

Building Permit Application Procedures

The following list will dictate the formal procedures required to obtain a building permit from the East China Township Building Department. The information you will be asked to provide will vary for each project.

1. Obtain an application packet for a permit. In this packet will list what is required from you to acquire a building permit in East China Township. Be sure to specify exactly what your project is so you are handed the correct application. (House, Garage, Pool, Fence, Shed, etc.) Also be sure to ask if your property is located in a flood plain or wetland.
2. Completely fill out all the information pertaining to your project.
3. Turn in the properly completed application for a permit along with any and all required construction documents at this time.

THE FOLLOWING IS A LIST OF REQUIRED CONSTRUCTION DOCUMENTS TO BE TURNED WITH MOST APPLICATIONS.

1. SITE PLANS – for zoning approval. Two copies of a site plan showing the project site and all adjoining properties and all existing structures on these sites, what is to be moved or demolished and the location of the new project.

The site should be properly staked showing property lines and the building or project intended work site.
3. PLANS - TWO COMPLETE SETS OF PLANS ARE REQUIRED. If this is a new house or addition with floor and roof trusses you are required to turn in sealed truss and engineered floor drawings at this time. Also required at this time are the energy installation calculations and the ventilation calculations.
4. DEQ AND SOIL AND EROSION PERMITS – Are required prior to the issuance of a building permit. They are acquired from the State of Michigan and the St. Clair County Health Department. A Soil Erosion and Sedimentation Control permit is necessary for an earth change which disturbs one or more acres of land, OR occurs within 500' of a lake or stream.

A Plan Review is required to insure compliance with State and local building codes. The Building Department will perform all reviews, both residential and commercial as qualified, and will send out plans not qualified to perform to a qualified agency. Applicants are required to pay for all plan reviews.

A NOTE TO ALL PERMIT APPLICANTS. If you are a homeowner and want to complete the project yourself, great, we will work with you, however all procedures must be followed. If you are using a contractor, the contractor should fill out the application to obtain a Building Permit.

CALL MISS DIG - All existing utilities must be marked. Call MISS DIG at 811 or 800.482.7171. It's fast, it's free, it's the law. Calling MISS DIG before every job that involves excavating is your first step toward finishing the job safely!

PLEASE DO NOT ASK FOR ANY DEVIANCE FROM THESE PROCEDURES. THEY ARE SET IN PLACE TO INSURE THE HEALTH AND SAFETY OF ALL INVOLVED.

PLEASE CALL WITH ANY QUESTIONS

EAST CHINA TOWNSHIP - 5111 RIVER ROAD - EAST CHINA MI 48054
PHONE 810-765-8879 FAX 810-765-1408
Requirements for Obtaining Building Permits

RESIDENTIAL STRUCTURES - One and Two Family Residential with less than 3,500 square feet

- Building Permit & Plan Review Application
- Site Plan showing the actual shape, location and dimensions of the lot. The location of all buildings or other structures to be erected, altered or moved and the distances from all lot lines and all existing buildings and other structures on the lot.
- Minimum of two (2) sets of plans that include enough information to understand and approve the project.
 - Foundation and floor plans for each level
 - Elevations and height measurements
 - Wall section showing the typical construction of the structure
 - Building elevations
 - Roof layout with sealed shop drawings from the truss manufacturer
 - Engineered floor systems require a layout with sealed shop drawings from the manufacturer
- Soil & Erosion Permit from the St. Clair County Health Department. Required for an earth change which disturbs one or more acres of land, OR occurs within 500' of a lake or stream.
- Michigan Department of Natural Resources and Environment (DNRE) permit if the property is located in a flood plain.
- Driveway permit from the St. Clair County Road Commission.

INSTRUCTIONS FOR COMPLETING APPLICATION:

- Page 1 of the application: Complete all applicable sections. Note section II(c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.
- Page 2 of the application: Enter the information as required.
- Page 3, Section VI of the application: Must be completed by the permit applicant and **signed**.
- Section VII. Must be completed by the township) for zoning (environmental) approval. Indicate whether a well or septic approval is required. The county health department issues well and septic permits.

BUILDING PERMIT FEES

Building permit fees are determined after review by the Building Inspector. You will be notified after the Building Permit has been issued.

