

## BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP

**GRAND BLANC TOWNSHIP, Building Department, PO Box 1833, Grand Blanc, MI 48480**

**INSPECTIONS VOICE MAIL SYSTEM: (810) 424-2690 INSPECTIONS HELP: (810) 424-2630 PERMITS HELP: (810) 424-2782 FAX: (810) 424-2783**

THE DEPARTMENT WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS.

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

**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, and V and provide PLOT PLAN (if required for job)**

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

### I. PROJECT INFORMATION

PROJECT ADDRESS				
CITY	STATE MICHIGAN	ZIP CODE	TOWNSHIP GRAND BLANC	COUNTY GENESEE
NEAREST CROSS STREETS	SUBDIVISION	LOT #	DATE OF APPLICATION	

### II. IDENTIFICATION

#### A. OWNER OR LESSEE

NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER

#### B. ARCHITECT OR ENGINEER; PLEASE NOTE: RESPONSIBLE FOR WORK? YES          NO

NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
LICENSE NUMBER	EXPIRATION DATE	FAX NUMBER	

#### C. CONTRACTOR

NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
BUILDERS LICENSE NUMBER	EXPIRATION DATE	FAX NUMBER	
FED EMPLOYER ID NUMBER/REASON FOR EXEMPTION	WORKER'S COMP INSURANCE CARRIER/REASON EXEMPT	MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION	

### III. COMPLETING APPLICATION

**GENERAL:** Construction shall not be started until the permit has been approved and issued. All construction shall be in compliance with the building code currently in effect. **No work shall be concealed until it has been inspected.** When ready for an inspection, set up the inspection with **at least 1 day's notice.** **The request must include the job location and permit number.**

**EXPIRATION OF PERMIT:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

## BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP

### III. COMPLETING APPLICATION (CONTINUED)

<b>REQUIRED SUBMITTALS and INFORMATION for Construction Projects</b>
<b>NEW HOUSE</b>
Energy Code Worksheet - Including Window/Door Manufct Info
2 Sets Constr Drawings/Plot Plan With Footprint of Construction
Computer Disk for Drawings (if available) with Info Sheet
Complete and Sign Plan Summary Page in Application (Page 5)
Houses 3,500 Sq Ft or Over <b>REQUIRE:</b>
Signed/Sealed Construction Plans and Structural Calculations
<b>ADDITION TO EXISTING HOUSE</b>
Smoke Detectors Must be Upgraded/Hardwired entire structure
Complete Plot Plan
Over 3,500 Sq Ft Require Signed/Sealed Plans and Calculations
Construction Drawings or Blueprints (may be hand sketched)
Complete and Sign Plan Summary Page in Application (Page 5)
<b>HOMEOWNER OBTAINING OWN PERMIT Sign Page 4</b>
Possible required inspections
<b>Please check your permit</b>
<b>Foundation -- Subsoil</b>
<b>Backfill</b>
<b>Pea Rock</b>
<b>Footing</b>
<b>Trench Footing // Garage - Walk-Out</b>
<b>Underslab</b>
<b>Masonry</b>
<b>Rough</b>
<b>Insulation</b>
<b>Posthole (if deck included in permit)</b>
<b>Final/Occupancy</b>

<b>A. PLEASE PROVIDE A COMPLETE DESCRIPTION OF THE WORK TO BE COMPLETED UNDER THIS PERMIT:</b>					
<b>Single Family:</b>		<b>Attached</b>	<b>or</b>	<b>Detached</b>	
<b>Basement:</b>		<b>Finished</b>	<b>or</b>	<b>Unfinished</b>	
<b>Deck:</b>		<b>Included</b>	<b>or</b>	<b>Not Included</b>	
<b>Joist Size</b>		<b>Post Size</b>		<b>Beam Size</b>	
<b>MUST SHOW DECK ON PLOT PLAN</b>		<b>Size of Structure</b>		<b>Height from Grade</b>	
<b>Estimated Start Date</b>		<b>Estimated Completion Date</b>			
<b>IMPROVEMENT TYPE</b>		<b>EXTERIOR WALLS</b>		<b>RESIDENTIAL</b>	
New Construction		Steel		Hotel, Motel	
Addition		Masonry		Multi-Family	
Alteration		Concrete		Two Family	
Repair/Replacement		Wood		Are any <b>structural assemblies</b> fabricated off-site?	
Relocation		Other			
Foundation Only					

## BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP

**THIS PAGE IS ONLY REQUIRED FOR THE CONSTRUCTION OF A NEW HOUSE, AN ADDITION TO AN EXISTING HOUSE, OR FOR COMMERCIAL/INDUSTRIAL PERMITS**

<b>A. PRINCIPAL TYPE OF FRAME</b>								
<u>Masonry, Wall Bearing</u>		<u>Wood Frame</u>		<u>Structural Steel</u>		<u>Reinforced Concrete</u>		<u>Other</u>
<b>B. PRINCIPAL TYPE OF HEATING FUEL</b>				<b>C. TYPE OF SEWAGE DISPOSAL</b>		<b>D. TYPE OF WATER SUPPLY</b>		
<u>Gas</u>	<u>Oil</u>	<u>Electric</u>	<u>Other</u>	<u>Public Co</u>		<u>Septic System</u>	<u>Public Co</u>	<u>Private Well</u>
<b>E. TYPE OF MECHANICAL</b>								
TYPE OF HEATING:					WILL THERE BE AIR CONDITIONING? _____ YES _____ NO			
<b>F. DIMENSIONS/DATA</b> <i>this section MUST be complete for new construction and additions</i>								
<u>Street Frontage</u>			<u>Height Above Grade</u>			<u>Stories (#)</u>		<u>Garage Area (SF)</u>
<u>Front Setback</u>			<u>Lot Area (SF)</u>			<u>Bedrooms (#)</u>		<u>Enclosed Parking (#)</u>
<u>Rear Setback</u>			<u>Parking Area (SF)</u>			<u>Full Baths (#)</u>		<u>Outside Parking (#)</u>
<u>Left Setback</u>			<u>Windows (#)</u>			<u>Partial Baths (#)</u>		<u>Garages (#)</u>
<u>Right Setback</u>			<u># Residential Units</u>			<u>Fireplaces (#)</u>		

<u>FLOOR AREA (square feet)</u>	<u>NEW CONSTRUCTION</u>	<u>EXISTING</u>	<u>ALTERATIONS</u>
Crawl Space (area)			
Slab on Grade (area)			
Total area in basement (sq ft)			
Finished area in basement (sq ft)			
1st Floor (sq ft)			
2nd Floor (sq ft)			
3rd & Above (sq ft)			
Total Building Area (sq ft)			

# BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP

## HOMEOWNER SIGNATURE REQUIRED ON THIS PAGE IF HOMEOWNER OBTAINING OWN BUILDING PERMIT

The Michigan Licensing Law gives the homeowner an exemption to act as the general contractor if the homeowner is building his own residence for his own use. This means that, in the case of his own single family residence (not a duplex or apartment building) the homeowner may act as the general contractor, even though a licensed builder may be significantly involved. 339.2403 of the Michigan Occupational Code states:

A person may engage in the business of or act in the capacity of a residential building without having a license if the person is:

An owner of property with references to a structure on the property for the owner's own use and occupancy

If the homeowner acts as the general contractor and pulls the permit he should be made aware of the following:

THAT AS THE PERMIT HOLDER, THE HOMEOWNER INCURS ALL OF THE LIABILITY AND ALL OF THE RESPONSIBILITY THAT THE LICENSED CONTRACTOR WOULD NORMALLY ASSUME.

