



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

ACCESSORY BUILDING PERMIT REQUIREMENTS

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

- ☐ BUILDING PERMIT APPLICATION
- ☐ BUILDING PLAN - Plan should include size, dimensions, elevation, and materials list.
- ☐ SITE PLAN – Plan should include lot lines, existing and proposed structures, setbacks, easements, and dimensions.
- ☐ TRUSS DRAWINGS - Required if structure is greater than 200 sf. Roof loading data sheet (attached) may be used until truss drawings are obtained from engineer.
- ☐ POST FRAME DATA SHEET (FOR POLE BARN) OR FOUNDATION DATA SHEET (FOR GARAGE / ACCESSORY STRUCTURE)
- ☐ ELECTRICAL PERMIT APPLICATION - Required if installing electric in the accessory building.
- ☐ MECHANICAL PERMIT APPLICATION - Required if installing mechanical equipment in the accessory building.
- ☐ PLUMBING PERMIT APPLICATION - Required if installing plumbing in the accessory building.
- ☐ KENT COUNTY ENVIRONMENTAL HEALTH REVIEW FORM - Required for properties with well and/or septic. Complete and send to KCHD email address on form.

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

ELECTRICAL

☐ FINAL

MECHANICAL

☐ FINAL

PLUMBING

☐ FINAL

BUILDING

☐ FOOTING INSPECTION: PRIOR TO BACKFILL

☐ FINAL INSPECTION IS PERFORMED AFTER THE ELECTRICAL , MECHANICAL, AND PLUMBING INSPECTIONS ARE COMPLETED AND APPROVED.

STEP 4: OBTAIN CERTIFICATE OF USE AND OCCUPANCY

*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.*



Residential Accessory Structure Guide

Structures over 200 sf. are subject to review and permitting

I'm interested in constructing an accessory structure, what are the requirements?

First you will need a land survey or to scale site plan of your property for reference, it should include property lines, principal building, other structures, easements, and setbacks. Next refer to the size and quantity table to determine maximum size and number of allowable accessory structures on your property. After you have a desired structure in mind, see the location table and refer to your site plan to determine allowable placement. Add the proposed structure to your site plan.

For accessory structures over 200 square feet a building permit is required prior to the placement of any accessory structure. To apply for a building permit, please follow the instructions on the [Application for Building Permit](#) or through the online portal found on the city website. Be sure to include a site plan and other supporting information such as elevations, foundation details, and exterior materials to prevent delays in approval time.

SIZE AND QUANTITY TABLE

No. of Detached Accessory Structures	Lot <.5 acres	Lot .5-1.5 acres	Lot 1.5-3 acres	3+ acres
First (Permanent Foundation)	900 sf. or 5% of the lot area, whichever is less.	1,200 sf.	1,500 sf.	2,400 sf.
Second (Permanent Foundation)	900 sf. or 5% of the lot area, whichever is less.	1,200 sf.	1,500 sf.	1,800 sf.
Third (Permanent Foundation)	200 sf.	200 sf.	200 sf.	200 sf.
Fourth (Portable Only)	200 sf.	200 sf.	200 sf.	200 sf.
Fifth (Portable Only)	100 sf.	100 sf.	100 sf.	100 sf.
Attached Addition				
Garage	Shall not exceed 65% of the principal building floor area of existing building and meet setback requirements for the principal building.			

How to Calculate Height & Square Footage:

- **Square Footage:** Exterior length times width measured from the outside corners of the building frame.
- **Height Measurement:** Grade to Eave measured at corner.
- **Projections over 24" inches:** Shall be included in the total square footage.

Design:

- **Required Building Materials:** Accessory buildings with a permanent foundation shall be sided with wood, metal, vinyl, brick, or block. Wood must be painted a color compatible with nearby homes.
- **Accessory Dwelling Units "ADU's":** Prohibited within the City of Walker per Section 15.02(B).

