

Cannon Township
6878 Belding Rd NE Rockford MI 49341
(616) 874-6966 Fax (616) 874-8940

Building Application checklist for residential and accessory structures

- Zoning Permit application – A survey may be required if setbacks are not clear
- Building Permit application
- Proof of parcel ownership
- Association approval for restricted developments (if applicable)
- Well/Septic Permit (if applicable) from County Health Dept. If there is an existing septic/drain field, the HD will require review for all new buildings and additions.
- Sewer permit (if applicable) – Permits through Township Utility Dept. Existing sewer connection must be capped and then re-opened.
- Driveway Permit or address assignment from County Road Commission
- Driveway Permit from Township if longer than 75' – see separate form
- Soil Erosion Permit from County Road Commission if within 500' of lake or stream
- Storm Water Permit from Township if within 500' of lake, stream, or wetland – see separate form. A wetland delineation may be required if setbacks are not clear
- Truss Diagram or Roof Load Data Sheet – form provided for RLDS
- REScheck or Energy Code (www.energycodes.gov) for all conditioned spaces
Your compliance report must be submitted at the time of application where applicable. Include manuals J and S as required by the 2015 residential energy code for new residences and additions.
- Two complete sets of building plans (one large and one 8½ x 11)
Plans must include
 - Foundations – show depth of footing
 - All elevations – front, rear, and side views
 - Floor plans for all floors including basement/lower level
 - All decks and porches
 - Cross section of one wall from footing to peak
 - North elevation identified as N
- * *If finished, habitable living area is more than 3500 sq ft the plans must be sealed by an architect or licensed engineer.*

Demolition Permit Application

- Use Building Permit form and check “demolition”
- Proof that all utilities have been disconnected
- Existing sewer connection must be capped and (if re-using) re-connected. NKSA permits required.
- If re-using well and septic, they must be re-certified by Health Dept. Otherwise, well must be abandoned and septic must be removed.

Electrical, Mechanical, and Plumbing Permits are separate permits

Building Official: Doug Hopkins, Imperial Municipal Services (IMS)

Office Hours at Cannon Twp: MWF 8:00 a.m. – 9:00 a.m.

Call IMS at 863-9294 for all inspections

Permit Holder Responsibilities

Do not excavate or begin construction before permit is issued. Violations will result in double the building permit fee.

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job, the permit holder must do the following:

The lot and the building location must be staked so the inspector can verify the location of the lot and footings relative to the lot lines

The permit must be posted and visible from the road

A street number or a sign indicating the owner or contractor’s name must identify the location (hand-painted number or signs are fine).

Inspections

There are a number of inspections required in each of the four codes (building, electrical, mechanical, and plumbing). You must call IMS when you are ready for each type of inspection. Work must not proceed before the job is inspected and approved to continue. The required visual inspections are:

Building

Footing Inspection – Required in some cases. Call IMS to verify.

Wall form Inspection – After all forms are erected and any required reinforcing steel is in place and PRIOR to placing concrete.

Foundation Inspection – After concrete is poured and forms are removed, water or damp proofing is installed, and any code-required stone and tiling is completed, but BEFORE any backfilling.

Rough-in Inspection – When framing is completed, but BEFORE insulation or drywall and AFTER electrical, mechanical, and plumbing inspections.

Final Inspection – When project is complete and ready for occupancy and AFTER electrical, mechanical, and plumbing final inspections.

Electrical

Temporary Service – When temporary service is complete and ready for hookup

Permanent Service – When permanent service is complete and ready for hookup

Rough In – BEFORE insulation or drywall when wiring that will be hidden is complete

Final – When all fixtures are set, plates are on, and the building is ready for occupancy

Mechanical

Underground – If anything is to be covered by dirt or concrete

Rough In – Anything in walls (including ducts or chimneys) BEFORE drywall

Final – When furnace/air conditioning is completed and operating and ready for occupancy

Plumbing

Underground – When pipes are all run in ground BEFORE you backfill or pour concrete

Rough In – When pipes are all run in walls, BEFORE drywall; also drainage lines in ceiling of basement BEFORE covering

Final – When fixtures are all set, operating, and ready for occupancy

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Comments: