

CONSTRUCTION CODE AUTHORITY

THIS INFORMATION IS GIVEN AS A GUIDE
TO MINIMUM STANDARDS FOR OBTAINING
PERMITS

DISCLAIMER:

*This booklet is intended as a guide.
The information is subject to
change without notice.*

*1075 Suncrest Drive, Lapeer MI 48446
(810) 667-0420 Fax (810) 667-2952*

Satellite Office

*150 N Main Street, Imlay City MI 48444
(810) 724-8081 Fax (810) 724-0032*

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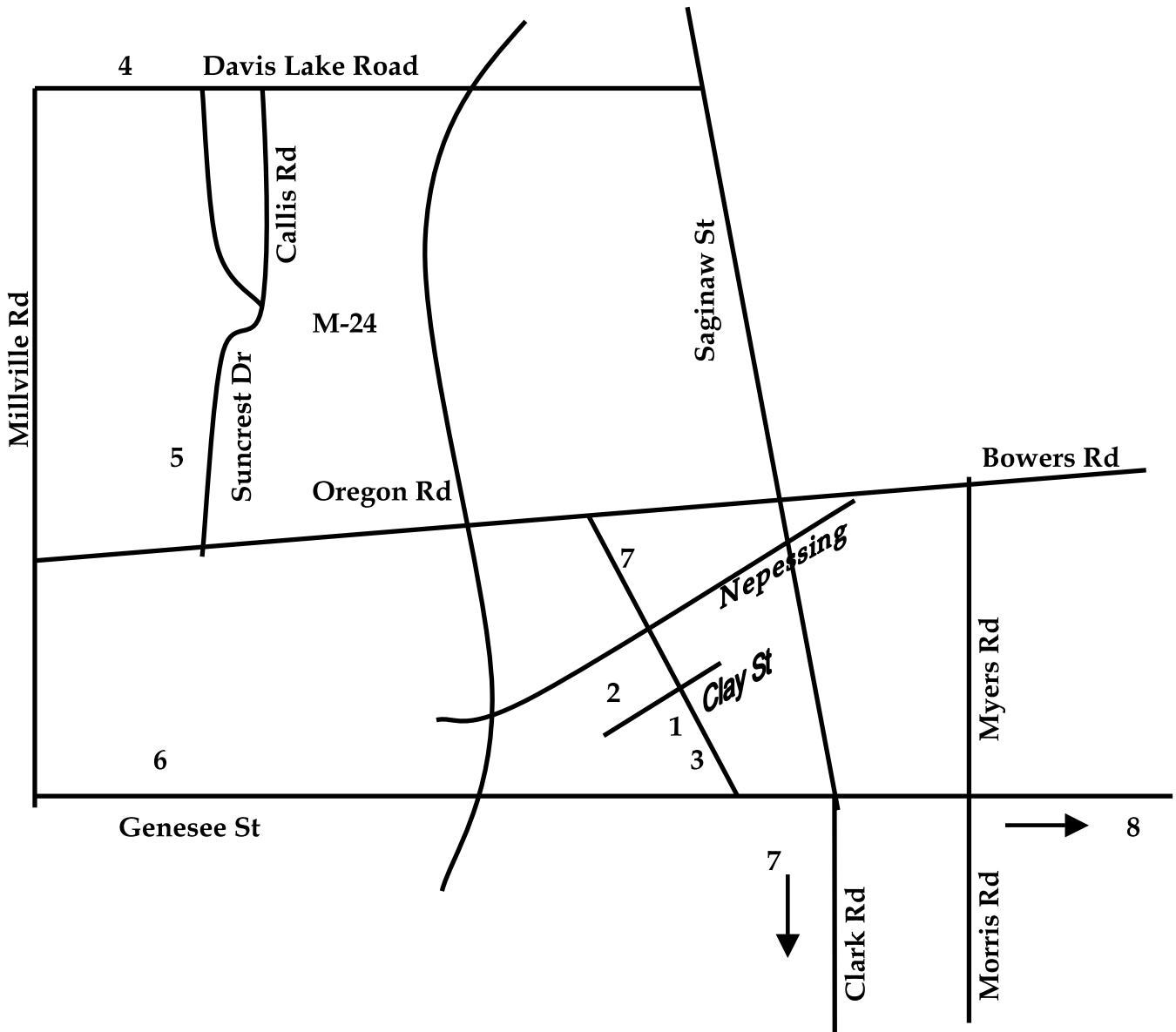
HOMEOWNERS NOTICE:

Under Michigan State Law, if you choose to apply for and receive a “Homeowner Permit”, it will be issued under the expectation you are as qualified and as knowledgeable as a licensed contractor.

Since you will be held to the same standards as a licensed contractor you are encouraged to research the appropriate code(s) which you will be regulated by and to ask questions.

**IF YOU HAVE ANY RESERVATIONS,
PLEASE SAVE TIME
AND MONEY AND HIRE
A CONTRACTOR**

COUNTY BUILDING LOCATIONS



- | | |
|----------------------------------|------------------------------------|
| 1. County Complex Building | 5. Construction Code Authority |
| 2. Annex Building | 6. Lapeer City Fire Department |
| 3. Register of Deeds | 7. Detroit Edison |
| 4. Lapeer County Road Commission | 8. Lapeer County Health Department |

NOTE

- It is your responsibility to be aware of any deed restrictions or subdivision regulations.
- A minimum of 48 hours is required for review of construction plans and zoning information before a permit will be issued. Conventional constructed houses, minimum of one week for review and zoning.

GENERAL OFFICE INFORMATION

- The Lapeer office is open Monday, Wednesday & Thursday, 7:00 a.m.– 4:00 p.m, Tuesday & Friday 7:00 a.m. – 11:30 a.m. Our Imlay City office is open Monday, Wednesday, and Friday, 8:00 a.m. – 12:00 p.m.
- Applications are accepted during office hours or through the drop box located outside the front door of the Lapeer Office.
- Inspectors are ***only*** available for technical questions during the hours posted at: <http://www.constructioncodeauthority.com/inspections.htm>
- The Inspection Scheduling Line, (810) 664-0981, is available 24 hours a day. Calls received before 7:00 a.m. will be scheduled for the same day. Calls received after 7:00 a.m. will be scheduled for the following business day.
- ***If you call our office for questions about an existing permit, please ensure that you have your permit number(s) for easy reference.***

LOCAL ZONING REQUIREMENTS

- Zoning varies from community to community, always check with your zoning department for specific regulations.
- A zoning compliance permit is required for all construction projects.
- Site plan approval is required for any construction project relating to other than single-family dwelling and their accessory structures, and may require special land use approval.
- It is the permit applicant's responsibility to be aware of and ensure compliance with all deed restrictions, Soil & Sedimentation, applicable wetlands, and flood plain regulations.

NOTE: Construction within a designated flood way is strictly prohibited.

OBTAINING PERMITS

- Once all the required information has been submitted for a building permit, the review process will start. A *minimum* of 48 hours is required for review of construction plans and zoning information. Reviews for new houses may require more time.
- Payment is due for Plan Review, Zoning, Stake Out and/or Driveway permit(s) at initial application. All other payment is due when the permit is obtained.
- Payment is in the form of cash, check, money order or credit cards, (Visa, Master Card). Checks must be made out to Construction Code Authority or C.C.A.
- The ***Applicant*** must be present to sign when the building permit is obtained. If the applicant is unable to be present, a letter authorizing an agent to act on his/her behalf will be accepted.
- **TRADE APPLICATIONS** (Plumbing, Mechanical, and Electrical) can be mailed or faxed to our office but will not be issued without correct information and payment.
- If any additional information is required or a Trade Application is completed incorrectly, the original application and check will be returned to the applicant.
- There is no waiting period for a Trade Permit.
- If a fax number is provided the permit will be faxed to the applicant.

RESIDENTIAL CONSTRUCTION

Residential Construction includes new homes, accessory buildings, decks, porches, awnings, additions and renovations of the same. There are many documents and plan specifications that are required before a building permit can be issued. The following may be helpful.

