

**CITY OF GRAND HAVEN
PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT
20 N. FIFTH STREET
GRAND HAVEN, MI 49417**

Phone: (616) 847-3490 Fax (616) 844-2051 Website: www.grandhaven.org

SEPARATE PERMITS ARE REQUIRED FOR PLUMBING, MECHANICAL, OR ELECTRICAL WORK.

1. **Building Permit Applications** are required for Remodeling - Additions - Roofing - Siding - Window replacement - Door replacement.
2. **Mechanical Permits** are required for new or when replacing: Furnace - Air Conditioning - Gas Piping - Sprinkler Systems - Gas Fireplace - Gas Logs - Refrigeration units.
3. **Fence Permits** are required for any new fence or any fence taken down and replaced (drawing required of where the fence is being put up and the height and type -Wood/chain link etc.).
4. **Electrical Permits** are required for any new service or changing of service in any building.
5. **Plumbing Permits** are required when any plumbing is being replaced or moved. The Permit Applications are available here but the applicant must send them into the State of Michigan and contact the Plumbing Inspector, Jim Kelsey, for all questions and inspections.
6. **Critical Dunes Permits** (DEQ) are required when any sand is moved or removed in a Critical Dune Area. (Example: Prospect, Emmet, Poplar Ridge, Doris Avenue - any area where there are sand dunes)
7. **Sidewalk Café Permits** are required each year to operate a Sidewalk Café. Planning Commission approval for the Use and the Site Plan are required before the permit may be issued for a new café.
8. **Temporary Use Permits** are required for anyone who wishes to temporarily use their property for an activity that generally does not occur on the site. This may include tent sales, Christmas tree sales, haunted houses or other short-term activities that occur on private property within the City.
9. **Sign Permits** are required for a sign or banner (except inside a business window).
10. **Zoning Board Applications** are needed for a variance to the zoning ordinance. The application must be received along with a check for \$125.00 (non-refundable). If the project has already started, the fee is \$250.00 (non-refundable). The application must be signed by the property owner and notarized. Ten copies of the zoning application and applicants plan must be received in this office no later than 21 days before the next meeting to be placed on the agenda for the following month's Zoning Board meeting. A list of deadlines is available at the Planning & Community Development Office.