

Effective November 1, 2017

For ALL Building projects in Burtchville Township, there must be a detailed drawing/plans for the project being done. These drawing/plans are to include measurements of all rooms, garages, outbuildings, and set-backs for the property. If these things are not included with your Building Permit Application it will not be considered for approval.

## REQUIREMENTS NEEDED TO OBTAIN A BUILDING PERMIT

1. Completed Building Permit application form.
2. Site diagram showing lot size, proposed construction with dimensions of building project and setback dimensions. Also show position of well/septic system and driveway. The more detailed the better, as this could delay approval.
3. Two copies of complete blueprints or drawings to scale. One set will be returned after plan review.
4. Driveway/culvert permit from SCC Road Commission (if applicable)
5. Address assignment application (if applicable)
6. DEQ High Risk Erosion permit and/or Wetland Assessment (if applicable)
7. Approval from Health Department for well/septic and/or Soil Erosion and Sedimentation Control (if applicable) 810-987-5306.
8. Site Plan approval (if applicable)
9. FEMA Flood zone construction.
10. Payment of applicable fees.

## BUILDING PERMITS ARE REQUIRED FOR THE FOLLOWING WORK

Alterations/Structural repairs (enlarge, alter, repair, move, demolish)

New Construction

Accessory Structures

Decks/Porches

Re-Roof

All signage

Electrical, Plumbing, Heating and Cooling

If the project is in compliance with the Burtchville Township Zoning Ordinances and is approved by the zoning Administrator and the Building Inspector a permit will be issued.

**NOTE: THIS PROCESS CAN TAKE 7-10 DAYS**

## REQUIRED INSPECTIONS

Conventional construction (House, garage, addition, accessory buildings)

1. Site Inspection
2. Footing Forms (before concrete)
3. Foundation walls (after forms are removed but before backfill)
4. Rough-in framing
5. Rough-in insulation (after insulation is added, but before drywall)
6. Final Inspection (when project is complete)

## POLE CONSTRUCTION

1. Site inspection (before issue of permit)
2. Post holes (before concrete and posts are set in place)
3. Rough-in frame (before covering)
4. Final inspection (when project is complete)

## MOBILE AND PREMANUFACTURED HOMES

1. Site Inspection
2. Footing forms, slab forms, pillar forms (before block and skirting)
3. Rough-in electrical, plumbing and mechanical (before block or skirting)
4. Rough-in building piers and tie downs (before block or skirting)
5. Final inspection by all inspectors (when project is completed)

The contractor/property owner is responsible for contacting the proper inspector at each stage of the construction process.

**NOTE: THE OFFICE NEEDS A WEEK'S NOTICE TO OBTAIN A CERTIFICATE OF OCCUPANCY.** Our inspectors do not have office hours at the Township so it takes time to get everyone's paperwork.

Burtchville Township - Land Usage

(D) Area, height and placement requirements. The building, height, lot coverage, floor area, lot size and setbacks shall be determined in accordance with the schedule of regulations set forth in § 154.063. (Ord. passed 6-28-2006)

§ 154.063 DISTRICT REGULATIONS.

Schedule of regulations limiting height, bulk, density and area by zoning district:

District	Minimum Lot Size		Minimum Yard Setbacks (B) (per lot in feet)				Maximum Height of Structures (E)		Maximum Lot Coverage	Minimum Floor Area
	Area	Width (in feet)	Front (C)	Minimum Side (D)	Total of Two	Rear	Stories	Feet	By Buildings	Per Unit
RCC - Recreation, Conservation and Cemetery	-	-	-	25	50	50	2	30	-	-
A/R (R)(L) Agricultural/ Residential	2.5 acres	165 (C)	50(C)(L)	20	40	50	2	30(G)	30%	(S)
R-1A (R)(L) Single-Family Residential	12,000 square feet	75 (C)	30(C)(L)	10	20	30	2	30	30%	(S)
R-1B (R)(L) Single-Family Residential	20,000 square feet	100 (C)	35(C)(L)	15	30	30	2	30	30%	(S)
R-1C (R)(L) Single-Family Residential	2.5 acres	165 (C)	40 (C)	20	40	40	2	30	25%	(S)
R-2 (H)(R)(L) Two-Family Residential	2.5 acres	165 (C)	40 (C)	20	40	50	2	30	30%	(S)
MHR (R) Manufactured Home Residential	-	-	-	-	-	-	2	30	-	-
RM (H)(R) Multi-Family Residential	(I, J)	-	40	25	50	50	2	30	30%	(K)
O Office	15,000 square feet	80	25 (M, Q)	15 (N)	30 (N)	20	2	30	30%	-
GB General Business	-	-	20 (O, P, Q)	(N)	(N)	20	2	30	-	-
I Industrial	-	-	30 (O, P, Q)	15 (F)	30 (P)	30 (P)	2	30	50%	-
Division (B) below contains the regulations referred to in the schedule above										
For example, the "(A)" at the end of the schedule's title corresponds to division (B)(1) below										