Before an application can be processed for a Building Permit, the following must be provided:

CONSTRUCTION DRAWINGS

Two (2) complete sets of construction drawings are required with the exception of the following:

- **3 sets if construction is in Lapeer City or Attica Township**

These drawings must include, but are not limited to the following:

- Floor Plan
- Elevation & Building Height
- Cross Section
- Foundation Detail
- Footing Detail
- Truss print for roof (all elevations) and floor, when applicable
- Engineering detail, if wood basement
- Fireplace section, if natural fireplace
- Energy calculations sufficient to ensure compliance with the State Energy Code.

Deck drawings must include, but are not limited to the following:

- Joist sizing and Spacing
- Decking Material
- Handrail Spacing and Height
- Step Detail

DOCUMENTATION

Proof Of Ownership

Proof of ownership in the form of a legal document with signatures showing the legal owner of record, e.g.:

- Land Contract
- Warranty Deed
- Tax Receipt
- Property Transfer Affidavit

Culvert Permit/Right-Of-Way Permit

Obtained from:

- Lapeer County Road Commission (810) 664-8323
- St. Clair County Road Commission (810) 364-5720
- Residents of Cities or Villages must get Curb-Cut receipt from Department of Public Works.

Septic Permit Evaluation/Sewer Tap Release

Obtained from:

- Lapeer County Health Department (810) 667-0392
- St. Clair County Health Department (810) 987-5300
- Local Municipality

Well Permit/Water Tap Release

Obtained from:

- Lapeer County Health Department (810) 667-0392
- St. Clair County Health Department (810) 987-5300
- Local Municipality

Some permits can be applied for at Construction Code Authority, along with your building permit:

Driveway Inspection Permit .

- *Attica Twp* - The Driveway must be installed and approved before the final inspection will be conducted.
- *Arcadia Twp* - The Driveway must be installed and approved before the final inspection will be conducted.
- *Elba Twp* – The Driveway must be installed and approved before the final inspection will be conducted.
- *Lapeer Twp* - The Driveway must be installed and approved before the *issuance* of the building permit.
- *Oregon Twp* – The Driveway must be installed and approved before the final inspection will be conducted.

Address Permit

Addresses can be obtained from CCA for the following Townships, if *not* listed contact that Township:

Burlington Township
Clifford Village
Dryden Township
Elba Township
Lapeer Township
Oregon Township

Capac Village
Deerfield Township
Dryden Village
Goodland Township
Lynn Township

A Culvert Permit and site plan are required before an Address will be assigned. The street numbers are assigned per the location of the driveway approach at the street or road. The street number must be posted within easy and unobstructed view from nearest public roadway. If street number is not available at the time building permit is obtained, it must be provided to CCA prior to receiving final inspection and Certificate of Occupancy. Contact Detroit Edison, 1100 Clark Rd, Lapeer as early as possible for electrical service.

Zoning Permit – *If not obtained through CCA, a copy of permit the is required.*

Obtained from the Construction Code Authority with the exception of:

- Imlay City – Contact City Office (810) 724-2135
- Capac Village – Contact Village Office (810) 395-4355
- Otisville Village – Contact Village Office (810) 631-4680

Stake Out Inspection

- Required for Lapeer Township, *if applicable.*
- Required for Elba Township, *if applicable.*

The following documentation may be required depending on your location or other criteria:

Soil Erosion Permit

Required if earth change construction is within 500 ft of a lake, stream, natural body of water, county drain, wet lands or if disturbing one acre or more of surface area. *We require a copy of the actual permit.*

Wetlands Evaluation

Wetlands evaluation may be required if there are any wetlands and/or *suspected* wetlands. For more information contact the DEQ, (517) 625-4668, or obtain a list from the CCA office titled Finding A Wetland Consultant. If in Elba Township, contact (810) 664-2332.

