

**RICHMOND TOWNSHIP  
34900 SCHOOL SECTION  
RICHMOND, MI 48062  
(586) 727-8998 FAX (586) 727-8997  
www.richmondtp.org**

**RESIDENTIAL  
PLAN REVIEW REQUIREMENTS AND CHECKLIST**

Under Section R105.3 of the Michigan 2015 Building Code, to obtain a *permit*, the applicant shall first file an application therefor in writing on a form furnished by the department of building safety for that purpose. Such application shall:

1. Identify and describe the work to be covered by the *permit* for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work. (If a street address has not been issued, you need to apply for one at township office which is \$10.00).
3. Indicate the use and occupancy for which the proposed work is intended.
4. (2) sets of *construction documents*, with the following information as described in Sec. R106.1 of the Michigan 2015 Building Code: *Construction documents* shall be drawn upon suitable material. Electronic media documents are permitted to be submitted when *approved* by the *building official*. *Construction documents* shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the *building official*. Where required by the *building official*, all braced wall lines, shall be identified on the *construction documents* and all pertinent information including, but not limited to, bracing methods, location and length of braced wall panels, foundation requirements of braced wall panels at top and bottom shall be provided. Construction must also include:
  - a. Scale  $\frac{1}{4}''=1'0''$
  - b. Foundation plan
  - c. Floor plans shall be proper scale and clearly show room sizes.
  - d. Section cut through fireplace to show construction.
  - e. Indicate floor and roof framing size and spacing.
  - f. Show building elevations of all sides and dimensions.
  - g. Indicate correct window size and type and must meet relevant codes: R310.1, R310.1.2, R310.1.3.
  - h. Cross section of house showing R factors of insulation and general construction.
  - i. **All prints** must include a permanent way of egress other than through a garage. It must be at least 3'x3' (deck or porch).
5. State the valuation of the proposed work.
6. The permit must be signed by the applicant or the applicant's authorized agent who is applying.
7. Give such other data and information as required by the *building official*.
8. Deed-proof of ownership.
9. Site plan showing: new construction, existing buildings with dimensions of location of buildings, ponds, well, septic, etc. with side and rear setback requirements.

10. Culvert permit to be obtained from the Macomb County Road Commission, 117 S. Groesbeck, Mt. Clemens, MI 48043, (586) 463-8671, [www.macombcountymi.gov/roads](http://www.macombcountymi.gov/roads)
11. Soil Erosion permit to be obtained from the Macomb County Public Works, 21777 Dunham Road, Clinton Township, MI 48036, (586) 469-5325, [www.macombcountymi.gov/publicworks](http://www.macombcountymi.gov/publicworks)
12. Well & Septic permits to be obtained from the Macomb County Health Department, 43525 Elizabeth Road, Mt. Clemens, MI 48043, [www.macombcountymi.gov/publichealth](http://www.macombcountymi.gov/publichealth)
13. Home Energy Analysis
14. Copy of contractor's builders license and certificate of insurance for General Liability and Workmens' Comp.
15. **DETROIT EDISON:** Effective March 1, 2016, all new, relocated or upgraded residential service connections will be installed as underground residential service laterals **at the customers expense**. Click on <S:\DTEEnergyLetter.pdf> for more information.

### **GENERAL BUILDING INFORMATION**

1. Structure minimum setback requirement of 90/100 feet from the center of the road.
2. Structure minimum rear lot line setback requirement of 40 feet from property line.
3. Structure minimum side lot line setback requirement of 20 feet from property line.
4. All structures must be 10 feet from any existing building.
5. All out buildings must be even with or behind home. **NO OUTBUILDING CAN BE CONSTRUCTED IN FRONT OF HOME OR IN FRONT YARD.**
6. Ponds must be 50 feet from any property line, building, well or septic field. Private ponds for other than required storm water retention or detention purposes shall be located on a parcel having a minimum land area of at **least three acres (130,680 sq. ft.)**.
7. Barns for animals must be at least 50 ft. from house.
8. No accessory building shall be constructed prior to the granting of a *building permit* for the principal residential structure. (See Zoning Ordinance Article 7 Section 7.00).
9. Permits for electrical, plumbing, heating and fireplace are **not included** in the *building permit* application.
10. Street address must be posted in accordance with the Richmond Township Street Number Ordinance.
11. If building in a platted subdivision or condominium, a letter of approval from the association **must be** included with the *building permit*.