LOCATION

Accessory Structures & Buildings	Lot Coverage	Front Yard		Side Yard	Rear Yard Behind Rear Most Wall			Vacant Lot	From Other Structures	Easement
		Interior Lot	Corner Lot Secondary Front Yard		10' Height	12' Height	14' Height			
Detached	35%	Prohibited	25' Foot	Prohibited	5' Foot	10' Foot	15" Foot	Prohibited	10' Foot	Prohibited



X Prohibited ✓ Allowed

CITY OF WALKER
ROOF LOADING DATA SHEET

Authority: 1972 PA 230
Completion: This form is to be completed and given to the building official with the application for plan review and building permit. The applicant shall give a copy of the completed form to the truss manufacturer.

Jurisdictional information should be included in this space	
Township	County
N/A	KENT

Applicant's Name: _____ Phone Number: _____
Applicant Address: _____
City: _____ State: _____ Zip: _____
Applicant's Signature: _____ Date: _____
Job Location: _____

Where prescriptive design is used, the ground snow load, P_g , from Table R301.2(1) shall be used as the design roof snow except, where section r802.10.2.1 applies the design roof snow load shall be $.7P_g$. Additional unbalanced loads for drifting across the ridge are not required. Where engineered design is used, this form is to be completed by the permit applicant or design professional. The flat roof snow load, P_f is defined as: $P_f = .7P_g(C_e)(C_t)(I)$. For factors C_e , C_t , and I , place and "X" in the appropriate box below that best describes the structure and the particular jobsite and substitute the corresponding values in the formula above. The result is the flat roof snow load and is applied as the truss top chord live load, $TCLL1$. All live loads and snow loads, including unbalanced loads and minimum loads, are to be applied per ASCE 7, chapters 4 and 7 and this code.

Ground Exposure, P_g =

From Figure R301.2(5) MRC or Figure 1608.2 MBC

Exposure Factor, C_e

Exposure		Fully Exposed ¹		Partially Exposed ²		Sheltered ³	
A	Large City enter with at least 1/2 of the building exceeding 70ft.						
B	Urban and suburban areas, wooded areas or other terrain with numerous closely spaced obstructions having the size of single-family dwellings or larger.						
C	Open Terrain with scattered obstructions having heights generally less than 30ft. (flat open country, grasslands and all water surgaces in hurricane-prone regions).						
D	Flat unobstructed areas exposed to wind flowing over open water for a distance of at least 1 mile. (i.e. Great Lakes.)						

Mark only one of the 9 boxes under the exposure factor with an "X" in grayed out boxes.

¹Fully exposed: Roofs exposed on all sides with no shelter by terrain, higher structures, or trees.

²Partially Exposed: All roofs except those designated as "fully exposed" or "sheltered."

³Sheltered: Roofs located tight among conifers that qualify as obstructions.

Thermal Factor C_t

Thermal Condition⁴

All structures except as listed below		
Structures kept just above freezing and those with cold, ventilated roofs with an R factor of 25 or greater between the ventilated and heated spaces, such as attics.		
Unheated structures and those intentionally kept below freezing, such as seasonal building or storage buildings.		
Continuously heated greenhouse with a roof R Value less than 2 and having a interior temperature maintained at about 50 degrees 3 ft. above the floor during winter months and a temperature alarm system or an attendant to warn of a heating failure.		

Mark only 1 of the 4 boxes under the Thermal Factor with an "X"

⁴These conditions shall be representative of the anticipated conditions during winter months for the life of the structure.

Importance Factor

Category

I	Building and other structures representing low hazard to human life, i.e.; Agricultural, Temporary, and Minor Storage Facilities		
II	All buildings except those listed in Categories III and IV.		
III	Building and other structures representing substantial hazard to human life in the event of failure.		
IV	Buildings and other structures designated as essential facilities.		

Mark only 1 of the 4 boxes under the Importance Factor with an "X"

Note: All roof trusses have additional live (storage) loads applied to the bottom chord where required per Table R301.5.