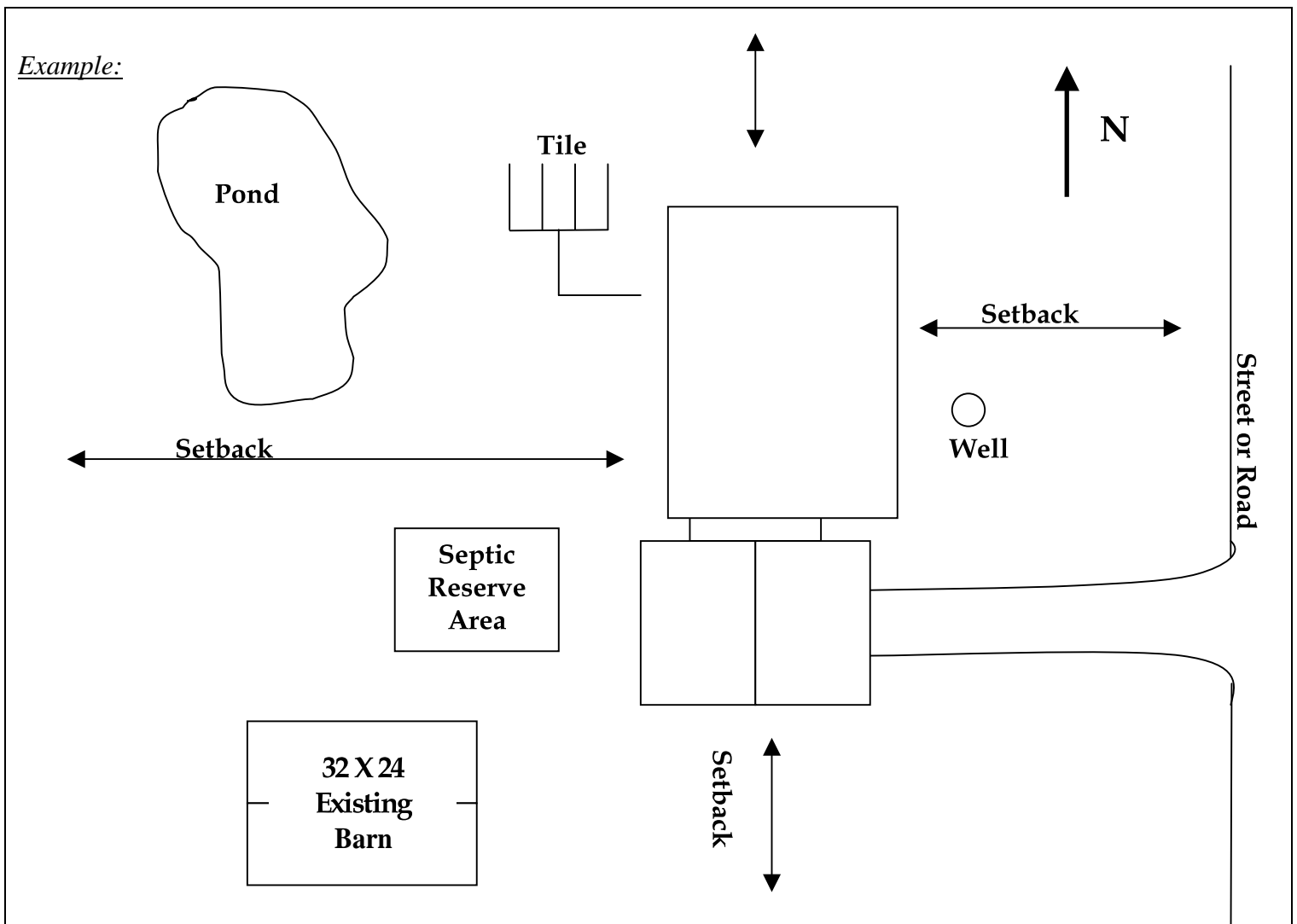
Demolition Permit

A demolition permit is required before the demolition of any structure. A gas, and electric disconnection clearance letter from the appropriate utility company is required *prior* to issuance of a demolition permit.

PLOT PLAN INFORMATION – Drawn to Scale

In addition to the listed information, the Building Permit Application requires a Plot Plan that must show the following:

- Location and dimensions of ALL property lines regardless of acreage.
- Location of public streets, highways, private drives, driveways, parking areas, easements, and/or sidewalks.
- Location, dimensions, and square footage of all existing and proposed buildings or other permanent structures; ponds, pools, decks, etc.
- Location and dimensions of all underground utilities; well, septic, reserve area, storm or sanitary sewers, etc.
- Distance from lot lines to all existing and proposed buildings or structures.
- Location of all bodies of water e.g. streams, rivers, lakes, county drains, etc.



