

OBTAINING YOUR BUILDING PERMIT

Permits are required for all construction activities regulated by the code except minor repairs.

Section 10(1) of the Act states:

“...the owner, or the owner’s builder, architect, engineer, or agent, shall submit an application in writing to the appropriate enforcing agency for a building Permit....”

R105.1 Permits Required. Any owner or authorized agent who intends to construct, enlarge, Alter, repair, move, demolish, or change the occupancy of a building or Structure, or to erect, install enlarge, alter, repair, remove, convert or replace Any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make Application to the building official and obtain the required permit.

R105.2 Work exempt from permit.

Exemption from the permit requirements of the code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the code or any other laws or ordinances or this jurisdiction. Permits are not required for any of the following.

(a) Building permits shall not be required for any of the following:

- (1) One –story detached accessory structures, if the floor area does not exceed 200 square feet.
- (2) A fence that is not more than 6 feet high.
- (3) A retaining wall that is not more than 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- (4) A water tank supporting directly upon grade if the capacity is not more than 5,000 gallons and the ratio of height to diameter or width is not greater 2 to 1.
- (5) A sidewalk or driveway that is not more than 30 inches above adjacent grade and is not over any basements or story below.
- (6) Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
- (7) A prefabricated swimming pool that is less than 24 inches deep.
- (8) Swings and other playground equipment accessory to a 1-or 2- family dwelling.
- (9) Window awnings supported by an exterior wall.

(b) Electrical permits shall not be required for any of the following:

Repairs and maintenance: A permit is not required for minor repair work, including the replacement of lamps or the connection or approved portable electrical equipment to approved permanently installed receptacles.

(c) Mechanical permits shall not be required for any of the following:

- (1) Portable heating, cooking, or clothes drying appliances.
- (2) Replacement of any minor part that does not alter approval of equipment or make the equipment unsafe.
- (3) A portable heating appliance.
- (4) A portable cooling unit.
- (5) A portable ventilation appliance.
- (6) Steam, hot or chilled water piping within any heating or cooling equipment by the code.
- (7) A portable evaporative cooler.
- (8) A self-contained portable refrigeration unit that is not more than 1.5 horsepower.

(d) Plumbing permits shall not be required for any of the following:

The stopping of leaks in drains, water, soil, waste or vent pipe; if any concealed trap, drainpipe, water soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, then the work is considered as new work and a new permit shall be obtained and inspection as provided in the code.

The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures, and the removal and reinstallation of water closets, if the repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.

Plan Review:

The County requires the submission of Sealed construction documents for any buildings over 3,500 square feet. Including all Commercial Buildings.

Construction Documents

R106.1 Submittal documents. Construction documents, special inspection and structural program and other data shall be submitted in 1 or more sets with each application for a permit. The construction documents shall be prepared by or under the direct supervision of a registered design professional when required by article 20 of 1980 PA 299, MCL 339.101 et seq. And known as the Michigan occupational code. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered professional.

R321.1 Premises identification. Approved numbers or addresses shall be provided for all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property.

The County does not require a Building Permit for:

1. Siding
2. Windows-unless header sizes are changed or need to meet egress requirements
3. Storage shed under 100 square feet
4. General Maintenance

A site plan showing the dimensions and the location of the proposed project shall be submitted with the application. If the project is a commercial building, you will need an architecturally stamped print, or detailed hand drawing for homeowners.

The home owner or if a contractor is being used the contractor should fill out and apply for the building Permit. It is necessary to fill the Building Permit out completely with all pertinent information. The contractor is responsible for calling for all inspections.

Prior to obtaining your building permit, you may be required to obtain the following permits:

- Zoning Permit - may be obtained from your Township Zoning Administrator.
- Septic & Well Permit - may be obtained from your local Health Department.
- Soil Erosion Permit - may be obtained from the Montmorency County Soil Erosion Officer.

(A Soil Erosion Permit is required if you are disturbing earth within 500 feet of water, or greater than one acre in size. Industrial or Commercial use development sites, regardless of size, location, or environmental sensitivity. The County will not issue a Building Permit for an earth change permit until a Soil Erosion Sedimentation Stormwater runoff control Permit has been issued by the County Enforcement Agency if required.)

Certificate of Occupancy

Section 13 of the Act states that:

"A building or structure hereafter constructed shall not be used or occupied in whole or in part until a certificate of use and occupancy has been issued by the appropriate enforcing agency."

Section R110 Use and Occupancy. A building or structure shall not be used or occupied, and change in the existing occupancy classification of a building or structure or portion thereof shall not be made until a certificate of occupancy has been issued in accordance with section 13 of the act.

R110.2 Change in use. A change in the character or use of an existing structure shall not be made, except as specified in the Michigan building code, R 408.30401 to R 408.30499a.

GENERAL BUILDING INFORMATION

As a homeowner, it is always best to hire a licensed and insured builder, ask to see their current pocket license and the insurance company phone numbers of where they have liability coverage. Working with an unlicensed builder is done at your own risk!

If you sign a building permit application for a contractor or handyman, you are responsible for the entire project. **PLEASE PROTECT YOURSELF.**

All contractors offering to do work which totals \$600 or more for labor and materials must have a state license. A Residential Builders license allows a contractor to build a complete structure and also do maintenance or alteration (remodeling) work.

The Montmorency County House Numbering Ordinance was adopted on April 27, 1994 and shall take effect within sixty days after adoption. The Equalization Department shall assign and maintain address numbers to structures. They may be contacted at 785-8046.

GENERAL CODE INFORMATION

Any lumber buried, or on top of the ground or within 8 inches of ground must be Wolmanized lumber.

Pole Barn poles must be per spec sheet.

Pole Barn poles must be 4" x 6" on 8' centers.

Mobile home roof poles must be 4" x 6" on 8' centers. Both of the above must be 42" in the ground with a minimum pad in the hole of 6".

Sandy soil conditions require 24" footings below grade at a minimum. Clay soil conditions require 42" below grade at a minimum.

Footings are 24" in depth, 8" thick minimum, with 2-# 4 re-rod spaced equally and in place before pouring concrete. Footings must be 4" wider than the block being used on each side of the block.

A minimum of 8" must be maintained between ground and buildings.

Foundation walls must have an approved fastener to hold down walls.