

Charter Township of Highland

205 North John Street, Highland, Michigan 48357

www.highlandtwp.com



General Information
and
Requirements for the Building Department

**ATTENTION PROPERTY OWNERS
OR
PLUMBING, HEATING AND ELECTRICAL CONTRACTORS**

It is unlawful for a property owner to pull a homeowner's plumbing, heating or electrical permit and not do the work themselves.

It is also unlawful for a plumber, heating contractor or electrician to work for a homeowner on the homeowner's permit. If contractors are working for homeowners they must obtain a permit in their company name in order to work on the job in question.

Please be advised that if the above statements are not adhered to, then tickets will be issued to the respective parties in violation.

Cordially,
Steven C. Davies
Building Official
Ordinance Department Supervisor

GENERAL INFORMATION
AND
REQUIREMENTS FOR BUILDING STRUCTURES

**THIS SUPPLEMENT IS NOT OFFICIALLY PART OF
THE BUILDING CODE OR ZONING ORDINANCE**

THIS IS ONLY AN EASY REFERENCE AID

Highland Township Office Hours Are:

Monday through Thursday 8:30 a.m. to 5:00 p.m.

Friday 8:00 a.m. to 4:00 p.m.

Visit us on the web at: www.highlandtwp.com

or call

248-887-3791, Ext. #1

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

Permits are **required** for the following:

- Sheds
- Decks (attached or detached)
- Kennels
- Pole barns or barns
- Attached garages
- Detached garages
- Any accessory structure may or may not need a permit, but will always need a zoning review (examples: tree houses, gazebos, pergolas, play structures; all will need a land use permit)
- Swimming pools:
in-ground & above ground; also spas and hot tubs
- Additions including 2nd story additions, add-ons, dormers, screened porches, covered porches, etc.
- Changes in all egress ways from all buildings
- Roof repairs (structural)
- Fire repairs
- Remodel/repairs (interior and exterior) including shingles, siding and new windows
- Upgrading foundations
- Mobile homes
- House
- House and attached garage
- Modular Home
- Pre-manufactured home and commercial structure
- Commercial building projects: new and existing (remodel and repairs)
- Industrial building projects: new and existing (remodel and repairs)
- All plumbing, heating and electrical work (new and repair)
- Sign permits through the Planning Department
- Fence permits through the Planning Department
- Satellite dishes through the Planning Department

This is a general list of structures that need permits to erect or build. You should consult with the Building Department if you have any doubt about the need for a permit for your project.

PERMIT DEPOSIT INFORMATION

REASON FOR POSTING A PERMIT DEPOSIT:

This deposit is required by the Township to assure completion of your project including site plan within a reasonable period of time, in accordance with Township ordinances and State code.

Any interest earned on the deposit shall be the property of the Township. **This Permit Deposit covers the cost of extra inspections that may be incurred and the collection**

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FOR POSSIBLE CODE CHANGES***

of the Township refuse fee. (Also note: No refuse will be collected until you have received your TCO or C of O.)

REFUND OF PERMIT DEPOSIT:

As the applicant for the Building Permit you are responsible to call the Building Department for required inspections and oversee the project through completion. When all inspections are approved you will receive a Certificate of Occupancy (C of O). At this time your permit deposit will be processed through Accounting Dept., less any unpaid fees and less Township Refuse fee, if applicable. The refund check will be mailed within thirty days of your final building inspection. (If you have not received your check within this time period, please call the Building Department and inquire.)

FORFEITURE OF DEPOSIT:

Your permit must not be allowed to expire until completion and Certificate of Occupancy is issued or your permit deposit will be forfeited. **NOTE: According to the Building Code, your site plan is part of the construction documents and therefore is part of your permit.** It is necessary to obtain a Certificate of Occupancy prior to occupying or using your new construction: as noted in Township Ordinances Chapter 7 Buildings and Building Regulations. Failure to obtain said Certificate would result in **forfeiture** of your permit deposit.

TEMPORARY CERTIFICATE OF OCCUPANCY:

In some cases, when a building is near completion, the Building Official, at your request, may issue a Temporary Certificate of Occupancy. The Building Official would then schedule appropriate inspections necessary to final your project with a time limit set to complete unfinished items.

EXPIRATION OF A BUILDING PERMIT:

A Building Permit expires six months (180 days) from the date of issuance. However, if you can show any progress on your project within that time, by calling for an inspection and getting approval from the Building Inspector, your Building Permit will remain active for one full year from the issuance date. You are responsible for contacting the Building Department within the six months to report your construction status. If progress has not been made in the six months (180 days) allowed, your permit will be terminated and your permit deposit forfeited.