GENERAL INFORMATION

Single family dwellings shall comply with the following:

A. Minimum Size:	As required by zoning district.
B. Foundation:	At least 42 inches below grade and provide continuous perimeter support. Additional columns or beams necessary if required by building inspector. Dwelling to be anchored to a permanent foundation.
C. Exterior:	Finish shall be of materials similar to dwelling units on adjacent or surrounding residential neighborhood.
D. Site Identification:	The street number is to be posted within easy and unobstructed view from nearest public roadway. If street number is not available at the time building permit is obtained, it must be provided to CCA prior to receiving final inspection and Certificate of Occupancy. Contact Detroit Edison, 1100 Clark Rd, Lapeer as early as possible for electric service.
E. Roof:	Design and material shall be of materials similar to dwelling units on adjacent or surrounding residential neighborhood. Roof pitch requirement varies by municipality. Earth sheltered dwelling may require zoning variance. Contact building official for specific information.
F. Storage:	Square feet as required by zoning ordinance. Storage may be a basement, garage or storage building to be constructed at the same time as the dwelling.
G. Construction:	Must comply with the Michigan Building Residential and Energy Code or mobile home provisions of the Michigan Construction Code.
H. Smoke Detection:	Wired smoke detectors required in each sleeping area, furnace area, and adjacent to sleeping area and/or each level.
I. Floor drains:	Two floor drains are required in the basement, one of which may be a sump crock. Sump drain must be attached to city storm sewer system if available.
J. Fire Rating:	Unattached garage or pole structure within 12 feet of the dwelling or other structure requires fire rated wall closest to the other structure. Within 6 feet from property line requires fire rated wall closest to property line.
K. Engineering:	<i>ANY</i> construction that is over 3,500 square feet requires an architect or engineering seal.

COST OF RESIDENTIAL BUILDING PERMIT

Fees

The number of required inspections determines the building permit fee. Fee schedules are available in our offices. Please note that there are additional fees for plan review, stake-out inspections, driveways, re-inspections, zoning, etc.

TRADE PERMITS

Permits are required for Electrical, Plumbing and Mechanical work that is to be done on your site. The CCA has jurisdiction for these permits with the exception of the following municipalities:

Almont Township -	Issues all their own trade permits
Almont Village -	Issues all their own trade permits
Burnside Township -	Issues their own <i>electrical</i> permit
Columbiaville Village -	Issues all their own trade permits
Imlay Township -	Issues their own <i>electrical</i> permit
Marathon Township -	Issues all their own trade permits
Mayfield Township -	Issues all their own trade permits
Metamora Township -	Issues all their own trade permits
Metamora Village -	Issues all their own trade permits
North Branch Township -	Issues all their own trade permits
North Branch Village -	Issues all their own trade permits
Otter Lake Village -	Issues all their own trade permits
Rich Township -	Issues all their own trade permits

Trade permit applications do not have to be submitted at the same time as the building permit, but must be obtained before *any* of the trade work is done.

For new construction there is a fixed fee for trades, which is calculated in the same manner as the building permit fee. A remodeling job has a base fee *in addition* to the *number* of items being installed. When completing your trade applications please note the following:

- Complete the section of the application that stipulates NEW HOME and apply the correct fee.
- Indicate in the *NUMBER OF ITEMS* to be installed whether it is a new construction or remodeling.

ORDER IN WHICH INSPECTIONS ARE CALLED

☐ Address Inspection

A Culvert Permit and site plan are required before an Address will be assigned. The street numbers are assigned per the location of the driveway approach at the street or road. The street number must be posted within easy and unobstructed view from nearest public roadway. If street number is not available at the time building permit is obtained, it must be provided to CCA prior to receiving final inspection and Certificate of Occupancy. Contact Detroit Edison, 1100 Clark Rd, Lapeer as early as possible for electrical service.

☐ Building - Stake-Out Inspection

Lapeer Township and Elba Township only. Measurements are taken verifying that the intended construction is the required distance from the lot lines in compliance with the Township ordinance. The new construction and adjacent lot lines are to be staked *prior* to scheduling Stake Inspection.