WHEN TO CALL FOR AN INSPECTION

Please call the Township Office's telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of three (3) inspections is required on most structures. It is the permit holders' responsibility to call for inspections, prior to the construction being covered.

Foundation Inspection:

- Site Review – This is to show the location of the structure in relation to the site plan which was approved. (Prior to excavation.)
- Footing - Prior to placing concrete in piers, trenches and formwork.
- Backfill - Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Rough Inspection:

The rough inspection is to be made after the roof. All framing, fire stopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

Final Inspection:

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

COMMERCIAL STRUCTURES:

(Including One and Two Family Residential with more than 3,500 square feet)

- Building Permit/Plan Review Application.
- Two (2) sets of plans and specifications, with original signature and seal of an architect or engineer registered in the state of Michigan.

MOBILE AND PRE-MANUFACTURED HOMES:

- Building Permit/Plan Review Application.
- Minimum of two (2) sets of plans for the foundation and the method or anchoring the unit to the foundation.
- Site plan.
- For Michigan approved pre-manufactured units; two (2) copies of the Building System Approval and the approved plans.

APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

East China Township

5111 River Road – East China MI 48054

Phone 810-765-8879 Fax 810-765-1408

AUTHORITY: P.A. 230 OF 1972, AS AMENDED	THE DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR. MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.
COMPLETION: MANDATORY TO OBTAIN PERMIT	
PENALTY: PERMIT WILL NOT BE ISSUED	

APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V AND VI

NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS

I. PROJECT INFORMATION

PROJECT NAME _____ ADDRESS _____

CITY _____ TOWNSHIP _____ COUNTY _____ ZIP CODE _____

BETWEEN _____ AND _____

II. IDENTIFICATION

A. OWNER OR LESSEE

NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ PHONE # _____

B. ARCHITECT OR ENGINEER

NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ PHONE # _____

LICENSE NUMBER _____ EXPIRATION DATE _____

C. CONTRACTOR *PROVIDE COPY OF LICENSE, INSURANCE AND DRIVERS LICENSE*

NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ PHONE # _____

BUILDERS LICENSE NUMBER _____ EXPIRATION DATE _____

FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION _____

WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION _____

MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION _____

III. TYPE OF IMPROVEMENT AND PLAN REVIEW

A. TYPE OF IMPROVEMENT

NEW BUILDING ALTERATION DEMOLITION FOUNDATION ONLY RELOCATION
 ADDITION REPAIR MOBILE HOME SET-UP PRE-MANUFACTURE SPECIAL INSPECTION

B. REVIEW(S) TO BE PERFORMED

BUILDING ELECTRICAL MECHANICAL PLUMBING FOUNDATION

IV. PROPOSED USE OF BUILDING

A. RESIDENTIAL

____ ONE FAMILY ____ HOTEL. MOTEL # OF UNITS ____ DETACHED GARAGE
____ TWO OR MORE FAMILY # OF UNITS ____ ATTACHED GARAGE ____ OTHER

B. NON-RESIDENTIAL

____ AMUSEMENT ____ SERVICE STATION ____ SCHOOL, LIBRARY. EDUCATIONAL
____ CHURCH. RELIGION ____ HOSPITAL, INSTITUTIONAL ____ STORE, MERCANTILE
____ INDUSTRIAL ____ OFFICE. BANK. PROFESSIONAL ____ TANKS, TOWERS
____ PARKING GARAGE ____ PUBLIC UTILITY ____ OTHER

NONRESIDENTIAL - DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL. SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE. RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

V. SELECTED-CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME

____ MASONRY, WALL BEARING ____ WOOD FRAME ____ STRUCTURAL STEEL ____ REINFORCED CONCRETE ____ OTHER

B. PRINCIPAL TYPE OF HEATING FUEL

____ GAS ____ OIL ____ ELECTRICITY ____ COAL ____ OTHER

C. TYPE OF SEWAGE DISPOSAL

____ PUBLIC OR PRIVATE COMPANY ____ SEPTIC SYSTEM

D. TYPE OF WATER SUPPLY

____ PUBLIC OR PRIVATE COMPANY ____ PRIVATE WELL OR CISTERN

E. TYPE OF MECHANICAL

WILL THERE BE AIR CONDITIONING? YES NO WILL THERE BE FIRE SUPPRESSION? YES NO

F. DIMENSIONS/DATA

		EXISTING	ALTERATIONS	NEW
NUMBER OF STORIES	_____	_____	_____	_____
USE GROUP	_____	_____	_____	_____
CONST. TYPE	_____	_____	_____	_____
NO. OF OCCUPANTS	_____	_____	_____	_____
	_____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____

