



# City of Burton

Building Department  
4093 Manor Drive  
Burton, MI 48519  
(810) 742-9230

Single Family  
Residential  
Only

## APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

Construction Location: \_\_\_\_\_  
Number Street

Type of Improvement:  New Home  Addition  Repair/Replacement  Garage  Deck

Dimension of building/improvement: \_\_\_\_\_ Square footage of improvement: \_\_\_\_\_

Type of frame:  Wood  Steel  Other \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

### This permit does not include Electrical, Mechanical, Plumbing

Contractor/owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ License #: \_\_\_\_\_

Email: \_\_\_\_\_

Include 3 sets of drawings.  
New homes include right-of-way permit with contractor's insurance, water and sewer permits.  
Drawings must include foundation, floor plan, elevations, guardrail, stair detail and if applicable, a wall section.  
Please Print legibly on this form.  
For new homes only, survey must include proposed final floor elevations.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent. I agree the statements made on the attached application are true, and if found not to be true, any permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Burton Zoning Ordinance and the State of Michigan Residential Building Code will be complied with. Further, I agree to notify the City of Burton inspection department prior to the required inspections listed on my issued permit. Further, I agree to give permission to officials of the City of Burton to enter the property subject to this permit application for the purposes of inspections. Finally, I understand this is a permit application (not a permit) and that a permit, if issued, conveys only work to be completed as shown, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property right.

\_\_\_\_\_  
Signature Date

### Office use only

Permit Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

Site Bond: \_\_\_\_\_ Zoning Review Fee: \_\_\_\_\_ Plan Review Fee: \_\_\_\_\_

Zoning District: \_\_\_\_\_ SESC Waiver Req'd:  Yes Flood Plain Approval Req'd:  Yes

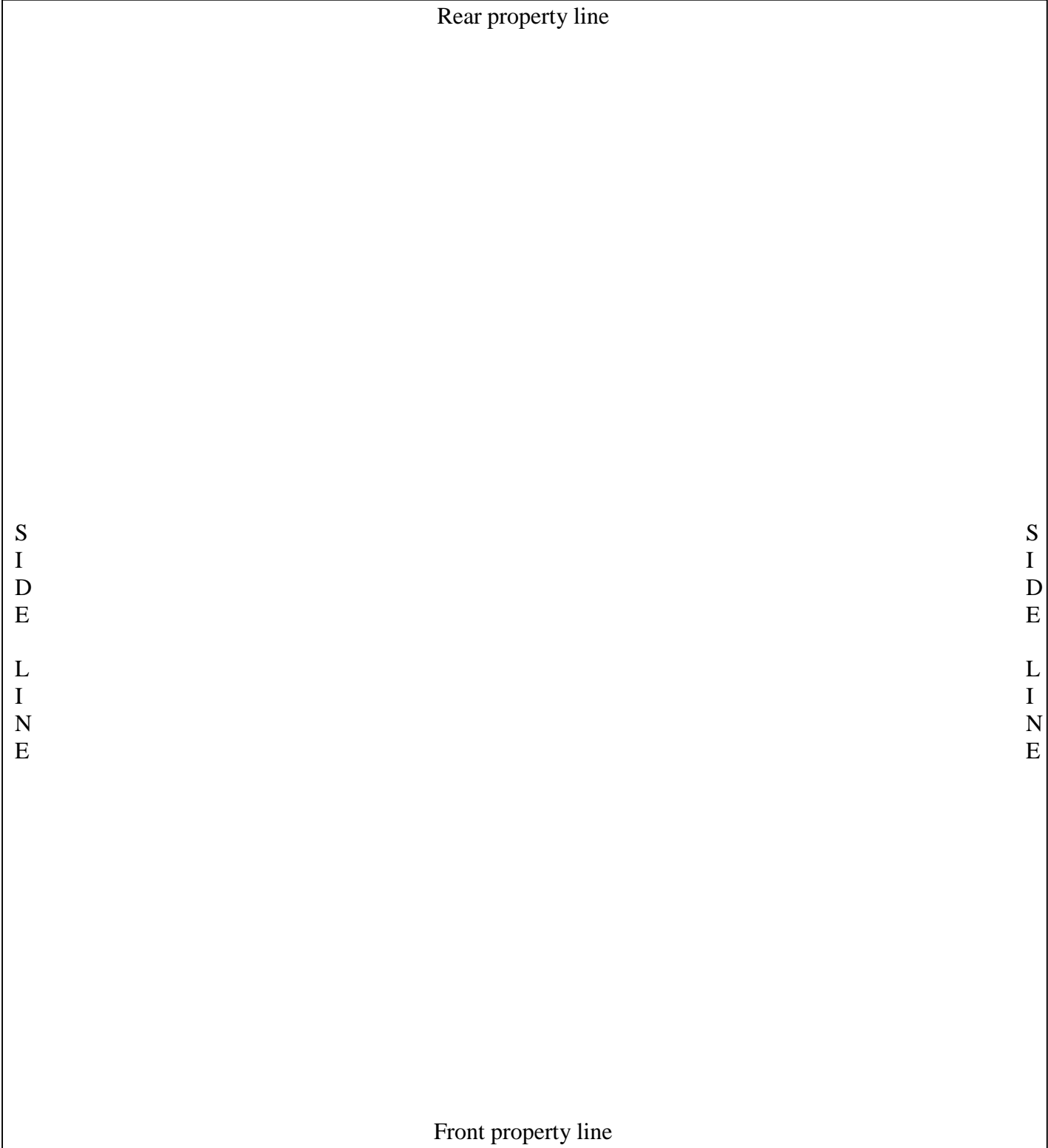
Front yard \_\_\_\_\_ Rear yard \_\_\_\_\_ Side yard \_\_\_\_\_ Side yard \_\_\_\_\_