RESIDENTIAL GARAGE AND ACCESSORY STRUCTURES

1) ROOF MATERIAL

Roof Covering _____
Underlayment _____
Roof deck _____
Trusses ☐ Yes → Continue to Section 2
☐ No _____

Size of Ridge _____
Size of Rafters _____
Rafter species of lumber _____
Rafter Spacing _____
Ceiling joist _____

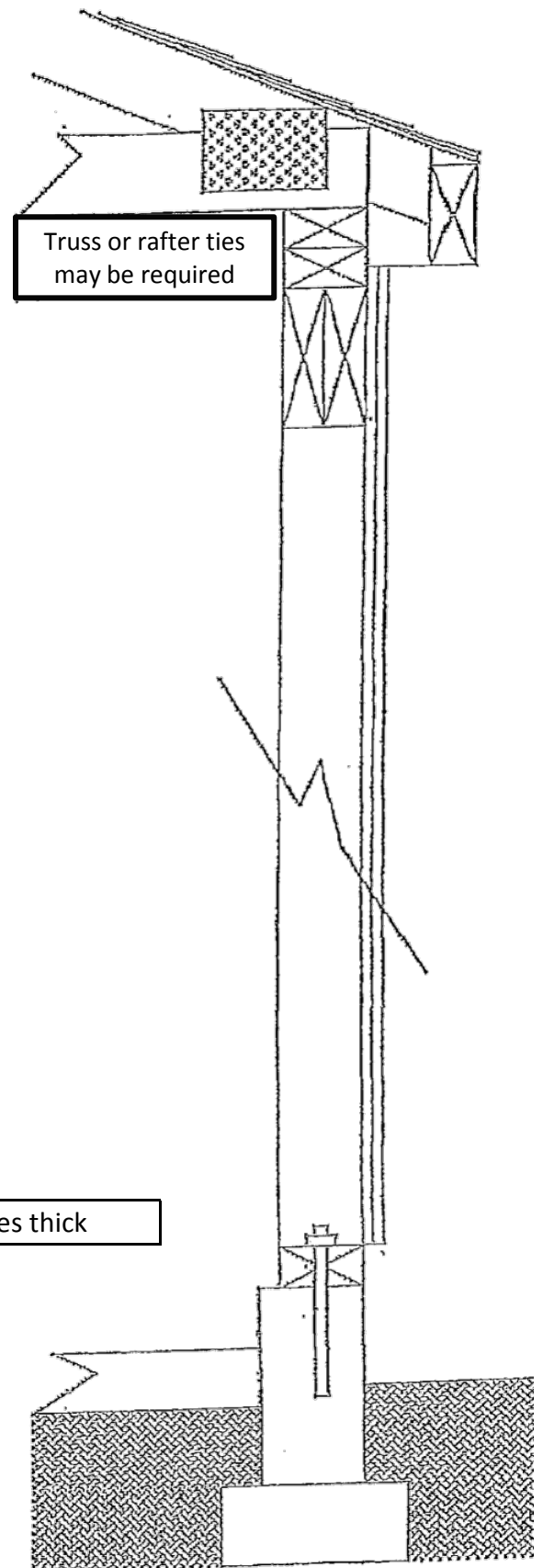
2) WALL MATERIAL

Size of studs _____
Top plates _____
Bottom Plates _____
Stud spacing _____
Garage door header _____
Garage door header span _____
Service door _____
Service door header span _____
Window header _____
Window header span _____
Insulation type _____
Interior finish _____
Sheathing _____
Siding _____