### **THIS MEANS THAT:**

- 1 IT WILL BE THE HOMEOWNER'S RESPONSIBILITY TO CORRECT ANY CODE VIOLATIONS, EVEN IF THE CONTRACTOR OR ANY OTHER PERSONS DID THE WORK.

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- 2 THE HOMEOWNER CAN BE HELD LIABLE FOR ANY INJURY WHICH OCCURS ON THE JOB, WHETHER IT IS A BUILDER'S OR SUBCONTRACTOR'S EMPLOYEE.

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- 3 THE HOMEOWNER IS RESPONSIBLE FOR WORKER'S COMPENSATION, ALL WITHHOLDING TAXES, BOTH FEDERAL AND STATE, AND FAICA TAXES FOR ALL PERSONS ON THE JOB.

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- 4 IN THE EVENT OF AN OCCURRENCE BEYOND THE BUILDER'S CONTROL (LAWSUITS, ETC.) WHICH CAUSES THE BUILDER TO BE UNABLE TO COMPLETE THE WORK, THE HOMEOWNER WILL BE LEGALLY RESPONSIBLE FOR THE COMPLETION OF THE JOB.

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I, \_\_\_\_\_, HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP

**PLAN OR BLUE PRINT SUMMARY - TO BE USED FOR NEW HOUSES OR ADDITIONS TO AN EXISTING HOUSE.**

**NOTE: If I-Joists are used shop drawings must be supplied at time of ROUGH INSPECTION**

**Basement Foundation:**

Spread footing: Size: \_\_\_\_\_

Reinforcement: \_\_\_\_\_

Bleeders: Spacing: \_\_\_\_\_ oc

Size: \_\_\_\_\_

Poured Wall: Size: \_\_\_\_\_ Height: \_\_\_\_\_

Block Wall: Size: \_\_\_\_\_ Height: \_\_\_\_\_

Is a membraned tile/sock tile being used?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please specify tile: \_\_\_\_\_

Is basement being dampproofed? \_\_\_\_\_

Is basement being waterproofed? \_\_\_\_\_

Beam Size \_\_\_\_\_ Column Size \_\_\_\_\_

Spacing \_\_\_\_\_ Reinforcement \_\_\_\_\_

Is there 4" of pea stone under basement slab?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Is visqueen under basement slab?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Framing:**

Exterior Walls: 2x4    2x6    Steel Studs

Interior Walls: 2x4    2x6    Steel Studs

**Floor Joist:**

1st Floor Size                      Species                      Location

2nd Floor Size                      Species                      Location

**Framing:** (continued)

I Joist: 1st Floor Size                      Species                      Location

2nd Floor Size                      Species                      Location

Manufacturer: \_\_\_\_\_

Laminated Beams: Size                      Location

Manufacturer: \_\_\_\_\_

Header: Size/Length                      Location

Stairs: Riser height                      Tread width

Are stair nosings being used: Yes                      No                      Size

Are Treads: Wood                      Carpet                      Vinyl

Trusses: 2x4                      2x6                      Manufactured

Rafters Size                      Species

Ceiling Joists Size                      Species

Are all windows within 5' of tub or shower floor tempered?  
Yes                      No

Is ice & water shield of 90# rolled roofing being using in all valley & eaves?

Does the entire roof have #15 felt paper? Yes                      No

Do the submitted plans reflect what is being built? Yes                      No  
 If no, explain: \_\_\_\_\_

**Are the plans reversed? Yes                      No**  
**(Grand Blanc Township DOES NOT ACCEPT reverse plans).**

**Signature:** \_\_\_\_\_

# BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP

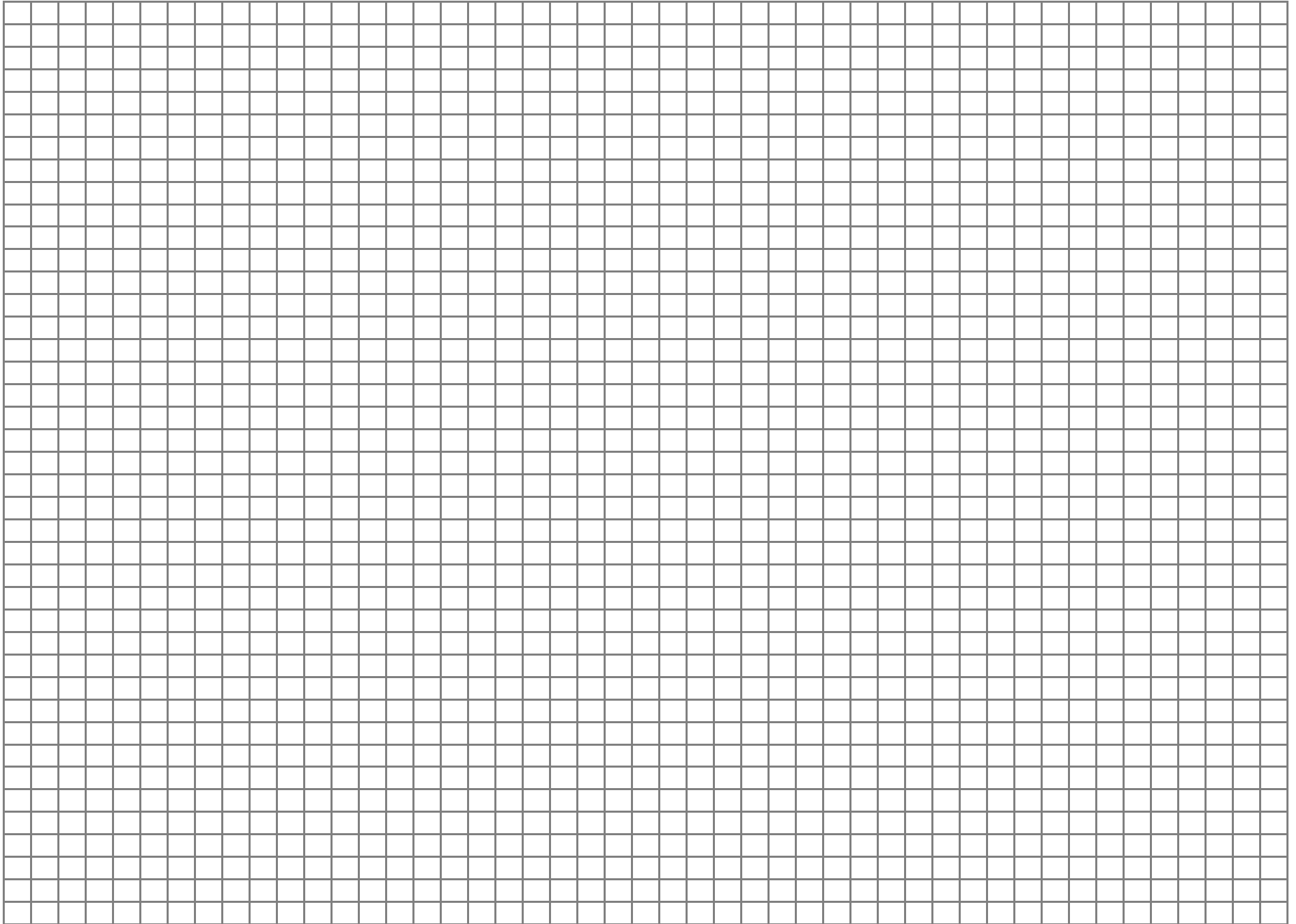
Roof Ventilation must comply with Sectin R806 of the Michigan Residential Code