RENEWAL OF A BUILDING PERMIT:

At the end of 6 months (180 days) or a full year when your permit is about to expire and your project is not yet completed, you must apply for a permit renewal in writing. There is a fee of one half (1/2) the original permit fee. A renewed permit will expire in the same time period as the original permit (see above). The original permit deposit will be forfeited if the permit is not renewed by the expiration date according to Township Ordinances, Chapter 7, Buildings and Regulations.

REQUIREMENTS PRIOR TO APPLYING FOR BUILDING PERMIT

Note: The following required paper work is part of the construction documents and must be submitted at the time of application or the application will not be accepted. *If the Zoning Board of Appeals granted a variance the approved minutes must accompany the application or it will not be accepted.*

- 1. Planning review and approval of placement:** Ask the Planning Department in which zoning district your property is located. If you are on a major thoroughfare your setback distance may vary. This information will be helpful to you when you draw your scaled plot plan for the Planning & Zoning Department's review.
- 2. Scaled Plot Plan:** You are responsible for the accuracy of your plot plan, as well as any other plans submitted. The scaled plot plan will need to be stamped approved by the Planning Department before being submitted, along with the application for your building permit, to the Building Department.

INCLUDE:

- Building Envelope
- Streets, driveways, and label them
- Indicate lot number, subdivision and sidwell number.
- Include any proposed and existing buildings. Show distance of all new buildings/additions or accessory structures to the property lines and to each other.
- **Indicate location of septic field and well, also distance from any new construction or existing structures.**
- Indicate any existing power lines, utility poles or easements.
- Indicate any lakes, streams, ponds or wetlands.

If you have any other questions, please feel free to contact the Planning & Zoning Department at 248-887-3791, **ext. #2.**

If you cannot meet all zoning requirements you cannot be issued a building permit. You may apply for a variance request through the Planning Department. They will supply you with additional information and the meeting schedules of the Zoning Board of Appeals. **If** your variance is granted then you can apply for your building permit at the Building Department once the approved minutes are available.

- 3. Grading Plan:** A scaled drawing of the building site, showing all buildings and the direction of surface water runoff of the site. This applies to all new construction.
- 4. Subdivision Association Review:** If you plan construction within a subdivision that has an active association, it is recommended that you have the association review your construction plans during the planning stage. They may have restrictions other than the ones enforced by the Township.

5. All Perk Test and Well Permits are through Oakland County Health Dept.:

Phone: General Information 248-858-1312

Location: North Office Health Center Building, 1200 N. Telegraph

Proposed new house construction requires an approved perk test. Proposed additional bedrooms require existing septic system review by the Health Department. **The approved perk test must be included with your building permit application; check to make sure the number of the permit is clearly marked on the perk test.**

6. Community Wells: Contact the Water Resources Commission

Phone: 248-858-1110

Location: No. 1 Public Works Drive, Waterford, MI 48328

Some Subdivisions have community wells; therefore **water connection permits** are required.

7. Driveway Approach Permit: Contact Oakland Road Commission.

Citizen Service Department Phone: 248-858-4804

Permits Phone: 248-858-4835

Location: 2420 Pontiac Lake Road, Waterford, MI 48328

If your new house will be built on property adjoining an Oakland County Road, you will need a Driveway Approach Permit when you apply for your building permit.

8. Soil Erosion Permit: Contact Oakland County Drain Commission.

Phone: 248-858-5389

Location: 1 Public Works Drive, Waterford, MI 48328

When building a new house, addition or accessory structure on property adjoining a lake, stream or sub aqueous area, it is required to have the Drain Commission review the location. If building in Highland Township we require a copy of the receipt or permit from the Drain Commission when applying for a building permit.

9. Two Sets of Blueprints – Residential:

Two complete sets of blueprints or drawings must be submitted when applying for a building permit. (Detailed descriptions of the blue print requirements are located in Appendix A of this booklet.) Plan on at least **Two Weeks** for a print review. One set of prints will be kept on file in the office and the other will be returned to you when you pay for your permit. The Building Official may note comments or corrections on your prints. Please look them over at once. Houses 3,500-sq. ft. and over require an Architectural Stamp on the prints. No reverse plan will be accepted. All Blueprints or drawings must be drawn to scale no less than one quarter inch equals one foot (1/4"=1').

PLEASE NOTE: For home remodel/renovations submit a floor plan of existing structure and a separate floor plan of the intended structure after renovations.

