

**CHARTER TOWNSHIP OF EAST CHINA**  
**5111 RIVER ROAD - EAST CHINA MI 48054**  
**PHONE 810-765-8879 FAX 810-765-1408**

**Requirements for Obtaining Building Permits from East China Charter Township**

**RESIDENTIAL STRUCTURES:**

**(One and Two Family Residential with less than 3,500 square feet)**

- Building Permit/Plan Review Application,
- Minimum of two (2) sets of plans that include the following:  
Foundation and floor plans. Roof and wall section. Building elevations. Site plan.

**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.

**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.

**CHARTER TOWNSHIP OF EAST CHINA  
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**