Roof Area #1	Roof Area #3
Roof Area _____ Square Feet	Roof Area _____ Square Feet
Total Ventilation Required _____ Square Feet	Total Ventilation Required _____ Square Feet
Ratio of Roof Ventilation To Be Used 1 to 150: _____ 1 to 300: _____	Ratio of Roof Ventilation To Be Used 1 to 150: _____ 1 to 300: _____
If 1 to 300 ratio is used, provide the following information:	If 1 to 300 ratio is used, provide the following information:
Percentage of roof ventilation in ridge vent _____ %	Percentage of roof ventilation in ridge vent _____ %
Percentage of roof ventilation in soffit vent _____ %	Percentage of roof ventilation in soffit vent _____ %

Roof Area #2
Roof Area _____ Square Feet
Total Ventilation Required _____ Square Feet
Ratio of Roof Ventilation To Be Used 1 to 150: _____ 1 to 300: _____
If 1 to 300 ratio is used, provide the following information:
Percentage of roof ventilation in ridge vent _____ %
Percentage of roof ventilation in soffit vent _____ %

Required at time of Application:
<b>Types of vents &amp; manufacturer's installation instructions</b>
<b>Construction Plans must indicate location and type of venting</b>
_____ Completed by (please print)
_____ Date
_____ <b>Signature:</b>

**BUILDING PERMIT APPLICATION - GRAND BLANC TOWNSHIP**  
**REQUIRED PLOT PLAN - SHOW ALL DIMENSIONS AND DISTANCES INCLUDING ANY RIGHT OF WAYS**  
**LOCATE ALL OVERHEAD POWER LINES WITHIN 36 FEET OF PROPOSED CONSTRUCTION**



**V. APPLICANT INFORMATION**

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

NAME	ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NO.

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, 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. Violators of section 23a are subjected to civil fines.**

I hereby certify that work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the building code and shall not be covered up, enclosed, or put into operation until it has been inspected and approved by the Township Inspector. I shall cooperate with the Township Inspector and I assume the responsibility to arrange for all necessary inspections.

<p><b>CONSTRUCTION COST - PROPOSED WORK: \$ _____</b></p>	<p><b>PLEASE NOTE: PERMIT OR DENIAL WILL BE ISSUED WITHIN 20 DAYS OF SUBMISSION OF COMPLETE APPLICATION UNLESS OTHERWISE NOTIFIED.</b></p>
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*SIGNATURE OF licensee or homeowner (homeowner signature indicates compliance with homeowner's affidavit)*

X \_\_\_\_\_ DATE: \_\_\_\_\_

**VI. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION**

ENVIRONMENTAL CONTROL APPROVALS					
	REQUIRED?	APPROVED	DATE	NUMBER	BY
A Zoning	Yes _____ No _____				
B Fire Department	Yes _____ No _____				
C Pollution Control	Yes _____ No _____				
D Noise Control	Yes _____ No _____				
E Soil Erosion	Yes _____ No _____				
F County "B" Permit Present in Packet	Yes _____ No _____				
G Health and Sanitation	Yes _____ No _____				
H Water Supply	Yes _____ No _____				
I Septic System	Yes _____ No _____				
J Variance Granted	Yes _____ No _____				
K Other	Yes _____ No _____				

**VII. VALIDATION - FOR DEPARTMENT USE ONLY**

Use Group _____	Construction Type _____	Square Feet _____	Permit Fee	\$ _____
APPROVAL SIGNATURE/TITLE _____			Insulation Fee	\$ _____
			Plan Review Fee	\$ _____
			<b>TOTAL FEES DUE</b>	<b>\$ _____</b>
			DATE _____	



## **PLEASE BE SURE TO INCLUDE THE FOLLOWING BEFORE SUBMITTING YOUR NEW HOUSE APPLICATION:**

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### *Incomplete applications will not be accepted*

- \_\_\_\_\_ Completed application, in original booklet form.
- \_\_\_\_\_ Two sets of plans. If home is more than 3,500 sq. ft., plans must be signed and sealed (2 sets).
- \_\_\_\_\_ Houses over 3,500 sq. ft. require structural calculations that have been signed and sealed by an architect or engineer (one set required).
- \_\_\_\_\_ Provide information to comply with the 2009 Michigan Energy Code
- \_\_\_\_\_ Manufacturer's energy information must be submitted for the windows, doors, skylights
- \_\_\_\_\_ Roof Loading Data Sheet.
- \_\_\_\_\_ Soil erosion permit from Grand Blanc Township
- \_\_\_\_\_ Setback and Grade permit with 11" x 17" complete plot plans provided by a licensed professional surveyor. Need square footage of lot or parcel.
- \_\_\_\_\_ Right-of-Way permit or waiver from Genesee County Road Commission.
- \_\_\_\_\_ DPW form indicating meter size and/or lawn meter size.
- \_\_\_\_\_ Genesee County "B" permit (will be forwarded to DPW).