G. NUMBER OF OFF STREET PARKING SPACES

ENCLOSED _____ OUTDOORS _____

VI. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

NAME _____ PHONE # _____

ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

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/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Section 23a of the state construction code act of 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violations of section 23a are subject to civil fines.

SIGNATURE OF APPLICANT _____

ESTIMATED VALUE OF PROJECT \$ _____

VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION _____

ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	___ YES ___ NO	_____	_____	_____	_____
B - FIRE DISTRICT	___ YES ___ NO	_____	_____	_____	_____
C - POLLUTION CONTROL	___ YES ___ NO	_____	_____	_____	_____
D - NOISE CONTROL	___ YES ___ NO	_____	_____	_____	_____
E - SOIL EROSION	___ YES ___ NO	_____	_____	_____	_____
F - FLOOD ZONE	___ YES ___ NO	_____	_____	_____	_____
G - WATER SUPPLY	___ YES ___ NO	_____	_____	_____	_____
H - SEPTIC SYSTEM	___ YES ___ NO	_____	_____	_____	_____
I - VARIANCE GRANTED	___ YES ___ NO	_____	_____	_____	_____
J- OTHER	___ YES ___ NO	_____	_____	_____	_____

VII. VALIDATION - FOR DEPARTMENT USE ONLY _____

USE GROUP _____

BASE FEE _____

TYPE OF CONSTRUCTION _____

NUMBER OF INSPECTIONS _____

SQUARE FEET _____

APPROVAL SIGNATURE _____

TITLE _____

DATE _____

**EAST CHINA TOWNSHIP
BUILDING DEPARTMENT
REQUIRED INSPECTIONS**

48-HOUR NOTICE IS REQUIRED FOR ALL INSPECTIONS

A COMPLETE SET OF BLUEPRINTS MUST BE KEPT ON THE JOB SITE.

SITE REVIEW – This is to show the location of structure in relation to the site plan which was approved. (Prior to excavation.)

FOOTING INSPECTION – This is to approve soil conditions as well as footing size and location. (Prior to pouring concrete.)

FOUNDATION WALL – This is to approve foundation for backfill and check perimeter drainage pipe as well as stone for drainage. (Prior to backfilling.) **WE RECOMMEND THAT YOU BACKFILL WITH WHITE SAND, THIS IS NOT A REQUIREMENT.**

UNDER FLOOR/BASEMENT STONES – This is to insure that the material under the concrete is appropriate and a plumbing inspection is required for any under floor plumbing.

FLOOR JOIST – If foundation is a crawl space. (Prior to sheeting floor.)

ROUGH ELECTRICAL – Prior to rough building inspection.

ROUGH PLUMBING – Prior to rough building inspection.

ROUGH MECHANICAL - Prior to rough building inspection.

SEALED TRUSS DRAWINGS - Must be on file in the Township Office before scheduling a rough inspection.

ROUGH BUILDING – Prior to insulation but after rough electrical, plumbing and mechanical.

PRE-SIDING/BRICK FLASHING – Prior to applying brick veneer or siding.

New Code Change – A building wrap or home wrap is now required on all exposed wood areas of the home, brick or siding and must be installed properly.

INSULATION – This is to insure that the home is insulated in accordance with the Michigan Energy Code. (Prior to drywall and after installing insulation.)

FINAL INSPECTION – This is the last inspection on the home prior to occupancy being issued. All other inspections must be finalized and an “As Built Survey” must be supplied prior to receiving a final inspection. If winter weather prohibits this from being completed, a temporary occupancy can be issued and will be considered on an individual basis.

**INSPECTIONS OUTSIDE OF NORMAL BUSINESS HOURS \$40.00 PER HOUR
RE-INSPECTION FEE \$30.00 PER INSPECTION**