

CHESTER TOWNSHIP RESIDENTIAL ZONING AND BUILDING PERMIT APPLICATION INFORMATION

The following materials and documents are required in order to obtain a Zoning Permit:

- Completed building permit application
- Detailed site plan to include
 - Dimensions of the lot and acreage
 - Location, with distances to lot lines, of all existing and proposed structures
 - Dimensions and square footage of all existing structures
 - Distances between all existing structures
 - Location of all roads bordering the property
 - Location of any power and gas lines on the property
 - Location of any lakes, rivers, streams, or wetlands on or near the property
 - Location of any easements on the property
 - A north arrow indicating the direction of north
 - An indication of any flood plains on the property
- Proof of ownership
 - A deed or land contract (must be recorded with the Ottawa County Register of Deeds) for new homes
 - A permanent parcel number indicating that your parcel is split from any other non-vacant parcels (must be recorded with Ottawa County and Chester Township)
- Sewer & Water Permit
 - Contact Ottawa County Environmental Health at 616-393-5645
- Driveway Permits
 - Placement of driveways is handled by the Ottawa County Road Commission at 616-842-5400
 - Special approval required for any driveway over 150' in length
- Soil Erosion & Sedimentation Pollution Control Permit
 - Required when working within 500 feet of a lake or stream OR
 - When clearing over 1 acre for a new job site
 - Contact Ottawa County at 616-846-8222
- Wetland Review
 - Required when construction may disturb a designated wetland area
 - Contact Department of Environmental Quality at 616-356-0500
- Flood Plain Review
 - Required for construction in or near a designated flood plain
 - A topographical survey & elevation certificate may be required
- Other Environmental Control Approvals and Permits

- Pollution Control-required? Y N
- Noise Control-required? Y N
- Variance-required? Y N
- Sign Permit-required? Y N
- Top Soil Removal Permit-required Y N
- Other _____-required? Y N

In addition to the above, the following materials and documents are required in order to obtain a Building Permit:

- Two complete sets of construction plans drawn to scale. Plans must include:
 - Foundations-show depth of footing
 - All significant elevations (side views)
 - Floor plans for all floors, including basement
 - Cross-section of one wall from footing to peak
 - North elevation identified as (N)
- Truss diagram
 - Manufactured truss diagrams are required for any plans that call for engineered trusses. These plans can be obtained from your truss supplier. **Truss diagrams must be turned in before a building permit is issued.**
- Energy code calculations
 - State law requires a minimum level of energy efficiency in new residential structures
- \$500 Construction Escrow Fee for new home construction
- Plans for garages or pole barns may be submitted without blueprints (see standards sheets)

ADDITIONAL INFORMATION

- Separate permits are required for electrical, mechanical & plumbing work.
- No construction shall begin until a permit has been issued.
- Additional fees or fines may be imposed if the work begins prior to permit, if the work progresses without proper inspections, or if inspections cannot be completed due to lack of access or incomplete work.
- No dwellings may be occupied prior to the issuance of a Certificate of Occupancy.