# CHARTER TOWNSHIP OF GRAND BLANC

Department Of Public Works

Director ~ Jeffrey Sears

## NEW CONSTRUCTION WATER/SEWER PERMIT REQUIREMENTS

*DPW Office – (810) 424-2640*

**All Water/Sewer Department permits must be obtained before a building permit will be issued.**

**All fees must be paid before any permits are issued.**

### *Genesee County WWS B Permit*

- CCIF Fees - \$1000 per unit
- Must be provided to Grand Blanc TWP. DPW with Building permit application
- Paid at Genesee County WWS
  - 4610 Beecher Rd  
Flint, MI 48532  
(810) 732-7870

### *Grand Blanc Township Connection Permit:*

- Water Connection per unit: \$2,600.00
- Sewer Connection per unit: \$2,750.00
- Water Main Construction Fee: \$4,200.00
  - Water Main Construction fee is only paid the when the Township incurred the cost of installing the water main.
- 1" Water Meter: \$308.00
- MXU (Remote Meter Reader): \$220.00

# DPW

**ADDRESS:** \_\_\_\_\_

**METER SIZE:** \_\_\_\_\_

**LAWN METER SIZE:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**PERMIT B#** \_\_\_\_\_



# APPLICATION FOR SETBACK & GRADE PERMIT

GRAND BLANC TOWNSHIP  
5371 S. SAGINAW STREET, PO BOX 1833  
GRAND BLANC, MI 48439  
(810) 424-2782

Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

PID#: \_\_\_\_\_

Name of development/site plan: \_\_\_\_\_

Address: \_\_\_\_\_ Lot#: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Single Family Residential    Commercial    Industrial    Multiple Residential

Property located within 500 ft. of a flood plain?    Yes    No

Square footage of lot or parcel: \_\_\_\_\_ Acres: \_\_\_\_\_

## SURVEYOR:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

## LEGAL OWNER OF THE PROPERTY:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

## For Township Use Only

Fee: \$50 for five acres \$25 for additional acreage   Acres: \_\_\_\_\_ Fee: \_\_\_\_\_

Bond Required?    Yes    No   Amount: \_\_\_\_\_

\_\_\_\_\_  
Signature of Building Official

\_\_\_\_\_  
Date

# CHARTER TOWNSHIP OF GRAND BLANC

5371 South Saginaw Street  
P.O. Box 1833 • Grand Blanc, MI 48439-0057  
(810) 424-2600 Fax (810) 694-2881

## BULLETIN

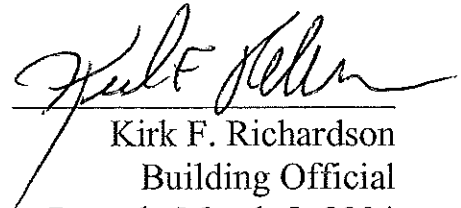
### CHANGE IN ROOF LOAD DATA SHEET REQUIREMENTS

### NEW SINGLE-FAMILY DWELLINGS AND ADDITIONS TO SINGLE-FAMILY DWELLINGS

**PER THE 2003 MICHIGAN RESIDENTIAL CODE**

**EFFECTIVE FEBRUARY 29, 2004:**

All permit applications for construction of new single-family dwellings and additions to single-family dwellings shall contain a completed "Roof Loading Data Sheet" in their application packet.



Kirk F. Richardson  
Building Official  
Posted: March 5, 2004

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Jeffrey A. Zittel, Supervisor

Lorraine A. Parker, Clerk

Trustees:

Jeffery L. Cyphert, Treasurer

Marilyn M. Hoffman

Catherine A. Lane

Ann P. Moss

Roger W. Swaim

# CHARTER TOWNSHIP OF GRAND BLANC

5371 South Saginaw Street

P.O. Box 1833

Grand Blanc, MI 48439-0057

(810) 424-2600

Fax (810) 694-2881

## **BULLETIN** **SETBACK/GRADE PERMIT**

**EFFECTIVE >>> JANUARY 1, 2004**

**PLEASE READ CAREFULLY – THERE WILL BE**

### **NO EXCEPTIONS**

- 1) **Foundation certification MUST BE SUBMITTED 72 HOURS PRIOR** to request for rough building inspection. NOTE: 72 hours is the equivalent of three (3) business days.
- 2) **As-Built MUST BE SUBMITTED 72 HOURS PRIOR** to request for final/c of o inspection. NOTE: 72 hours is the equivalent of three (3) business days.
  - a. **ALL As Built documents are subject to field verification.** Please be advised that if the site does not correspond to the submittal, the document will be rejected and a final/c of o inspection will not be performed until the matter is resolved.
- 3) If problems exist with the As Built and the structure is ready for final/c of o inspection, **the township may, with evaluation on a case-by-case basis, accept a \$2,500 bond against the setback/grade permit, refundable upon final approval of the setback/grade permit.** If accepted, this would allow for final/c of o inspection for sale or occupancy of a home.
- 4) **THE PERMIT FEE** for Setback/Grade permits will be changed. The new permit fee will be: **\$100.00 for the first acre, \$25.00 for each additional acre.**



Jeffrey A. Zittel, Supervisor

Lorraine A. Parker, Clerk

Trustees: L:\PALID\Forms\Bulletin\Setback-Grade Bulletin 12-03-03.doc

Marilyn M. Hoffman

Catherine A. Lane

Ann P. Moss

Roger W. Swaim

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5371 South Saginaw Street

P.O. Box 1833 • Grand Blanc, MI 48439-0057

(810) 424-2600

Fax (810) 694-2881

## BULLETIN SETBACK & GRADE PERMIT

**PLEASE BE ADVISED NO ON-SITE CHANGES MAY BE MADE TO AN APPROVED PLOT PLAN. ANY PROPOSED CHANGES OR MODIFICATIONS MUST BE SUBMITTED TO THE BUILDING DEPARTMENT FOR APPROVAL PRIOR TO COMMENCEMENT OF WORK.**



Jeffrey A. Zittel, *Supervisor*

L:\PALID\Forms\Bulletin\Plot Plan Modifications.doc

*Trustees:*

Jeffery L. Cyphert, *Treasurer*

Marilyn M. Hoffman   Catherine A. Lane   Ann P. Moss   Roger W. Swaim

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5371 South Saginaw Street

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(810) 424-2600

Fax (810) 694-2881

## BULLETIN NEW SINGLE FAMILY HOME CONSTRUCTION

### RIGHT-OF-WAY PERMIT REQUIREMENT

**EFFECTIVE JANUARY 1, 2003**

ALL new residential Single Family Dwellings permit applications shall include a **Right-of-Way permit** secured from the Genesee County Road Commission prior to the submittal of the building permit application.