Building - Footing Inspection

When trenches are dug or forms are in place, but before concrete is poured.

Accessory Building & Deck - Footing Inspection

Minimum depth specifications 42", diameter of hole, and concrete requirements determined by size of structure. *Contact Building Inspector for requirements.*

Building - Backfill Inspection

When basement is waterproofed and perimeter drains are in place and properly covered with stone, 2" under tile and 6" above are minimum acceptable amounts.

Plumbing - Sub-Soil And Underground Inspection

Must be inspected before covered/before the pouring of the basement floor.

Plumbing, Mechanical and Electrical Rough and Final inspections can be done in any order.

Plumbing - Rough Inspection

When all rough plumbing is completed, water test or air test must be ready for inspector to verify.

Mechanical - Rough Inspection

When all ductwork, gas piping, vents, fireplaces, etc. are installed, but before being covered up.

Electrical - Rough & Service Inspection

When all rough wiring is completed, but before drywall or plaster is up. These two inspections can be covered under one inspection on new homes. For approval on a Service Inspection the meter must be wired to the panel, and the ground rod wire and clamp from the panel must be installed. All grounding must be completed on water heater and breaker panel. The electrical inspector will call Detroit Edison to release for service hook-up.

Building - Rough Inspection

Construction Rough inspections will only be performed *after* Rough Approval on all trades (Plumbing, Electrical and Mechanical). This takes place when the building is completely enclosed and framed, but before insulation, drywall, or plaster is applied.

Building – Masonry Veneers

Before installation and after base course, flashing, & paper

Building – Insulation

To determine compliance with Chapter 13 and shall include, but not limited to, inspections for envelope insulation R and U values, Fenestration U value, duct system R value, and HVAC and water heating equipment efficiency. (pending new Energy Code)

Building Rough Inspection will not be scheduled the same day as Trade Inspections.

Plumbing - Final Inspection

When all work is complete. All fixtures must be installed or lines capped for final inspection. Do not use tees on horizontal lines. Firestopping is required where pipe goes through any plate.

Mechanical - Final Inspection

When all work is complete and all systems are working. All approved appliances must be installed in accordance with manufacturers specifications and installation instructions must be on job when inspection is conducted. Combustion and ventilation air must be through whole house. All exhaust fans must be vented directly outside.

Electrical - Final Inspection

When all work is complete. All fixtures must be hung and lamps and plate covers installed for final inspection. Interconnecting smoke detectors must be wired 110 volt on all floors, and in each bedroom or sleeping area.

Driveway Inspection

Verifying that the driveway is in compliance with Township specifications (where applicable).

Final Building Inspection

Final Inspection will only be performed *after* Final Inspections on all Trades (if applicable). Everything must be completed and the building must be ready for occupancy. Approval also requires final grading, site clean-up and driveways (if applicable).

Final building inspections will not be scheduled on the same day as trade final inspections.

Final Building Inspection – Deck

All construction must be completed and guardrails, if required, in place.

Pre-Manufactured Homes

Footing inspections as above, final inspections after mechanical, plumbing and electrical hook-up inspections have been made. Tie downs to be installed according to manufactured specifications and local ordinance. New and used pre-manufactured homes shall have smoke detectors in compliance with current code. All pre-manufactured homes shall have fire extinguishers in the kitchen area.

Temporary Occupancy

Homeowners can apply for a Temporary Occupancy which would allow them to live in the house prior to Final Approval and issuance of a Certificate of Occupancy. In most cases this would constitute an additional inspection and include an additional inspection fee. A Temporary Affidavit is obtained in our office. *Contact building inspector to see if you qualify for a Temporary Occupancy.*

Certificate of Occupancy

The original will be mailed to the applicant approximately one week after the final inspection. Arrangements may be made to obtain certificate earlier. *Contact CCA for more information.*

GENERAL DECK INFORMATION

If a deck is more than 30 inches above grade, it shall have guardrails not less than 36 inches in height and constructed so as not to allow the passage of a 4 inch object.

Open sides of stairs with a total rise of more than 30 inches above grade shall have guardrails not less than 36 inches in height and be guarded so as not to allow the passage of a 4 inch object.

All Guardrails must comply with code.