10. Michigan Uniform Energy Code: We accept REScheck and Energy Star software program work sheets for compliance to the Michigan Energy Code 2009.

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11. Commercial projects require three sets of prints stamped by an Architect and take approximately three weeks for review. Licensed Contractors must pull all Mechanical Permits.

PLEASE NOTE: COMMERCIAL OR MULTI-LIVING: Exterior Lighting will Require a Planning Review through the Planning Department

12. Proof of Ownership:

Supply a copy of your Deed, Land Contract or Memorandum of Land Contract when making application for new construction.

Purchase Agreement NOT ACCEPTABLE For Proof Of Ownership

13. Issuance of Street Number:

This is done at the time of the review. When you obtain your building permit your street number will be issued and printed on your building permit.

14. Posting a Cash Permit Deposit:

If the value of your construction is \$1,000.00 or more, you will be required by Highland Township Ordinance that you submit a cash deposit when obtaining your building permit. Under the section called **PERMIT DEPOSIT INFORMATION** is an explanation of how the cash deposit may affect you. **Keep this information with your records.** When the job is completed and you have received your Certificate of Occupancy, your deposit will automatically be returned to you, minus refuse collection fee for new construction or any additional inspection fees or outstanding bills. Your refund check will be sent to you by mail within thirty days after your Certificate of Occupancy or Use is issued.

15. Building Permit Fee:

The building permit fee is based on the value of the proposed construction. This fee will be paid upon obtaining your approved permit. The building permit is for structural work ONLY. The building permit does not cover Electrical, Plumbing or Heating work. The building permit is good for six (6) months. Receiving an inspection shows progress, the permit is good for one (1) year.

16. Obtaining Your Building Permit:

You may pay for your building permit with cash or check only.

The Township does not accept a two party check or credit cards.

NOTE: WHEN REMODELING EXISTING STRUCTURES AND YOU DISCOVER ROTTED MATERIALS, STOP AND CALL THE BUILDING OFFICIAL BEFORE PROCEEDING. IF YOU CONTINUE WITHOUT PERMISSION FROM THE OFFICIAL YOUR PERMIT WILL BE RESCINDED AND ALL FEES WILL BE FORFIET. IF YOU EXCEED 50% OF THE STRUCTURE IT WILL BE CONSIDERD A NEW BUILD.

17. Obtaining Electrical, Plumbing and Mechanical Permits:

These are *separate permits* from the building permit. The building permit only covers the structural work and does not permit you to do electrical, plumbing or mechanical work. To obtain any of these additional permits you must be prepared to describe exactly what you will be installing in each of these categories. A permit fee will be charged for each permit separately. **HOMEOWNERS** doing their own work can pull a Homeowners Permit. If a contractor is doing the work they must obtain the permit in their company name in order to work on the job in question.

18. All Contractors: Please note the following procedures and policies.

- **Work done Prior to Pulling a Permit** is subject to a **Double Fee**.
- The **first permit pulled** each registration period **Must** be done **In Person**. Thereafter, all Mechanical, Electrical, and Plumbing permits may be applied for by mail.
- When Pulling a Permit by mail **Please** observe the following for **Each Application**:
 1. Include Building Permit # if applicable, address, and job description/items.
 2. Enclose a copy of contractor's license **every time**.
 3. Enclose a copy of contractor's driver license **every time**.
 4. Contractor must sign and date application; additionally submit a currently dated and notarized letter on company letter head giving permission to an agent to pull permits for licensee.

You are welcome to make copies for future work. We need one copy with the above information for *each application* -- filled out in full.

If all of the above information is not included the application will be returned.

19. Modular Home Requirements:

- Minimum square footage is 1,000 square feet
- An approval sticker from the State of Michigan must be affixed to the home
- Building System Approval Report from the Department of Labor of Michigan
- HUD approved homes are required to go to the Zoning Administrator for review.

20. Demolition requirements:

- Show proof from Oakland County Health Department that well has been abandon
- Show proof of Electrical Service disconnect from Utility Company
- Show proof of Gas Service disconnect from Utility Company

PLEASE NOTE: A set of Approved prints Must be on site for All inspections.

