

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.