WHEN DO I NEED A BUILDING PERMIT?

A building permit is required to:

- Construct a new building
- Renovate, repair or add to a building
- Demolish or remove all or a portion of a building
- Install, change or remove partitions and load-bearing walls
- Make new openings for or change the size of doors and windows
- Build a garage, balcony or deck or enclose an existing deck
- Build an accessory building over 200 sq ft under 200 sq ft requires city zoning approval
- Excavate a basement or construct a foundation
- Install or modify any life safety or fire suppression system such as fire alarms, sprinkler or standpipe or fixed extinguishing systems
- Install kitchen or bathroom cabinets with plumbing
- Reconstruct a chimney
- Build a roofless deck over two feet above grade
- To finish a basement or convert a room to a bedroom
- To install a pool or hot tub

A building permit is not required to:

- Replace existing, same-size doors and windows, subject to distance from property lines
- Install siding on small residential buildings
- Re-shingle a roof, provided there is no structural changes
- Install eaves troughs, provided that drainage is contained on your property
- Damp-proof basements
- Paint or decorate
- Reinstall/replace kitchen or bathroom cabinets without plumbing

A Fence permit is required to:

• Install a fence

A Flatwork/Curbcut permit is required to:

• Install any concrete or asphalt paving flatwork more than 200 sq ft or any curb cuts

Permits are also required for

Plumbing, Mechanical and Electrical projects

If you are in doubt whether a permit is required or would like to confirm – city staff welcomes questions regarding building permits. The phone number to city hall is (616) 997-9731.

If you have determined you need a permit, applications are available on the City's website under the Forms tab or can be picked up at City Hall – 289 Danforth Street, Coopersville.