



PLAINFIELD CHARTER TOWNSHIP
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING, ZONING & BUILDING SERVICES
6161 BELMONT AVENUE N.E. • BELMONT, MI 49306 • PHONE 616-364-1190
www.plainfieldmi.org

December 3, 2021

**Announcement of Change for Building Permits and Inspections
for Plainfield Charter Township**

Please be advised that **beginning Monday, January 3, 2022**, Plainfield Charter Township (Plainfield) will be utilizing Cascade Township's Building Services (Cascade) to administer building permits (residential and commercial) and inspections.

As you may know, Plainfield partnered with Cascade in 2014 to administer our electrical, mechanical, and plumbing permits and inspections. We are now transitioning our building permit and inspections program to Cascade so that all related services are managed and accessible through one primary source.

The following provides a summary of the new procedures:

Building Permit Application Submittal - All building permit applications and relevant materials shall be submitted by way of Cascade's online portal at www.cascadetwp.com - Permits & Inspections on the home page OR emailing to communitydevelopment@plainfieldmi.org. If you already have a linked account with Cascade you are set! Instructions to create a new account are online OR contact Cascade Inspections at 616-949-3765. Applications may also be dropped off at Plainfield Charter Township Hall.

Building Permit Fees – Payment of building permit fees shall be submitted directly to Cascade. Please note that in most cases, fees will be less because of this transition to Cascade's fee schedule.

Inspections – Inspection requests shall be directed to Cascade. Cascade offers the ability to schedule an inspection by contacting their Building Department, texting, or via their online portal. More information is available on Cascade's website.

Inspectors – Cascade's inspectors are accessible during normal business hours by contacting their offices. Cascade offers direct access to individual inspectors and/or any inspector for general inquiries. The phone number extension for each inspector is provided on Cascade's website.

Zoning Approval – Zoning approval from Plainfield is required prior to the issuance of a building permit and prior to the issuance of a certificate of occupancy.

NEW - Roof Permits Required. A building permit is required for all (residential and commercial) roofing projects.

NEW - Wireless Communication Facilities – A building permit and zoning approval are required for wireless communication facilities, such as collocating on an existing cellular tower or adding/replacing existing antennas or related equipment.

Access to all permit applications, submittal procedures, fees schedules, inspection services, and details for zoning approval will be available online through Cascade's and Plainfield's websites no later than January 1, 2022.

Contact information:

Cascade Township
Ph. (616) 949-3765
Website: www.cascadetwp.com
(navigate to Building Inspections)

Plainfield Charter Township
Ph. (616) 364-1190
Website: www.plainfieldmi.org
(navigate to Building Services)

We appreciate your anticipated cooperation during this transition. We believe that Cascade's building and inspection services will be very convenient and professional for our residents, contractors, and their customers. Please do not hesitate to contact Plainfield's Community Development Department or Cascade's Building Department if you any questions or concerns.

Sincerely,

Plainfield Charter Township Community Development Department