Jeffrey A. Zittel, *Supervisor*

*Trustees:*

Marilyn M. Hoffman   Catherine A. Lane   Ann P. Moss   Roger W. Swaim



Act No. 495  
Public Acts of 2002  
Approved by the Governor  
July 2, 2002  
Filed with the Secretary of State  
July 3, 2002  
EFFECTIVE DATE: July 3, 2002

**STATE OF MICHIGAN  
91ST LEGISLATURE  
REGULAR SESSION OF 2002**

Introduced by Reps. Kuipers, Raczkowski, Ehardt, Kowall, Bishop, Bisbee, Drolet, Vear, Palmer, DeRossett, Voorhees, Vander Veen and Patterson

**ENROLLED HOUSE BILL No. 5819**

AN ACT to amend 1980 PA 299, entitled "An act to revise, consolidate, and classify the laws of this state regarding the regulation of certain occupations; to create a board for each of those occupations; to establish the powers and duties of certain departments and agencies and the boards of each occupation; to provide for the promulgation of rules; to provide for certain fees; to provide for penalties and civil fines; to establish rights, relationships, and remedies of certain persons under certain circumstances; to repeal certain parts of this act on a specific date; and to repeal certain acts and parts of acts," by amending sections 2012 and 2014 (MCL 339.2012 and 339.2014), as amended by 1992 PA 103.

*The People of the State of Michigan enact:*

Sec. 2012. (1) The following persons are exempt from the requirements of this article:

(a) A professional engineer employed by a railroad or other interstate corporation, whose employment and practice is confined to the property of the corporation.

(b) A designer of a manufactured product, if the manufacturer of the product assumes responsibility for the quality of the product.

(c) An owner doing architectural, engineering, or surveying work upon or in connection with the construction of a building on the owner's property for the owner's own use to which employees and the public are not generally to have access.

(d) A person not licensed under this article who is planning, designing, or directing the construction of a detached 1- and 2-family residence building not exceeding 3,500 square feet in calculated floor area. For purposes of this subdivision, detached 1- and 2-family residence building does not include an adult foster care home licensed under the adult foster care facility licensing act, 1979 PA 218, MCL 400.701 to 400.737.

(e) A person who is licensed to engage in the practice of architecture, professional engineering, or professional surveying in another state while temporarily in this state to present a proposal for services.

(2) As used in this section:

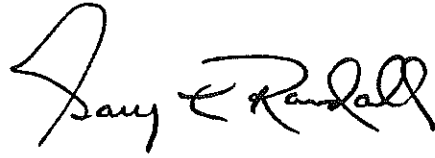
(a) "Calculated floor area" means that portion of the total gross area measured to the outside surfaces of exterior walls intended to be habitable space.

(b) "Habitable space" means space in a building used for living, sleeping, eating, or cooking. Habitable space does not include a heater or utility room, a crawl space, a basement, an attic, a garage, an open porch, a balcony, a terrace, a court, a deck, a bathroom, a toilet room, a closet, a hallway, a storage space, and other similar spaces not used for living, sleeping, eating, or cooking.

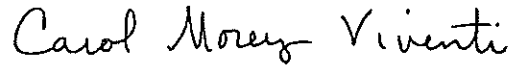
Sec. 2014. A person is subject to the penalties set forth in article 6 who commits 1 of the following:

- (a) Uses the term "architect", "professional engineer", "land surveyor", "professional surveyor", or a similar term in connection with the person's name unless the person is licensed in the appropriate practice under this article.
- (b) Presents or attempts to use as the person's own the license or seal of another.
- (c) Attempts to use an expired, suspended, or revoked license.
- (d) Uses the words "architecture", "professional engineering", "land surveying", "professional surveying", or a similar term in a firm name without authorization by the appropriate board.
- (e) Submits to a public official of this state or a political subdivision of this state for approval, a permit or a plan for filing as a public record, a specification, a report, or a land survey that does not bear 1 or more seals of a licensee as required by this article. This subdivision does not apply to a public work costing less than \$15,000.00 or a residential building containing not more than 3,500 square feet of calculated floor area. As used in this subdivision, "calculated floor area" means that term as defined in section 2012(2)(a).

This act is ordered to take immediate effect.



\_\_\_\_\_  
Clerk of the House of Representatives.



\_\_\_\_\_  
Secretary of the Senate.

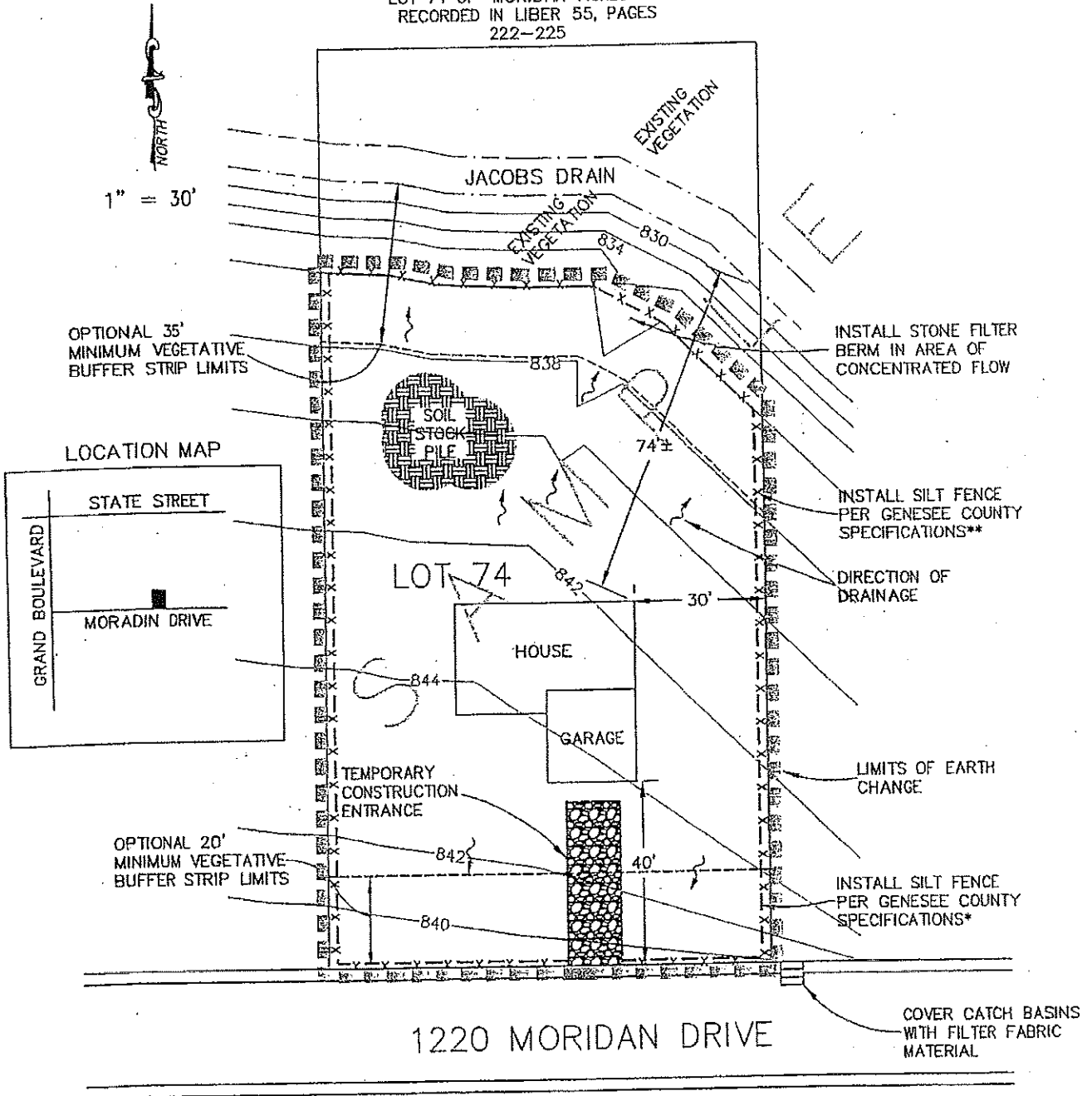
Approved \_\_\_\_\_

\_\_\_\_\_  
Governor.

