrigation lines, sprinkler heads, controllers, backflow prevention devices, and gallon-per-minute requirement of the largest irrigation zone must be included on the plan.

SUBMIT ONE (1) SET OF PLANS TO:

Utility Engineering
Grand Rapids Development Center
1120 Monroe Ave NW – 3rd Floor
Grand Rapids, MI 49503
Phone: 616/456-4074