PERMIT # \_\_\_\_\_

4000 BURTCH RD ~ LAKEPORT, MI 48059

(810) 385-5577

**BUILDING PERMIT APPLICATION**Applicant to complete ALL items in Sections I, II, III, IV, V, VI, VII, VIII and IX.**\*Faxed or incomplete applications or applications completed in pencil will not be accepted.****NOTE: Separate applications MUST be completed for Electrical, Mechanical and Plumbing work permits.****I. PROJECT INFORMATION**

Street Address:	Parcel Number: <b>74-11-</b>
-----------------	---------------------------------

**II. IDENTIFICATION**

<b>A. OWNER</b>					
Name:		Address:			City:
State:	Zip Code:	Phone Number(s):	Fax Number:	Email Address:	

<b>B. ARCHITECT <input type="checkbox"/> OR ENGINEER <input type="checkbox"/> (Please check one)</b>					
Firm / Company Name:		Address:			
City:	State:	Zip Code:	Phone Number(s):	Fax Number:	
Email Address:		License Number:		License Expiration Date:	

<b>C. CONTRACTOR</b>					
Name:		Address:			
City:	State:	Zip Code:	Phone Number(s):	Fax Number:	
Builders License Number:		License Expiration Date:		Federal ID Number or Reason for Exemption:	
Workers Comp Insurance Carrier or Reason for Exemption:			MESC Employer Number or Reason for Exemption:		

**III. APPLICANT INFORMATION**

<b>Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:</b>					
Name:		Address:			
City:	State:	Zip Code:	Phone Number(s):	Email Address:	

**BY SIGNING BELOW THE APPLICANT GRANTS, ON BEHALF OF APPLICANT AND OWNER, PERMISSION TO ENTER PROPERTY IS GRANTED TO ANY TOWNSHIP REPRESENTATIVE FOR THE PURPOSE OF GATHERING/VERIFYING INFORMATION RELATED TO THIS APPLICATION. TOWNSHIP REPRESENTATIVES AUTHORIZED TO ENTER THE PROPERTY INCLUDE INSPECTORS AND ZONING ADMINISTRATOR TO INSPECT WORK PERFORMED, AS WELL AS THE ASSESSOR FOR ASSESSMENT OF PROPERTY AFTER COMPLETION OF IMPROVEMENT.** Section 23a of the State Construction Code Act 1972, 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 residential structure. Violations of Section 23a are subject to civil fines.

<b>SIGNATURE OF APPLICANT:</b>	<b>DATE:</b>
--------------------------------	--------------

**IV. TYPE OF IMPROVEMENT AND PLAN REVIEW**

PERMIT # \_\_\_\_\_

**A. TYPE OF IMPROVEMENT**

1.  New Building 2.  Alteration 3.  Demolition 4.  Foundation Only 5.  Relocation 6.  Addition  
 7.  Repair 8.  Mobile Home Set Up 9.  Pre-Manufacture 10.  Special Inspection 11.  Sign

**B. PLAN REVIEW REQUIRED**

Plans and specifications are required and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

**V. PROPOSED USE OF BUILDING**

**A. RESIDENTIAL**

1.  Single Family 2.  Two Family 3.  Multiple Family (3 Units or More) 4.  Hotel/Motel (No. of Units \_\_\_\_\_)  
 5.  Attached Garage 6.  Detached Garage 7.  \*Any Change in Use 8.  Other:

**B. NON-RESIDENTIAL**  COMMERCIAL  INDUSTRIAL

**C. SCOPE OF WORK / USE DESCRIPTION**

1. Scope of Work / Description of Use:

**VI. SELECTED CHARACTERISTICS OF BUILDING**

**A. PRINCIPAL TYPE OF FRAME**

1.  Masonry, Wall Bearing 2.  Wood 3.  Structural Steel 4.  Reinforced Concrete 5.  Other:

**B. FOUNDATION TYPE**

1.  Basement 2.  Crawlspace 3.  Slab 4.  Piers

**C. PRINCIPAL TYPE OF HEATING FUEL**

1.  Gas 2.  Oil 3.  Electric 4.  Geothermal 5.  Heat Pump

**D. TYPE OF WATER SUPPLY**

1.  Public 2.  Well

**E. TYPE OF MECHANICAL**

1. Will there be:  Air Conditioning?  Fire Suppression?  Fireplace? Type \_\_\_\_\_

**F. DIMENSIONS / DATA**

1. Number of Stories: \_\_\_\_\_ 2. Use Group: \_\_\_\_\_ 3. Const. Type: \_\_\_\_\_ 4. Number of Occupants: \_\_\_\_\_

5. TOTAL BUILDING HEIGHT: \_\_\_\_\_ 6. HEIGHT PER ORDINANCE CALCULATION (*office use*): \_\_\_\_\_

- Floor Area: 1. Basement: \_\_\_\_\_ 2. 1<sup>st</sup> Floor: \_\_\_\_\_ 3. 2<sup>nd</sup> Floor: \_\_\_\_\_

4. Size of Addition or Structure: \_\_\_\_\_ 5. Living Area (sq. ft): \_\_\_\_\_ 6. Garage Area (sq. ft): \_\_\_\_\_

7. Office/Sales Area (sq. ft): \_\_\_\_\_ 8. Service Area (sq. ft): \_\_\_\_\_ 9. TOTAL AREA: \_\_\_\_\_

- Room Detail: 1. Number of Bedrooms: \_\_\_\_\_ 2. Number of Full Baths: \_\_\_\_\_ 3. Number of Partial Baths: \_\_\_\_\_

- Basement Detail:  Full Basement  Partial Basement  Split Level  Finished (sq. ft): \_\_\_\_\_  No Basement





- FOR OFFICE USE ONLY -

**X. APPLICATION REVIEWS AND APPROVAL**

**A. ZONING REVIEW / APPROVAL**

Use Zone:	Flood Zone & Map Panel:	Lot Area:	Lot Frontage:	Lot Depth:
ZBA/Planning Commission Hearing Date:		Hearing Comments:		
Remarks:				
<input type="checkbox"/> Rejected      Date: _____		Reviewed by: _____		<input type="checkbox"/> Zoning Administrator
<input type="checkbox"/> Approved      Date: _____				

**B. FIRE DEPARTMENT REVIEW / APPROVAL - COMMERCIAL / INDUSTRIAL USE ONLY**

Remarks:				
<input type="checkbox"/> Rejected      Date: _____		Reviewed by: _____		<input type="checkbox"/> Fire Chief <input type="checkbox"/> Other:
<input type="checkbox"/> Approved				

**C. BUILDING DEPARTMENT REVIEW / APPROVAL**

Special Information / Details:				
<input type="checkbox"/> Rejected      Date: _____		Reviewed by: _____		<input type="checkbox"/> Building Official
<input type="checkbox"/> Approved				

FEE DESCRIPTIONS	FEE TOTALS
Building Permit Fee	\$ _____
Zoning Review Fee	\$ _____
<b>TOTAL DUE UPON ISSUANCE</b>	<b>\$ _____</b>

<b>ISSUE DATE:</b>	
--------------------	--

AUTHORITY: P.A. 230 OF 1972, AS AMENDED  
 COMPLETION: MANDATORY TO OBTAIN PERMIT  
 PENALTY: PERMIT NOT ISSUED

RECEIPT # \_\_\_\_\_ CREDIT CARD:   
 MC  VISA   
 DISCOVER  CASH  CHECK    
 CHECK NUMBER: \_\_\_\_\_