\_\_\_\_\_  
Total: \_\_\_\_\_

Approved by City of Burton Official

# Site or Plot Plan

Include all existing and proposed buildings on the site. Include all dimensions to front, side and rear property lines from buildings. Include dimensions of the property. Any accessory structure must maintain 10-foot separation from the main dwelling and must be behind the front line of the house.



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Road centerline

**THE CITY OF BURTON – DEPARTMENT OF PUBLIC WORKS**  
**PHONE: (810) 742-9230     4093 MANOR DRIVE – BURTON, MICHIGAN 48519**

APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN WITHIN THE RIGHT-OF-WAY AD FINAL GRADE RESTROATION.

Permit No. _____
Date _____
Fee <u>\$20.00</u> REC. _____

If a contractor is to perform the construction entailed in this application and permit, and is supplying the deposit, he will fill out the information block provided, and thereby assume responsibility, along with the applicant, for any provisions of this application and permit which apply to them.

Applicant's Name (Property Owner, Corp. City, etc.)	Contractor's name (individual, company, etc.)
Applicant's Mailing Address	Contractor's Mailing Address
Applicant's phone Number	Contractor's phone Number
Applicant's Signature	Contractor's Signature
Title	Title

The above names Applicant and/or Contractor hereby makes application for a permit to Construct, Operate, Use and/or Maintain within the right of way; or close to a City Street, Road or Alley as indicated in the attached plans and specifications. For a period commencing \_\_\_\_\_ and ending \_\_\_\_\_; and agreeing to the terms of this permit.

House Number or Location	Road	Nearest Intersection
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Install in R-O-W driveway to DPW specifications. If open ditch, install C.S.P for driveway purposes. Restore ditch to grade prior to construction, place topsoil and seed or sod. A \$500.00 cash bond or certified check & insurance required at time of issuance of building permit for R-O\_W restoration, site grading, seeding and mulching. Any damage to public utilities (i.e. water valve, driveway culvert, etc.) in the R-O-W will result in reduction of amount of bond returned. Failure to properly install a lawn will result in a reduction of amount of bond returned and/or the delay of issuance of the Certificate of Occupancy. \*City crews will clean streets without any further notice to the permit holder & place a lien to property under permit if street is not cleaned on a daily basis. **FINAL GRADE RESTORATION:** consists of but is not limited to positive draining, a lawn with substantial germination of grass seed and/or placement of sod. Final grade must be free of debris and mowable after establishment of lawn. **CONCRETE DRIVE:** 5" reinforced or 6" non-reinforced minimum depth concrete at a minimum of 3500 PSI. **ASPHALT DRIVE:** 5" minimum depth asphalt placed in at least 2 courses. **GRAVEL DRIVE:** 6" minimum depth limestone or road gravel with a paved approach on paved streets. **PAVED APPROACH:** use concrete drive and/or asphalt specs. **CULVERT:** install 12" minimum diameter x 24' minimum – 40' maximum length CSP for driveway purposes. CSP must match setback of adjacent tubes unless otherwise approved. Call (810) 742-9230 to schedule inspection prior to placement of concrete, gravel, asphalt, culvert or any other approved material being placed in the Right or Way. Place proper safety signage and/or barricades as required by MDOT and enforced by the City of Burton DPW.