# EXAMPLE SINGLE FAMILY HOME SITE PLAN

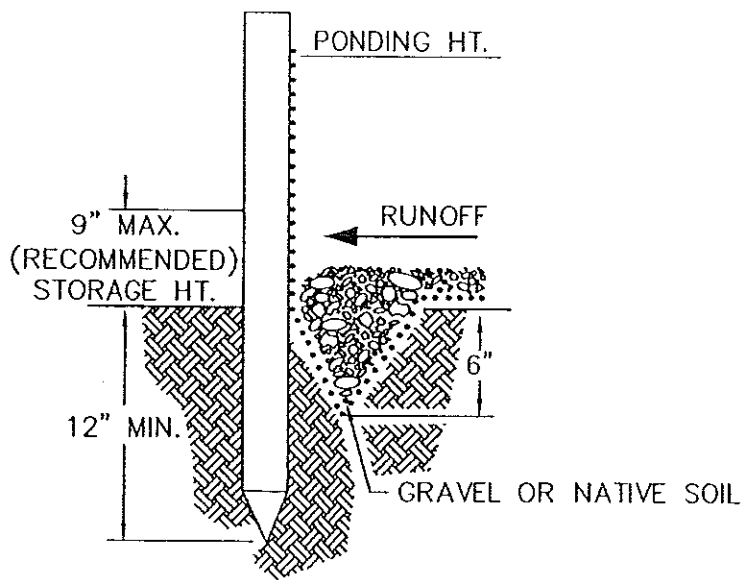
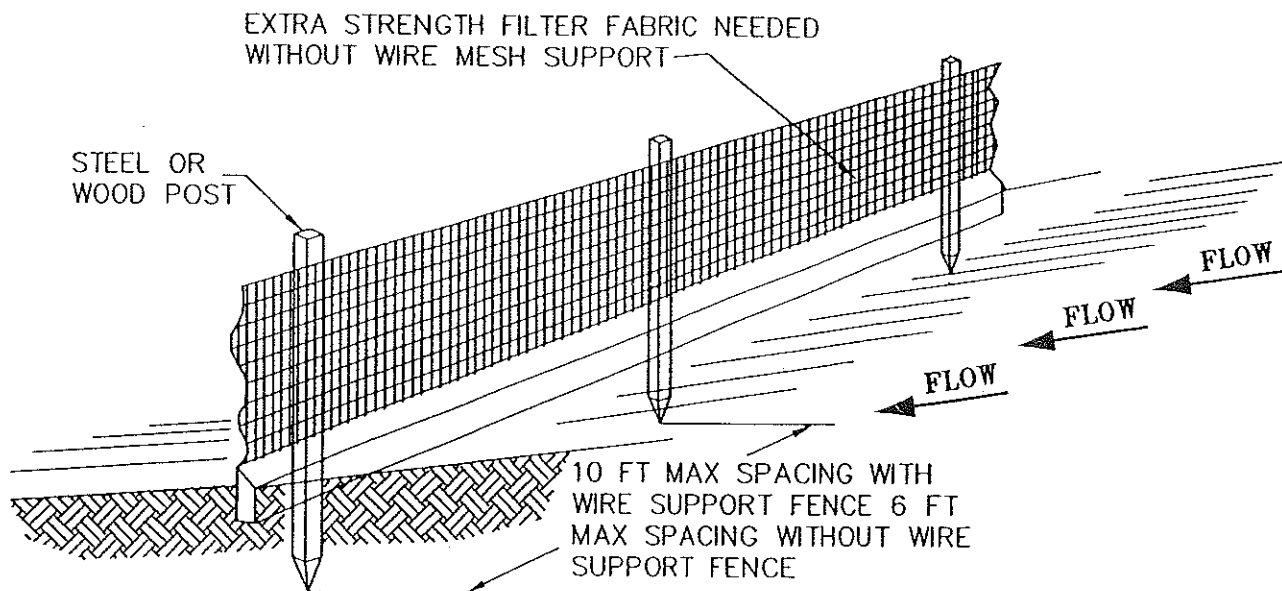
HOUSE PLOT PLAN FOR:  
 JOE SMITH  
 1111 MAIN STREET  
 FLINT, MI 48503

LOT 74 OF "MORIDAN ACRES" AS  
 RECORDED IN LIBER 55, PAGES  
 222-225



\* SILT FENCE IS NOT NECESSARY SO LONG AS A MINIMUM THICK 20' VEGETATIVE BUFFER STRIP IS MAINTAINED DURING CONSTRUCTION.

\*\* SILT FENCE IS NOT NECESSARY SO LONG AS A MINIMUM THICK 35' VEGETATIVE BUFFER STRIP IS MAINTAINED ALONG ALL WATERS OF THE STATE DURING CONSTRUCTION.



STANDARD DETAIL

NOTES:

1. INSPECT AND REPAIR FENCE AFTER EACH STORM EVENT AND REMOVE SEDIMENT WHEN NECESSARY.
2. REMOVE SEDIMENT SHALL BE DEPOSITED TO AN AREA THAT WILL NOT CONTRIBUTE SEDIMENT OFF-SITE AND CAN BE PERMANENTLY STABILIZED.
3. SILT FENCE SHALL BE PLACED ON SLOPE CONTOURS TO MAXIMIZE PONDING EFFICIENCY.

SILT FENCE



INSPECTION VOICE MAIL SYSTEM: (810) 424-2690  
PERMITS & INSPECTIONS HELP: (810) 424-2782  
FAX: (810) 424-2783

**\*\* INSPECTION REQUEST PROCEDURES \*\***

GRAND BLANC TOWNSHIP BUILDING DEPARTMENT  
5371 S. SAGINAW STREET  
P.O. BOX 1833  
GRAND BLANC, MI 48439

**PLEASE USE THE ELECTRONIC MAIL BOX SYSTEM TO SCHEDULE  
INSPECTIONS FOR BUILDING, ELECTRICAL, MECHANICAL AND  
PLUMBING PERMITS ISSUED BY GRAND BLANC TOWNSHIP.**

YOU CANNOT SCHEDULE AN INSPECTION AT THE TIME OF PERMIT APPLICATION. INSPECTIONS SHOULD ONLY BE REQUESTED AFTER THE PERMIT HAS BEEN ISSUED.

