

# KENT COUNTY HEALTH DEPARTMENT



ENVIRONMENTAL HEALTH DIVISION  
700 Fuller Avenue N.E.  
Grand Rapids, Michigan 49503  
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www.accesskent.com/health

ADAM LONDON  
ADMINISTRATIVE HEALTH OFFICER

June 7, 2018

RE: Overview of the Change of Use Review Service

Dear Building Officials:

This office would like to take this opportunity to provide an overview of our Change of Use review service and its requirement prior to issuance of a building permit. The Change of Use (COU) review is a service created to prevent the septic system from being negatively impacted due to home remodels, swimming pool installation, pole barn construction, deck installation, and other groundbreaking activities. When a COU application is received the sanitarian evaluates the applicant's proposal and performs a file review to determine if construction could negatively impact the septic system. If the file review determines that further onsite investigation is necessary, a field visit will be performed to assess the property and evaluate the septic system. A summary of the findings is issued determining how and/or if the proposed construction negatively impacts the septic system. This documentation is then provided to the building official to assist the building permit process.

Our office continues to find building permits issued for additions and remodels without our review that compromise the property owner's septic system. As a result, homeowners incur additional cost and struggle to correct the damages afterward. Please be reminded that the COU review is required per the Sewage Regulations of Kent County, Michigan Section 501.3 as stated:

*No officer or employee of any city, village, or township within Kent County shall issue a construction permit for a new building or structure which must be served by a sewage disposal facility pursuant to these Regulations, unless a permit for such sewage disposal facility has first been obtained by the owner. In the case of an existing building or structure, a city, village, or township official shall notify the Department prior to issuance of a construction permit to ensure that any proposed construction will not adversely affect an existing sewage disposal facility.*

Prior to issuance of a building permit, please refer the property owner to our office at 616-632-6900 for the COU review if the property is served by an onsite septic system. KCHD looks forward to continuing to work with you and our residents to ensure the health of the community and to protect against avoidable costs and hardships. If you have any questions, please call me at 616-632-7316.

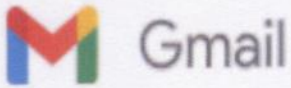
Sincerely,

A handwritten signature in cursive script that reads 'Sara Simmonds'.

Sara Simmonds – MPA, REHS  
Environmental Health Director

cc: Brendan Earl – MS, REHS  
Supervising Sanitarian





Info Info <info@imsinspections.com>

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## Clarification on Change of Use Permits

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Earl, Brendan <brendan.earl@kentcountymi.gov>

Fri, Jul 7, 2023 at 1:16 PM

To: Info Info <info@imsinspections.com>

Cc: "Buck, Jason" <jason.buck@kentcountymi.gov>, "Gekeler, Joshua" <joshua.gekeler@kentcountymi.gov>, "Lee, Faith" <faith.lee@kentcountymi.gov>, "Maitner, Josh" <josh.maitner@kentcountymi.gov>, "O'Brien, Connor" <connor.obrien@kentcountymi.gov>, "Platte, Russell" <russell.platte@kentcountymi.gov>, "Rose, Claire" <claire.rose@kentcountymi.gov>, "Sulka, Meghan" <meghan.sulka@kentcountymi.gov>, "Ureste, Jacob" <jacob.ureste@kentcountymi.gov>

Hi Joy,

Thanks for reaching out. The Change of Use service is required by the *Sewage Disposal Regulations for Kent County, MI*. Residents should apply for it whenever they perform outdoor and indoor projects that could affect their septic system and drinking water well, including items like adding bedrooms, installing an inground pool, and building a pole barn. KCHD sanitarians do discuss the service with residents occasionally but wouldn't tell them it is optional. We will state that a COU may not be needed for a specific residential project like a remodel that doesn't change the number of bedrooms or the house footprint, but those are a case by case basis. Just let me know if you have any more questions.

Thanks,

Brendan Earl, M.S., REHS/RS

Supervising Sanitarian

Environmental Health Division

Kent County Health Department

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**From:** Info Info <info@imsinspections.com>

**Date:** July 7, 2023 at 12:39:45 PM EDT

**To:** "Rose, Claire" <claire.rose@kentcountymi.gov>

**Subject:** Clarification on Change of Use Permits

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