All driveways on paved streets shall be paved to the R-O-W line unless otherwise approved by the DPW Director/City Engineer and/or his designee.

The above stated intensions will be carried out in the manner applied for and in accordance with plans, specifications, map and statements filer with the DPW as part of this application and if said permit is granted, the above names applicant agrees to do the following:

1. To operate and maintain the structure covered by this permit at his own expense.
2. Give notice to the Department of Public Works at least 48 hours prior to commencement of operations covered by this permit. By fax: (810) 742-8015 or by phone: (810) 742-9230.
3. In any and all operations under this permit, meet all requirements of the City of Burton Specifications and Supplemental Specifications set forth on the reverse side of this application and permit.\
4. Take, provide and maintain all necessary precautions to prevent injury or damage to persons and property from operations covered by this permit and use safety devices which are approved by the Department of Public Works
5. Save harmless the Department of Public Works against any and all claims for damages arising from operations covered by this permit and upon request, furnish insurance coverage or a protective liability policy naming the Department of Public Works as insured for the term of this permit\_\_\_\_personal injury and \_\_\_\_\_property damage for operations covered by this permit.
6. Surrender the permit herein applied for, cease operations, and surrender all rights thereunder whenever notified to do so by the Department of Public Works because of their need for the area covered by the permit or because of a default in any of the conditions of the permit
7. Immediately remove, alter, relocate at applicant's own expense the facility for which this permit is granted, if requested by the Department of Public Works to do so. Upon failure to remove, alter, relocate or surrender the facility pursuant to the request of the Department of Public Works reimburse the Department of Public Works for it's cost in doing same
8. Upon request, file a certified check in the sum of \_\_\_\_\_acceptable to the Department of Public Works and conditioned upon performance of the conditions of the permit and compliance with all requirements of law. (Rec. No. \_\_\_\_\_)
9. A permit as requested in the foregoing application subject to the conditions to which applicant therein agrees, is hereby granted for the period commencing \_\_\_\_\_and ending\_\_\_\_\_. The period applied for and granted in this application and permit covers activity within the right-of-way. The obligation to operate, use and/or maintain the facility to the satisfaction of the Department of Public Works remains in force as long as the facility exists and is within an area under jurisdiction of the Department of Public Works

(see reverse side of this application and permit for any additional conditions)

**RECOMMENDED FOR ISSUANCE:**

\_\_\_\_\_

Investigator

By: \_\_\_\_\_  
DPW DIRECTOR

NOTE: This permit does not relieve applicant from meeting any applicable requirements of law or of other public bodies or agencies.

