

Staff:

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Important Links:

[Ordinances and Postings](#)

[Ottawa County Road Commission](#)

[Ottawa County Drain Commission](#)

[Ottawa County Health Department](#)
(Wells & Septic Permits)

[Township Maps](#)

Permits and inspections are required by Michigan Building and Residential Codes, including residential and non-residential buildings, electrical, mechanical and plumbing permits.

To schedule an inspection please contact the following:

Building Inspection: ☐ (616) 395-0196

Electrical Inspection: ☐ (616) 395-0196

Mechanical Inspection: ☐ (616) 355-1330

Plumbing Inspection: ☐ (616) 399-6924

Click [here](#) for information on basic documents required for residential permit applications.

{slide=Building Department Forms & Information Packets}

Forms:

- [Building Homeowners Affidavit](#)
- [Building Inspection Fax Form](#)
- [Building Permit Application - Mobile Home](#)
- [Building Permit Application & Submittal Information - Residential](#)
- [Building Permit Application & Submittal/Inspection Information - Non-Residential](#)
- [Cold Weather Concrete Affidavit](#)
- [Contractor Registration Form](#)
- [Electrical Homeowners Affidavit](#)
- [Electrical Inspection Fax Form](#)
- [Electrical Permit Application](#)
- [Mechanical Homeowners Affidavit](#)
- [Mechanical Permit Application](#)
- [Plumbing Fixtures Affidavit \(Determining the Number of Fixtures\)](#)
- [Plumbing Homeowners Affidavit](#)
- [Plumbing Permit Application](#)
- [Sign Application - Permanent](#)
- [Sign Application - Temporary](#)
- [Special Inspections Application](#)
- [Swimming Pool & Hot Tub Application & Info Packet](#)

Information Packets:

- [Accessory Building Requirements Info](#)
- [Basic Documents Required for Residential Permit Applications](#)
- [Basic Documents Required for Non-Residential Permit Applications](#)
- [Fee Schedule](#)
- [Fence and Hedge Requirements](#)
- [Residential Stairway Requirements](#)
- [Swimming Pool & Hot Tub Requirements](#)

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Items that may not require a permit are:

- One story detached accessory buildings
- Fences six feet or less in height
- New siding on a residential structure
- Replacement of same size windows
- Replacement of roof shingles **ONLY** (no structural work)

Please contact the Department of Building Safety at (616) 395-0196 for more information.