### **BUILDING INSPECTION REQUIREMENTS**

Building inspections are made by **appointment only**. Call the Building Department at (586) 727-8998 Monday, Tuesday or Thursday from 9:00 a.m. - 5:00 p.m. **No inspections can be made by fax machine or voice mail request. We require a 24-48 hour notice.**

1. Before a rough building inspection can be scheduled, plumbing, electrical and mechanical rough inspections must be completed.
2. Before a final building inspection can be scheduled, plumbing, electrical, mechanical and any other required finalized inspections must be completed.
3. No final and no certificate of occupancy permit will be issued without all of the above approvals and all approvals from the county offices.
4. As-built if required by the building official for the septic field.
5. Address on property is in conformance with the Richmond Township Street Number Ordinance.

6. A way of egress other than through garage, at least 3'x3', with stairs that meet code.
7. A mailbox erected and must meet requirements with the Macomb County Road Commission.

### **RE-INSPECTIONS**

A re-inspection fee will be charged if any electrical, mechanical or plumbing inspection does not meet the inspector's requirements. The inspector must have a **clear and safe way** to get into the property and structure or the inspection will not be done and a re-inspection fee will be charged. The re-inspection fee **must be paid** before the inspector will go out for a re-inspection. Re-inspections for the *building official* will be deducted from the Final Grade Inspection.

**PLAN REVIEW CHECKLIST**

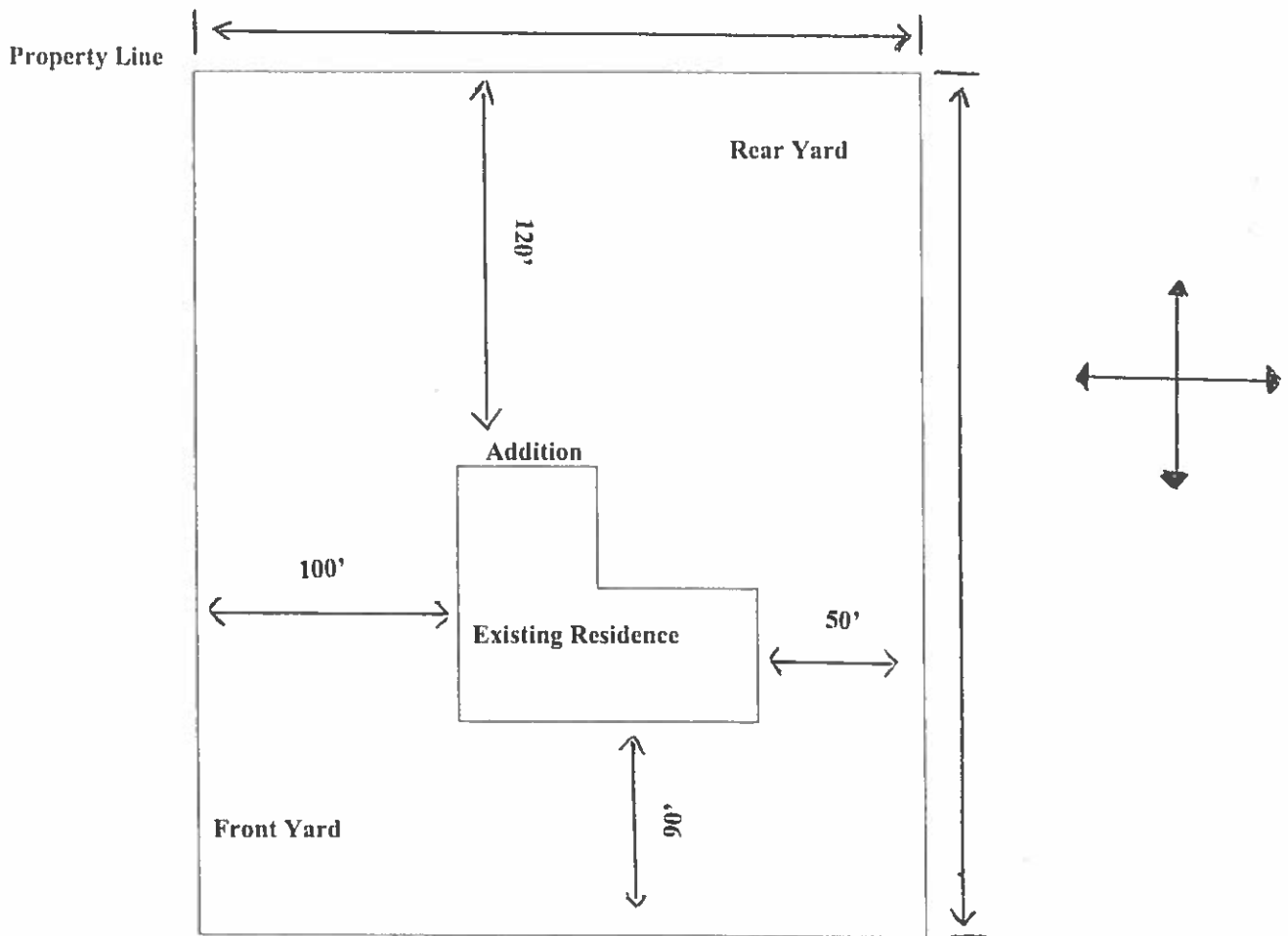
ITEM	COMPLETED	NOT COMPLETED
Apply for street address at Twp.		
Apply for Culvert Permit-MCRC		
Apply for Soil Erosion Permit-MCPW		
Apply for Well & Septic Permits-MCHD		
Apply for Building Permit (attach appropriate documents)		
Apply for other permits needed		
<b><u>Building Inspections:</u></b>		
Footing		
Posthole		
Garage Footing		
Backfill		
Basement Grade		
Grade (Sand Compaction)		
Rough		
Insulation		
Open Air Grid Ceiling		
Brick Flashing		
Exterior Sheathing		
Final and C of O		
Basement Panel & Rod (Poured Walls)		
<b><u>Electrical Inspections:</u></b>		
Service		
Trench		
Rough		
Final		
<b><u>Plumbing &amp; Mechanical Inspections:</u></b>		
Underground Plumbing		
Rough Plumbing		
Final Plumbing		
Rough Heating		
Final Heating		
Rough Fireplace		
Final Fireplace		
LP Tank Inspection		
<b><u>Final Inspections from County</u></b> Health Dept. for Well & Septic Public Works for Soil Erosion MCRC for Culvert		