ANY PROBLEMS OR QUESTIONS REGARDING INSPECTIONS SHOULD BE DIRECTED TO THE BUILDING DEPARTMENT STAFF VIA THE OFFICE NUMBERS LISTED ABOVE.

**\*\* THIS SYSTEM IS NOT FOR USE TO REQUEST SEWER & WATER INSPECTIONS. THOSE INSPECTIONS MUST BE MADE BY PHONE THROUGH THE DEPARTMENT OF PUBLIC WORKS AT (810) 424-2640 \*\***

PLEASE NOTE THAT ANY RE-INSPECTION FEES DUE MUST BE PAID PRIOR TO RE-INSPECTION.

TO REQUEST AN INSPECTION, PLEASE DIAL (810) 424-2690. ENTER THE NUMBER FOR THE APPROPRIATE EXTENSION AS INSTRUCTED. PLEASE NOTE THAT THERE IS A SEPARATE MAIL BOX FOR BUILDING PERMITS, ELECTRICAL PERMITS, MECHANICAL PERMITS AND FOR PLUMBING PERMITS. FAILURE TO PROVIDE ADEQUATE INFORMATION WILL RESULT IN NO INSPECTION BEING PERFORMED. NO NOTICE WILL BE GIVEN.

**WHEN MAKING AN INSPECTION REQUEST, PLEASE  
PROVIDE THE FOLLOWING INFORMATION:**

- DATE AND TYPE OF INSPECTION
- PERMIT ADDRESS AND PERMIT NUMBER, INCLUDING PREFIX (PB, PE, PM, PP, ETC.)
- NAME OF CALLER, COMPANY NAME & TELEPHONE NUMBER
- IF THERE IS A LOCKBOX YOU MUST LEAVE THE CODE EACH TIME AN INSPECTION IS REQUESTED

**APPOINTMENTS ARE MADE FOR FOOTING INSPECTIONS ONLY**

IF A FOOTING INSPECTION IS REQUESTED AND A SCHEDULING CONFLICT EXISTS, YOU WILL BE NOTIFIED BY TELEPHONE AS SOON AS THE CONFLICT IS FOUND. IF NO NOTIFICATION IS MADE, THE TIME YOU HAVE REQUESTED IS AVAILABLE.

**ONLY REQUESTS MADE BEFORE 7:00 AM WILL BE PERFORMED ON THE SAME BUSINESS DAY. REQUESTS MADE AFTER 7:00 AM WILL BE SCHEDULED FOR THE NEXT BUSINESS DAY.**

THE ELECTRONIC MAIL BOXES ARE AVAILABLE 24 HOURS A DAY, 7 DAYS A WEEK. OFFICE HOURS ARE 8:00 AM TO 5:00 PM MONDAY THROUGH FRIDAY. ALL INSPECTORS ARE AVAILABLE IN THE BUILDING DEPARTMENT FROM 8:00 AM TO 9:00 AM DAILY.

INSPECTORS DO NOT SCHEDULE INSPECTIONS OR APPOINTMENTS



**Genesee County  
Drain Commissioner  
Water & Waste Services**

G-4610 Beecher Road Flint, MI 48532  
Phone (810) 732-7870 Fax (810) 732-9773  
[www.gdcwws.com](http://www.gdcwws.com)

**R RESIDENTIAL SOIL EROSION & SEDIMENTATION CONTROL PERMIT APPLICATION**

**1. LANDOWNER**

NAME:			
ADDRESS:			E-MAIL:
CITY:	STATE:	ZIP:	PHONE:

**2. LOCATION**

SECTION	<input type="checkbox"/> CITY <input type="checkbox"/> TOWNSHIP <input type="checkbox"/> VILLAGE	PROPERTY TAX ID #
SUBDIVISION:	LOT #	STREET ADDRESS:

**3. PROPOSED EARTH CHANGE**

Describe Project	Size of Earth Change (Acres, Linear feet or square feet)
Name of and distance to nearest Lake, Stream, or Drain	Date Project is to start
	Date Project is to be complete

**4. PARTIES RESPONSIBLE FOR EARTH CHANGE**

Name of <i>Individual</i> "On Site" Responsible for Earth Change (if not provided in box 1 above)				
Company Name			E-Mail Address	
Address	City	State	Zip	Phone

**5. NOTICE TO APPLICANT**

I understand that if a soil erosion and sedimentation control permit OR a waiver of a soil erosion and sedimentation control permit is issued, the above-mentioned property is not exempt from enforcement procedures under Part 91, of Act No. 451 of the Public Acts of 1994, as amended, being MCL § 324.32501 *et. seq.*

I hereby acknowledge that if a soil erosion and sedimentation control permit OR a waiver of a soil erosion and sedimentation control permit is issued, I hereby voluntarily grant the employees of the Genesee County Drain Commissioner's Office, Division of Water and Waste Services, or their designated agents permission to enter onto my property as set forth herein to ensure that the project conforms to the reason stated above as to why the proposed project qualifies for a soil erosion and sedimentation permit waiver. I further understand that if I revoke my consent for the employees of the Genesee County Drain Commissioner's Office, Division of Water and Waste Services, or their designated agents to enter onto the property set



LOG NO: \_\_\_\_\_

DATE: \_\_\_\_\_

**Genesee County Drain Commissioner Division of Water and Waste Services  
Soil Erosion and Sedimentation Control Plan Submittal Checklist**

**All SESC plans submitted to this office shall at a minimum be accompanied by the following information.**

1. \_\_\_ Legal description, tax I.D. number and/or survey of site.
2. \_\_\_ A SESC site plan (scale of not more than 1"=200' on 24"x36" sheets) of the property with the items below clearly labeled :(Residential can be submitted on letter or legal paper)
  - A. \_\_\_ Name and address of Applicant. Name and address of landowner.
  - B. \_\_\_ Project Name, location, proximity to waters of the State (lake, stream, drain, wetlands) and (the 100 year floodplain contour for those waters for commercial applications only).
  - C. \_\_\_ Location map, NORTH arrow and drawing scale.
  - D. \_\_\_ Limits of earth change delineated and clearly labeled.
  - E. \_\_\_ Existing and proposed contours. If unchanged so state.
  - F. \_\_\_ Existing and proposed on-site and off-site (within drainage area of earth change) drainage and dewatering facilities including temporary dewatering shall be clearly labeled and identified.
  - G. \_\_\_ Existing on-site vegetation (type and location).
  - H. \_\_\_ Soil stock pile locations.
  - I. \_\_\_ Description of installation and location of all temporary and permanent erosion control measures, with measures clearly drafted and labeled with the (Michigan Unified Keying System and GCDC-WWS Specifications for commercial applications only).
  - J. \_\_\_ A program proposal for the continued maintenance of all permanent soil erosion and sediment control measures that remain after project completion.
  - K. \_\_\_ Person responsible for continued maintenance once permit is closed

Name: \_\_\_\_\_

Address: \_\_\_\_\_



Phone #: \_\_\_\_\_  
Email address: \_\_\_\_\_

3. \_\_\_ A topographic map with the affected area clearly labeled.
4. \_\_\_ Existing soils information, with project area clearly labeled. (Soils Map)
5. \_\_\_ A completed Soil Erosion and Sedimentation Control application.
6. \_\_\_ A completed construction and maintenance schedule including a plan for permanent stabilization.
7. \_\_\_ A copy of any submitted MDEQ permit applications (as applicable) required for completing earthwork within the boundaries of waters of the state.