Concrete slab-on-ground floor shall be a minimum of 3 1/2 inches thick

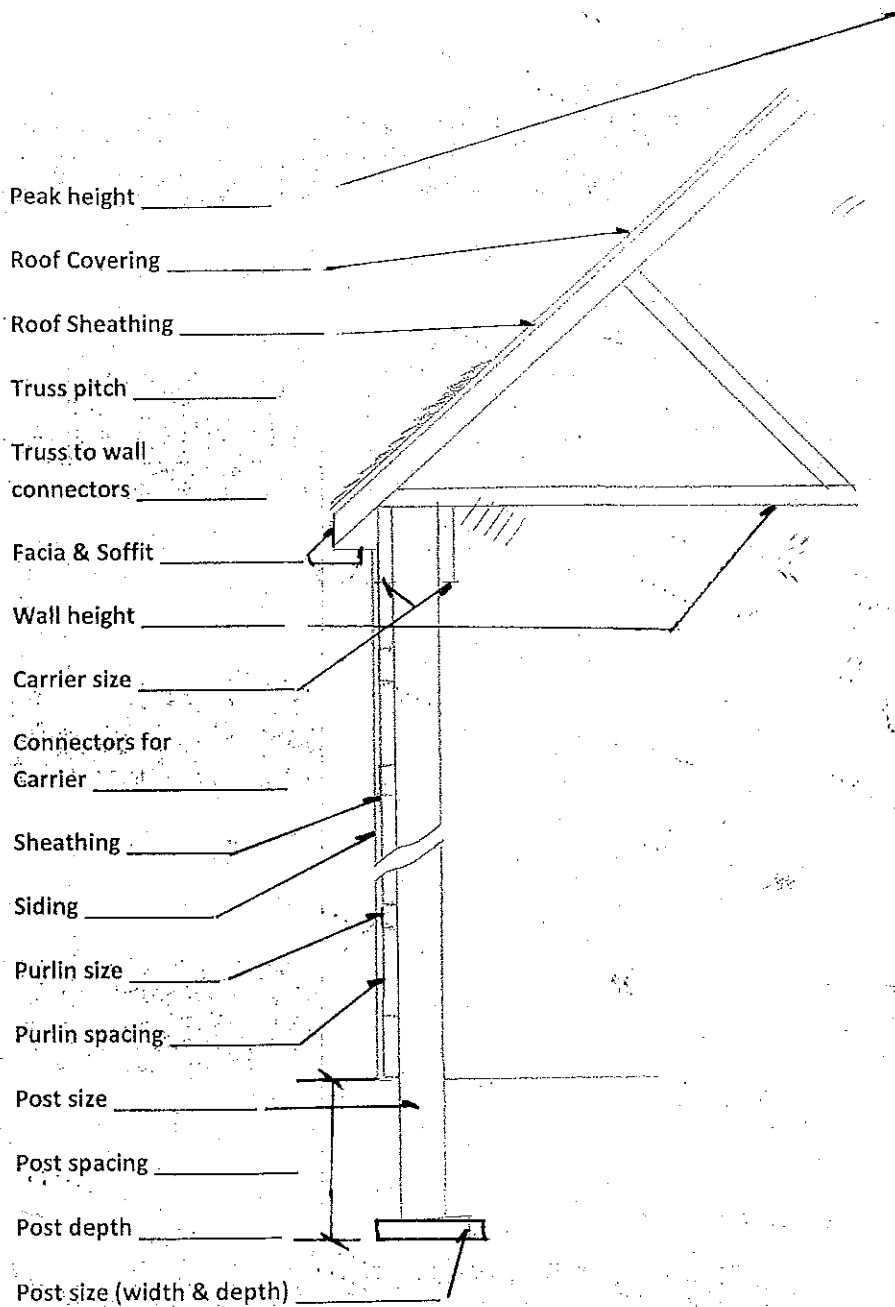
3) FOUNDATION

Foundation anchor type ☐ Bolt ☐ Strap _____
Foundation anchor spacing _____
Foundation size _____
Footing width _____
Footing depth _____



Attached garages and other attached accessory structures shall have exterior footings and foundation systems that extend 42 inches below actual grade. Detached garages and other structures that exceed 600 square feet shall have exterior footings and foundation systems that extend 42 inches below actual grade.

Post Frame Building Construction



****Provide truss shop drawings showing the type of truss and the loading ****