NO building permits accepted by Mail / Fax / Electronic Mail

Fees for permits are Doubled if work has started Prior to Obtaining said Permit

Additional phone numbers:

MISS DIG: 811

New Telephone service: 1-800-483-4600

Cable – ATT Greater Media of Western Oakland County: 248-698-1606

Answers to commonly asked code questions:

Attached Garages:

- Footings – 42" deep minimum
- Slab – Min. 4" thick concrete
- ½" dry wall firewall between house and garage
- **Electrical Permit is Required** (see basic electrical requirements)
- All wood construction must be a minimum of 8" above grade

Detached Garages, All Accessory Structures & Pole Barns: FROST PROTECTION

- If a pole barn has a cement floor and is not heated, no footings are needed around the perimeter of floor. If the pole barn is heated, 42" frost footings are needed around perimeter of floor.
- Protection of free standing accessory structures with an area of 600 square feet or less, of light-frame construction, with an eave height of 10 feet or less shall not be required.
- Protection of freestanding accessory structures with an area of 400 square feet or less, of other than light-frame construction, with an eave height of 10 feet or less shall not be required.
- All structures must be constructed a minimum of five (5) feet apart measured between any part of the building.

Sheds:

- All sheds need prints of floor plan, sectional view and elevations.
- All sheds 100 square feet or larger in area or 10 feet in height shall have a cement slab with minimum footings 12" wide and 12" deep.

Swimming Pool/Spa/Hot Tub: (24" deep or deeper require permit)

- In ground swimming pool – plan showing steel grid system layout must be submitted when making application.
- Indicate electrical plan for grounding.
- **Code requires proper fencing** or protection measures. It will be necessary to indicate this on your plans when they are submitted for approval.
- A self-closing/self-latching gate is required.
- Aboveground pool – please bring in a pool brochure to provide information as to the style of the pool.

**NOTE: FENCING MUST BE COMPLETED PRIOR
TO FILLING THE POOL WITH WATER**

Decks:

- Will need floor plan and sectional view.
- Post holes – 42" deep; cement pad on bottom of postholes.
- If deck is more than 30" above grade it will need railing.
- Railing – min. 36" high, spindles – max. <4" spacing in a vertical pattern.

BLUEPRINT REQUIREMENTS:

A. Plot Plan: TO SCALE

As described in section **REQUIREMENTS PRIOR TO BUILDING PERMITS.** There is an example in Appendix A.

B. Elevations: TO SCALE

Elevations show the outside of the structure. These are scaled so all elements will appear in true relationship to each other. Generally the various elevations are connected to the site by listing them according to the compass directions they face. When plans are not designed for a given location, the names FRONT, REAR, LEFT SIDE and RIGHT SIDE are used.

1. Complete roof design on each view given
2. Include all doors and windows – showing dimensions to openings from corners.

Example in Appendix A

C. Foundation Plan/Basement or Crawl Area: TO SCALE

Foundation plans are similar to floor plans and are often combined with basement plans. The footings, if shown, are represented by a dotted line since it is assumed that the basement floor is in place and that the grade covers the footings on the outside. Indicate the following:

1. Foundation width and dimensions
2. Supporting pads with dimensions

Example in Appendix A

D. Floor Plan: TO SCALE

Floor Plans would indicate the exact room dimensions used for each room, and must include the following:

1. Exterior dimensions
2. Room sizes
3. Location and sizes of interior partitions, doors, windows and stairs
4. Plumbing fixtures and various appliances and utility installations

Example in Appendix A

E. Sectional View: TO SCALE

Sectional view should indicate foundation, footings, wall and roof composition, showing dimensions.

Example in Appendix A

F. **Reverse Plans Will NOT be Accepted.**

**BASIC ELECTRICAL REQUIREMENTS
AND COMMONLY ASKED QUESTIONS**

HOW DEEP TO BURY WIRING:

TYPE	CIRCUITS	
	30 Amp or less	Over 30 Amp
Direct Burial Cable	24"	24"
PVC Conduit	18"	18"
Rigid Conduit	6"	6"
Intermediate Conduit	6"	6"
EMT (Thin wall)	Can't Bury in Ground	

Q. What is required for wiring in a garage?

A. Attached Garage:

A minimum of 1 plug (GFI) type and 1 light with switch for light in garage must be installed. A light for every exterior door and accompanying switch.

Detached Garage:

No electrical required, but if you do put in electrical, an electrical permit is required.

Q. Where are GFI protected receptacles required?

A. Bathroom plugs, outside plugs, garage plugs (for general use receptacles – not for door openers, etc.), 110 Volt motors for swimming pool or spa, Kitchen above all counters, and at least one GFI plug in basement.

Q. Where are separate circuits required?

A. Garage door opener, Pump (well, sump, etc.), garbage disposal, dishwasher, any motor 1/8th H.P. or more, electric range, oven, counter-top stove, etc., hot water heater, dryer (220 volt or 110 volt), attic fan, and furnace, etc.