**I hereby certify that the above information has been provided with the submitted plans.**

Name of Party Preparing Checklist: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY**

This application review packet will be reviewed for completeness within 5 business days of being received. If the application review packet is found to be incomplete it will be returned in its entirety to the entity that made the submission.

Dated Received: \_\_\_\_\_

Is this application complete? YES  NO

Dated Verified: \_\_\_\_\_

---

**SESC Detailed Review:**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Project Engineer Authorization to issue SESC Permit: \_\_\_\_\_  
(Commercial SESC ONLY)

Date: \_\_\_\_\_

**Note: It is necessary to submit only one set of plans for review**

# SESC CONSTRUCTION AND MAINTENANCE SCHEDULE

Project Name: \_\_\_\_\_  
 Anticipated Start Date: \_\_\_\_\_  
 Anticipated End Date: \_\_\_\_\_

## Construction Schedule

Construction Sequence	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes
Temporary SESC Measures													
Strip and Stockpile													
Rough Grading													
Underground Utilities													
Road Installation													
Building Construction													
Permanent SESC Measures													
Final Grade													
Landscaping													

## Maintenance Schedule

Maintenance Sequence	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Notes
Street Sweeping													
Silt Fencing													
Maintain Buffer Strips													
Inlet Structures													
Seeding and Mulch													
Sediment Basins													
Rip-Rap													
Remove Temporary Measures													

## Seeding and Planting Schedule

**Temporary:** (Refer to Tables 4 & 6 in MDEQ "Guidelines for Vegetative Erosion control" included with this packet)

Area on Plan	Mix #	Common Name	Natural Drainage Class Suitability	Suitable Uses	Rate lb/acre

**Permanent:** (Refer to Tables 4 & 6 in MDEQ "Guidelines for Vegetative Erosion control" included with this packet)

Area on Plan	Mix #	Common Name	Natural Drainage Class Suitability	Suitable Uses	Rate lb/acre

**Trees and Shrubs:** (Refer to Table 7 in MDEQ "Guidelines for Vegetative Erosion control" included with this packet)

Area on Plan	Quantity	Common Name	Scientific Name	Drainage Class	Notes

**FIGURE 802.10.1  
ROOF LOADING DATA SHEET**

Authority: 1972 PA 230  
This form is to be completed and given to the building official with the application for plan review and building permit. The applicant shall give a copy of the completed form to the truss manufacturer.

Completion:	Jurisdictional information should be included in this space	
	Township	County
Applicant's Name:	Date:	
Applicant's Address:	Permit Number:	
City:	State:	Zip:
Applicant's Signature:		
Job Location:		
Address:		
Township/Village/City:	County:	

Where prescriptive design is used, the ground snow load,  $P_g$ , from Table R301.2(1) shall be used as the design roof snow load, except, where section R802.10.2.1 applies, the design roof snow load shall be  $.7P_g$ . Additional unbalanced loads for drifting across the ridge are not required. Where engineered design is used, this form is to be completed by the permit applicant or design professional. The flat roof snow load,  $P_f$ , is defined as:  $P_f = .7P_g(C_e)(C)(I)$ . For factors  $C_e$ ,  $C$ , and  $I$ , place an "X" in the appropriate box below that best describes the structure and the particular jobsite and substitute the corresponding values in the formula above. The result is the flat roof snow load and is applied as the truss top chord live load, TCLL1. All live loads and snow loads, including unbalanced loads and minimum loads, are to be applied per ASCE 7, chapters 4 and 7 and this code.

Ground Snow Load,  $P_g$  = \_\_\_\_\_ From Figure R301.2(5) or MRC Table R301.2(5)

Exposure Factor $C_e$		Fully Exposed <sup>1</sup>	Partially Exposed <sup>2</sup>	Sheltered <sup>3</sup>
A	Large city center with at least $1/2$ the buildings exceeding 70 ft. in height.	N/A	1.1	1.3
B	Urban and suburban areas, wooded areas or other terrain with closely spaced objects having the size of single-family dwellings or larger.	0.9	1	1.2
C	Open terrain with scattered obstructions having heights less than 30 ft. (flat open country).	0.9	1	N/A
D	Flat unobstructed areas exposed to wind flowing over open water for a distance of at least 1 mile (i.e. Great Lakes).	0.8	0.9	N/A

Mark only 1 of the 9 boxes under the Exposure Factor with an "X." Do not mark "X" in grayed out boxes.

1. Fully Exposed: Roofs exposed on all sides with no shelter by terrain, higher structures, or trees.
2. Partially Exposed: All roofs except those designated as "fully exposed" or "sheltered."
3. Sheltered: Roofs located tight among conifers that qualify as obstructions.

Thermal Factor $C_t$		$C_t$
Thermal Condition <sup>4</sup>		1
All structures except as listed below.		1.1
Structures kept just above freezing and those with cold, ventilated roofs with an R factor of 25 or greater between the ventilated and heated spaces, such as attics.		1.2
Unheated structures and those intentionally kept below freezing, such as seasonal building or storage buildings.		0.85
Continuously heated greenhouse with a roof R value less than 2 and having an interior temperature maintained at about 50 degrees 3 ft. above the floor during winter months and a temperature alarm system or an attendant to warn of a heating failure.		

Mark only 1 of the 4 boxes under the Thermal Factor with an "X."

Importance Factor (I)		I
Category		0.8
I	Building and other structures representing low hazard to human life, i.e.: Agricultural, Temporary, and Minor Storage Facilities.	1
II	All buildings except those listed in Categories III and IV.	1.1
III	Building and other structures representing substantial hazard to human life in the event of failure.	1.2
IV	Buildings and other structures designated as essential facilities.	

Mark only 1 of the 4 boxes under the Importance Factor with an "X."

Note: All roof trusses have additional live (storage) loads applied to the bottom chord where required per Table R301.5.

R 408.30506