

## RESIDENTIAL BUILDING PERMIT REQUIREMENTS

Before a building permit is issued for any new construction, addition or accessory building, the following items must be supplied to the Building Inspector for plan review.

### 1. Plot Plan

- A. A plot plan is a drawing of a parcel to be built upon; it must illustrate and identify all existing building on the parcel including all dimensions of lot lines, the location of the proposed new construction. The plot plan is needed to check that no zoning restrictions are violated. The property owner will be held responsible for submittal of inaccurate dimensions on a plot plan.
- B. **Note:** The property owner is responsible for checking the deed of the property for restrictions or easements that may restrict the location or the construction of the proposed new structure. The property owner is responsible for verifying that no easement restriction or other property restrictions are on the property that would limit construction. The plot plan must identify and show all easements.

### 2. Construction Plans

- A. **New Home or Addition to Home Plans Required**

A construction plan shows what is proposed to be constructed. It is necessary to submit this information in order for the Building Inspector to carry out a plan review and to issue a building permit. The following is a list of items that must be shown on a building plan for every typical new home or addition. This is not an all inclusive list.

  - a) **Footings:** Show depth, width height, reinforcement bar size.
  - b) **Drain:** Show drain tile size, location around footings, pea gravel depth, pea gravel membrane covering, drain tile footing cross over locations, sump crock locations, sump pump discharge hose location.
  - c) **Egress Windows:** Show all clear opening dimensions and locations.
    - a. **Basement Egress Window:** Show window dimensions, height from finished floor and window well size, and configuration.
    - b. **Bedroom Egress Window:** Show window dimensions in all bedrooms, including height of window(s) from finished floor.

- c. **Smoke Detectors:** Show all locations including one on each floor as well as labeling them (hard wired with battery back up).
- d. **Under Floor Clearance:** Show all craw space and basement clearance dimensions from floor or earth.
- e. **Foundation Ventilation:** Show location and size of all vents along foundations.
- f. **Wood and Earth Separation:** Show dimensions from any wood to earth on outside of home as well as under the home in craw spaces.
- g. **Floor Joists Size:** Show all joist size and span distance as well as grade stamp of joist to be used including joist spacing.
- h. **Wall Framing:** Size and spacing of wall framing members must be shown.
- i. **Header Sizes:** Show all header sizes and span distance.
- j. **Roof Truss or Rafter:** Show rafter sizes, spacing and span distance. (*Rafter span is measured horizontally*) If a truss system is to be used, supply a truss sheet from supplier showing spacing and span distance.
- k. **Elevations:** Show the side, front and rear elevations showing height of home to peek.
- l. **Insulation:** A completed Michigan Energy Code calculation sheet must be supplied completely filled out and in compliance with the code.
- m. **Tie Downs:** Exact location along foundation must be indicated. Specific type of foundation tie downs to be used must be identified and on the drawing.
- n. **Sill Plate:** A treated sill plate must be identified on the drawing.
- o. **Sill Seal:** Sill seal or equivalent must be identified on the drawing.
- p. **Top Plate:** Double top plate must be identified on the drawing.
- q. **Stairway:** All stairways must show total headroom as well as stairway width. Step height and depth must be included as well.

## B. Accessory Structure Plans Required

A construction plan shows the accessory structure that is proposed to be constructed must be submitted. It is necessary to submit this information in order for the Building Inspector to carry out a plan review and to issue a building permit. The following is a list of items that must be shown on a building plan for every typical accessory structure. This is not an all inclusive list.

- a) **Footings:** Show depth, width, height, reinforcement bar size.
- b) **Wall Framing:** Size and spacing of wall framing members must be shown.
- c) **Header Sizes:** Show all header sizes and span distance.
- d) **Roof Truss or Rafter:** Show rafter sizes, spacing, and span distance (*Rafter span is measured horizontally*) if a truss system is to be used, supply a truss sheet from supplier showing spacing and span distance.
- e) **Elevations:** Show the side, front and rear elevations showing height of accessory structure to peak.
- f) **Tie Downs:** Exact location along foundation must be indicated. Specific type of foundation tie downs to be used must be identified and on the drawing.
- g) **Sill Plate:** A treated sill plate must be identified on the drawing.
- h) **Sill Seal:** Sill seal or equivalent must be identified on the drawing.
- i) **Top Plate:** Double top plate must be identified on the drawing.
- j) **Stairway:** All stairways must show total headroom as well as stairway width. Step height and depth must be included as well.
- k) **Decks:** Decks must have all supporting members and total span of all floor joists listed.
- l) **Deck Fasteners:** Because of the change in chemicals used to treat outdoor lumber, it is necessary to identify the chemical used in treatment. The type of treated lumber must be identified as well as the manufactures recommended fastener types. (stainless steel or hot dipped galvanized) Many types of treated lumber may not be fastened with hot dipped galvanized products. Stainless steel fasteners may be required.

3. **Floodplain**
  - A. Any construction within the 100 year floodplain required a permit from the DEQ. Be sure to check that the parcel is not located in the 100 Year Floodplain.
  
4. **Wetlands**
  - A. Property owners are responsible for any disturbance of regulated wetland area. Property owners must contact the DEQ who regulates all construction in wetland area.
  
5. **Driveway Permit**
  - A. If you are constructing a new home you must obtain a driveway permit. This requirement applies to new homes within a platted subdivision as well as those not located in a developed sub.
  - B. If you are building on a county road contact the Saginaw County Road Commission at (989) 752-6140.
  - C. If the driveway is on a state highway such as Midland Rd. (M-47) you will need to contact the State Highway Transportation Department at (989) 754-7443
  
6. **Water and Sewer Department**
  - A. If you are connecting to public water or public sewer contact the Tittabawassee Township Department of Public Works for potential fees that may need to be paid at (989) 695-6517.
  
7. **Septic System or Well**
  - A. If you are installing an on site septic system or well contact the Saginaw County Environmental Health Department at (989) 758-3830.
  - B. If septic system and or well is to be installed on the parcel, a permit is needed before a building permit is issued.
  
8. **Soil and Erosion Permit**
  - A. All new construction requires a soil erosion permit. Contact the Saginaw Department of Public Works, Soil Erosion and Sedimentation Control Department at (989) 790-5258. Fax (989) 790-5259.

The above outlined items may not be all of the requirements that you need to satisfy before a building permit is issued. If you have any questions, contact the Building Inspector at (989)737-0464.