GENERAL ELECTRICAL INFORMATION

1. All holes that wiring passes through in top of bottom plates of walls must be fire stopped, also wiring passing through cold air returns.
2. All grounds must be spliced with buchans or wire nuts at the rough inspection.
3. Boxes installed in cold air returns must be metal.
4. Wiring can only pass horizontally straight through cold air returns.
5. Smoke detectors are required at every level including basement, in every bedroom and adjoining hallway, and must be wired in series to sound together, with battery backup in case of a power failure.
6. All devices in plastic boxes (switches or receptacles) must be grounded.

ORDER OF REQUIRED INSPECTIONS:

- Water Service
- Footings (rail) – prior to pouring
- Backfill – prior to basement being backfilled
- Trench footings – prior to pouring concrete
- Underground Plumbing – prior to covering
- Underground Heating – prior to covering
- Underground Electrical – prior to covering
- Rough Plumbing – prior to insulation
- Rough Heating – prior to insulation (including fireplace if installed)
- Rough Electrical – prior to insulation
- Insulation inspection prior to pouring cement slab
- Rough Framing – after all other roughs and prior to insulating
- Masonry Wall Flashing prior to laying brick
- Insulation inspection before drywall installation
- Insulation inspection for attic spaces if insulation is blown in type
- Drywall inspection prior to taping and finishing
- Final Plumbing (after water meter is installed – if applicable)
- Final Heating
- Final Electrical
- Final inspection by Fire Marshal (for commercial work only)
- Final Building / Residential – for a Certificate of Occupancy (C of O) and Bond Release (gutters and downspouts required, everything required except carpeting)
- Final Building / Commercial – Must have site work by engineer completed and memo from Planning & Zoning before either Temporary Certificate of Occupancy (TCO) or C of O can be issued

IMPORTANT NOTICES:

It is **mandatory** that **proof of final septic system and water well approval** from Oakland County Health Division is presented to the Building Department prior to the final building inspection request.

It is also **mandatory** that the installer of the insulation of a home must submit the certificate called for by the Michigan Uniform Energy Code 2000 to the Building Official prior to the final building inspection.

If any of the above information is not submitted prior to the request for the final building inspection -- **the inspection will *not* be done.**

PLEASE NOTE: Call before **12:30pm** and if possible the inspection will be made the next available working day. ***You must have your permit number and address when you call for an inspection.*** All final mechanical inspections **must** be approved prior to final building inspection being requested.

Note: Where public sidewalks are required or exist – the sidewalk that lies within the driveway must be 6" thick. All damage to sidewalks must be repaired prior to issuance of the Certificate of Occupancy.

BUILDERS AND HOMEOWNERS:

Please! Give the contractors working for you the **building permit number and site address.**

An approved set of prints must be on the building site at the time of *Every* inspection.

**LIST OF ITEMS THAT MUST BE COMPLETED FOR THE ISSUANCE
OF A TEMPORARY CERTIFICATE OF OCCUPANCY
FOR RESIDENTIAL USE**

- The outside of home completely finished.
- All decks and porches to be completed.
- If there are no decks on prints then the exterior doors must have guard rails across their openings.
- The grade completed.
- The electrical must be completely done.
- The heating (mechanical) must be completely done.
- For the plumbing there must be water (well or public supply), hot water, kitchen sink, one completed bathroom with a tub or shower and a locking door for privacy.
- Doors on all the bedrooms including trim and hardware.
- All handrail and guardrails must be installed.
- Water well approval from Oakland county Health Department.
- Septic system approval from Oakland County Health Department.
- For blown-in or sprayed insulation – certification from the installer.
- Address numbers on the House.

This list is an attempt to make sure that all safety issues are addressed before occupancy of a residential unit. However, completion of this list does not insure that all safety issues will necessarily be addressed for a specific site. The code states: ".....that such portion or portions (of a building) shall be occupied safely prior to full completion of the structure without endangering life or public welfare." This is entirely up to the inspector at the time of inspection.

Direct all questions you might have to the Building Official or Building Inspector.

Note: All commercial and industrial projects must be inspected for a TCO by the building inspector, for safety items and safe access to the building or to certain areas of the building by the public. There is no set standard list of inspection items for these types of projects.

The following are the names of the Highland Township Inspectors. You may contact them through the Highland Township Building Department at:

1-248-887-3791, EXT. #1

BUSINESS HOURS

Monday through Thursday 8:30a.m. to 5:p.m.

Friday 8:a.m. to 4:p.m.

STEVEN C. DAVIES

Building Official

GREG CALME

Electrical Inspector

JIM SAVAGE

Plumbing & Heating Inspector

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