**ADDITIONS**

**SAMPLE**

**PLEASE INDICATE:**

- Location of Addition including distance from property lines
- Size of Addition
- Location of septic and field
- Any existing structure locations
- Any easements
- Direction ( of North Arrow)
- Lot/Parcel Dimensions
- Set backs of the dwelling
- Address/Street

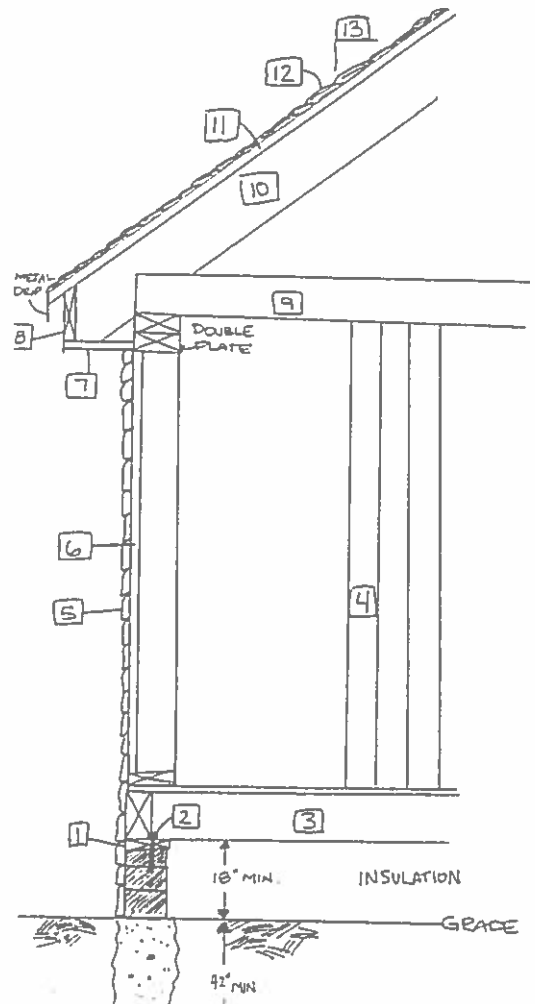


Address/Street \_\_\_\_\_

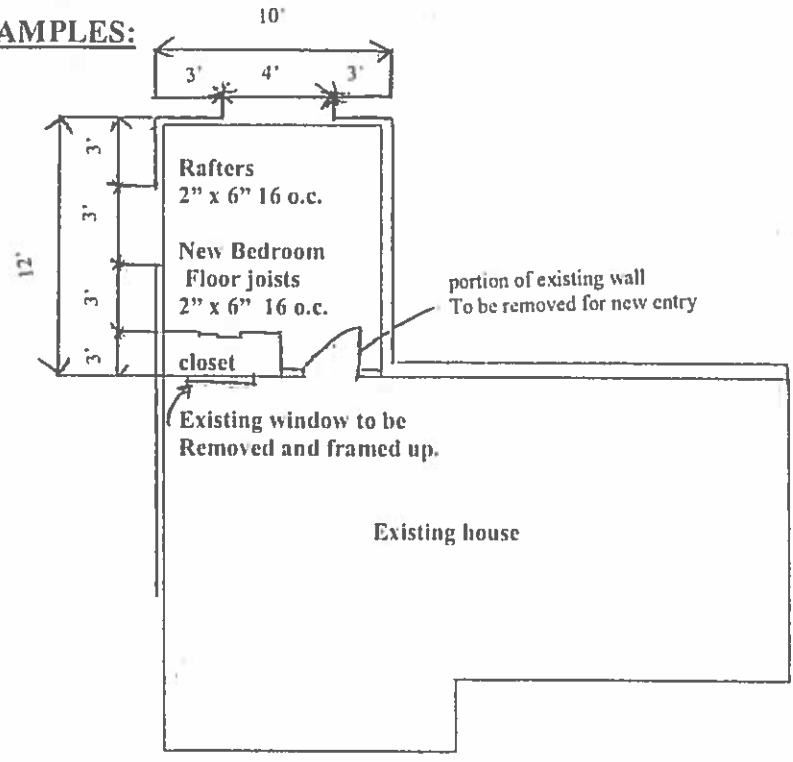
**\*If corner lot, show all streets and distances.**

**COMPLETELY FILL IN SECTION DETAILS**

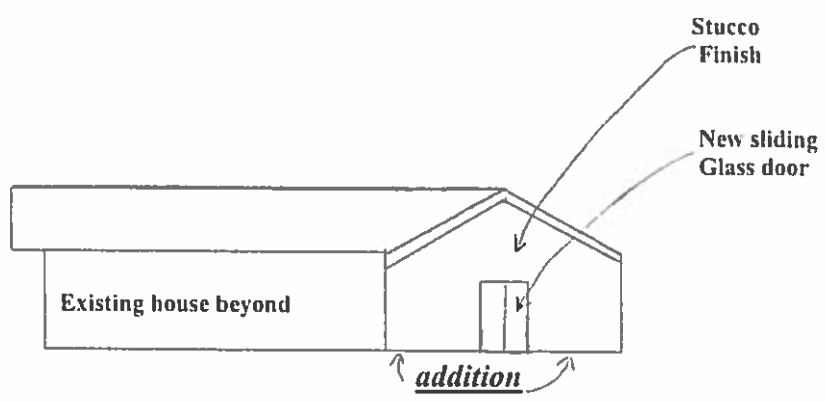
- 1 - Treated Sill Plate \_\_\_\_\_ x \_\_\_\_\_
- 2 - Bolt Spacing \_\_\_\_\_ o/c
- 3 - \_\_\_\_\_ X \_\_\_\_\_ Floor Joists \_\_\_\_\_ o/c
- 4 - \_\_\_\_\_ X \_\_\_\_\_ Studs \_\_\_\_\_ o/c
- 5 - Siding Material \_\_\_\_\_
- 6 - Sheathing Material \_\_\_\_\_
- 7 - Soffit Vent \_\_\_\_\_
- 8 - Facia \_\_\_\_\_ X \_\_\_\_\_
- 9 - \_\_\_\_\_ X \_\_\_\_\_ Joist \_\_\_\_\_ o/c
- 10 - \_\_\_\_\_ X \_\_\_\_\_ Rafter or Trusses \_\_\_\_\_ o/c
- 11 - Sheathing \_\_\_\_\_
- 12 - Shingles \_\_\_\_\_
- 13 - Pitch \_\_\_\_\_



**EXAMPLES:**



**FLOOR PLAN** not to scale



**ELEVATION** not to scale