

HOW TO OBTAIN A RESIDENTIAL BUILDING PERMIT

Before construction may begin, construction plans must be approved and a building permit issued through the Building Department. This requirement applies not only to new construction, but also to any other work that physically alters any structure or is regulated by the 2015 Michigan Residential Building Code and/or City Ordinances.

Your first step in obtaining a building permit will depend on the type of construction proposed. Please select the appropriate choice below:

NEW SINGLE FAMILY RESIDENCES OR ADDITIONS

1. Submit four (4) copies of a site/grade plan which **must be prepared by a licensed registered surveyor** (a mortgage survey will not be accepted) and includes the following:
 - A) North arrow must be shown.
 - B) Existing and proposed grades at 25' intervals or by 2' contours on the property and around the building.
 - C) Identify abutting streets.
 - D) Existing and proposed grades within 50' of the property at 25' intervals or 2' contours.
 - E) Proposed first floor, brick ledge, lowest level and garage floor grades.
 - F) Dimensions to be shown:
 - 1) Site boundaries including exterior dimensions or building and any other structures existing or proposed, i.e. decks, patios, pools etc.
 - 2) Proposed setbacks
 - 3) Lakeside setback of adjacent building (see example C)
 - 4) Roadside setback of adjacent buildings (see example B)
 - G) Footprint of adjacent buildings within 500'.
 - H) Property description.
 - I) Tree survey showing location and size of 9" DBH or larger trees on site and trees proposed to be removed.
 - J) Right-of-ways and any easements and location of proposed utilities.
 - K) Proposed drainage pattern including drainage swales.
 - L) Location of HVAC units and generators if any.
 - M) Proposed driveway (stone base required during construction).
 - N) Culvert location if applicable.

- O) Grading, soil erosion and sedimentation control plan. Must indicate all soil erosion and sedimentation control measures, direction of existing and proposed site drainage, bench marks. Soil erosion control measures must be in place prior to issuance of permit. Soil Erosion permit obtained through the Oakland County Drain Commissioners Office.
2. Submit three (3) complete sets of plans for the building. The construction documents must be prepared by or under the direct supervision of a registered design professional when required by 1980 PA 299, MCL 339.2919, and known as the Michigan occupational code. Any residence that exceeds 3,500 square feet in habitable area must be in compliance with this act. Please refer to the “Residential Construction Plan Review Checklist” which can be picked up at the City office.
 3. Submit appropriate fees in accordance with the Fee Schedule for the site plan review deposit at the time of application. You will be billed for costs incurred in excess of the deposit or any remaining balance from the deposit will be refunded to you. This fee does not include the building plan review or any other costs that may be associated with the building permit.
 4. Permit Application Completed and pay all fees as required by the Fee Schedule available at the City office.
 5. Subdivision Association approval of proposed construction.
 6. Schedule of completion (form available from City).



Additional information you should know.

A Building Permit does not cover the Plumbing, Electrical or Mechanical work. Separate permits must be obtained for this work.

Building, Electrical, Plumbing and Mechanical Inspections are required and must be scheduled during construction.

As-built drawings or survey is required for every new single family home and addition construction project.

All foundations must be verified and approved by the City Building Official prior to any rough construction taking place.

Upon final approval of a new residence a Certificate of Occupancy will be issued upon written request (form available from City). It is unlawful to occupy a home without a Certificate of Occupancy.

A Building Bond is required for all construction sites and the amount of the Bond is determined by the Building Official. All Building Bonds will be returned upon written request (form available from City), after the construction has received a final approval from the City. The Building Bond will be forfeited if a new home is occupied before a Certificate of Occupancy is issued or if a written request has not been received within six (6) months of final approval.