## SUPPLEMENTAL SPECIFICATIONS

1. **PERMIT** - The foreman in charge of the work shall have the permit and the approved plans or sketches in his possession on the job at all times.
2. **EXCAVATION AND DISPOSAL OF EXCAVATED MATERIAL** - The Director of Public Works shall specify if trenches or excavations under or adjacent to the road surface shall be sheeted, shored, and/or braced in such a manner as to prevent caving, loss or settlement of foundation material supporting the pavement. Excavated material shall be stocked in such locations that it does not obstruct vision on the traveled portion of the highway and in such a manner that it will interfere as little as possible with the flow of traffic. Sod and top soil shall be stocked separately from other excavated material. The applicant shall dispose of all surplus and unsuitable material outside of the limits of the highway unless the permit provides for disposal at approved locations within the right of way. In the latter case, the material shall be leveled and trimmed in an approved manner.
3. **BACKFILLING AND COMPACTING BACKFILL** - All trenches, holes and pits shall be filled with sound earth or with sand-gravel if so required, placed in successive layers not more than 6 inches in depth, loose measures, and each layer shall be thoroughly compacted by tamping and all backfill subject to check by the Controlled Density Method. Sod and top soil shall be replaced and necessary seeding done under the direction of the Department of Public Works Inspector. Restoration shall be such that it will provide a condition equal to or better than the original condition and in accordance with Genesee County Road Commission and City of Burton Standard Specifications. Sand-gravel backfill material shall consist of approved bank-run sand or gravel or a mixture of approved sand or stone screenings with gravel or crushed stone, provided that there shall be a substantial excess of sand or stone screenings in the mixture. All of the material shall be of such size it will pass through a screen having 2 1/2 inch square openings, unless otherwise authorized
4. **CROSSING BY CUTTING GRAVEL AND TRENCHING** - All trenches to be backfilled shall be made with sand-gravel as specified in paragraph 3, to within 6 inches of surface of traveled portion of road. Place 8 inches of 22B gravel in trench on traveled portion of road
5. **CROSSING ROADBED BY TUNNELING OR BORING AND JACKING** - When the pipe is installed by Tunneling without cutting the existing pavement, all remaining voids around the installation shall be filled by a method approved by the Department of Public Works. When the pipe is installed by Boring and Jacking, the leading edge of the pipe must always proceed the Auger
6. **CROSSING BY CUTTING PAVEMENT AND TRENCHING** - When this method is approved by the Director of Public Works, the pavement shall be cut so that the opening is a minimum 5' wide and at least 1' wider on each side than the trench. In no case shall an open cut result in a remaining slab width of less than 5' from patch to an existing joint. Sawing to a minimum depth of 5" shall make the cut. Cuts in concrete residential and commercial drives shall be as above except that the patch width shall be a minimum of 3' and the remaining slab from patch to existing joint to be a minimum of 3'. Backfill shall be made with sand-gravel as specified in paragraph 3. After the backfill has been thoroughly compacted, the pavement shall be replaced with new pavement of the original type and quality, unless at a season of the year when it is not feasible to replace pavement in kind, in which case a temporary surface of bituminous material shall be placed, and later replaced with pavement of original type at the applicant's expense
7. **DEPTH OF COVER MATERIAL** - Pipes shall be placed to a depth that will provide not less than 4 feet of cover between the top of roadway surface and the pipe, and not less than 3 feet below bottom of ditches.
8. **TREE TRIMMING OR TREE REMOVAL** - [a] Secure permission of the abutting property owner. [b] Dispose of all limbs, logs, stumps and litter in a manner acceptable to the Department of Public Works. [c] Comply with any additional supplemental provisions deemed necessary to protect the interest of the Department of Public Works.
9. **INSPECTION** - In all cases the applicant shall notify the Director of Public Works when the work will commence so, if necessary, arrangements may be made to have an inspector present while the work is in progress. The applicant may be billed for the necessary expense of the inspector
10. Any operation in the right of way not covered by the above specifications, submitted with this permit, shall be done in accordance with instructions of the Director of Public Works
11. Full compliance is required with any regulations of the Public Service Commission and/or applicable local ordinances

**THE FOLLOWING MUST BE ATTACHED TO APPLICATION WHEN APPLICABLE:** 1.) Deposit, except for residential driveways and local units if government. 2.) Plans, specifications and locations of facility. 3.) Copy of resolution - for local units of government. 4.) Traffic plan in case of street closure. 5.) In cases of banner applications, legend must be shown

Address: \_\_\_\_\_

The City of Burton would like to notify you that we will be enforcing ordinance 157.076 regarding the building grades of new homes.

**§ 157.076 BUILDING GRADES.**

(A) Any building requiring yard space shall be located at such an elevation that a sloping grade shall be maintained to cause the flow of water to run away from the walls of the structures thereon. The balance of yard spaces shall be graded and adequate drainage provided where necessary to deflect proper drainage of surface waters from the premises.

(B) When a new building is constructed on a vacant lot between 2 existing buildings or adjacent to an existing building, the existing established grade shall be used in determining the grade around the new building, and the yard around the new building shall be graded in such a manner as to meet existing grades.

(C) Final grade shall be approved by the Building Official only after a certificate of grading and location of building within the city has been duly completed and certified by a registered engineer or land surveyor.

**THE CERTIFICATE WILL BE REQUIRED BEFORE YOU CAN REQUEST A FINAL INSPECTION.**

Due to misuse of our Temporary Certificate of Occupancy policy, the City of Burton must alter the enforcement of our policy regarding the issuance of Temporary C of O when Final Grade is not established and lawns are not installed. Please be advised of the following:

During the months of May through November

- Final Grade must be established and a certificate submitted to our office as stated above in 157.076 (C) before you can request a Final and Certificate of Occupancy Inspection.
- Lawns must be installed within 5 days of the final grade and the Temp C of O will be limited to 5 days.

During the months of December through April (weather permitting)

- Temporary Occupancies may be issued for a maximum of 120 days 157.173(4) when the final grade has not been established.
- Once weather permits or May 1st the final grade must be established.
- Lawns must be installed within 5 days of the final grade

I understand that it is my responsibility to keep track of Temporary Certificates of Occupancy issued and to follow the City of Burtons requirements of this policy and final grade establishment. Failure to comply may result in additional costs charged by the City.

Signature: \_\_\_\_\_

\_\_\_\_\_

Print name: \_\_\_\_\_

Date

# New Home Building Permit Check List

**Please complete all of the following to make this a fast and easy process.**

- \_\_\_\_\_ 1. Submit the application completely filled out with 3 plot plans, and 3 sets of plans. Normal processing time is at least 5 days.
- \_\_\_\_\_ 2. Also with the application include a copy of your updated builders license, and a copy of your Certificate of Liability Insurance. Both can be faxed as soon as possible to (810) 742-8015. But must be received before an inspection will be done.
- \_\_\_\_\_ 3. Any Electrical, Mechanical and Plumbing permits will go through the State; we do have the applications available. Takes 10 days to process.
- \_\_\_\_\_ 4. Go to the County Drain Office on the corner of Beecher and Linden Road to pay for the Water and/or Sewer Type B permits.
- \_\_\_\_\_ 5. Bring in proof that County permits are paid to City Hall Treasurers Office and pay the City of Burton Tap-Ins fees.
- \_\_\_\_\_ 6. Right of Way permit is included in with the application. If you are hiring an outside contractor to do the work, make sure that the City has on file a copy of the Contractors insurance and a bond for the work that is done. **Reminder: An inspection of the driveway must be done prior to pouring the driveway.** Call (810) 742-9230.
- \_\_\_\_\_ 7. When everything above has been done, come to the building department to pay for and pick up your permit. Please call ahead of time for prices and/or to make sure that permit is ready to be issued.
- \_\_\_\_\_ 8. No fill can be brought to the site unless prior approval and a fill permit has been issued by the City of Burton Zoning Department
- \_\_\_\_\_ 9. Before final occupancy can be issued you must have approvals from the State of Michigan for plumbing, electrical, and mechanical on site.
- \_\_\_\_\_ 10. If at anytime in your building you decide to make a change to the site plan and building plans you must contact the building department prior to making the change so an approval can be made to the new plan.
- \_\_\_\_\_ 11. A site bond is required with each permit; to get a refund on this bond the grass must be growing and mowable throughout the entire lot. Only the person who pulled the permit can get a refund (bond cannot be transferred). Permittee must call the city when ready for the refund, an inspection will be done; the City of Burton will not automatically refund your bond with occupancy. Without full restoration of the lot only a temporary occupancy can be issued.
- \_\_\_\_\_ 12. Silt fence must remain around the property for the entirety of the project, or until grass has been established throughout the lot.
- \_\_\_\_\_ 13. In order to receive a full occupancy the owner/contractor must complete all of the items included in 1-12.

Thank you in advance for making this process easy for everyone.