



BUILDING REQUIREMENTS

CHARLEVOIX COUNTY - DEPT OF BUILDING SAFETY
301 STATE ST - CHARLEVOIX, MI 49720
(231)547-7236 FAX (231) 547-7250

web site: www.charlevoixcounty.org

THE CHECKED ITEMS - ARE REQUIRED TO BE SUBMITTED WITH YOUR APPLICATION. PLAN REVIEW AND APPROVAL CANNOT TAKE PLACE UNTIL ALL ITEMS ARE ON FILE.

- ___ **1. (3) OR (5) DIGIT ADDRESS OF JOB SITE.**
- ___ **2. SEPTIC & WELL**, if not on Municipality sewer, a valid permit is needed from the **Health Department - (231) 547-6523**
Located at 220 W. Garfield St., Charlevoix MI 49720
- ___ **3. ZONING PERMIT** - A Valid Permit is needed - Local Ordinances must be met.

See **Page (4)** for current Administrators.
- ___ **4. A COMPLETE, SIGNED APPLICATION:** by proper Applicant. The person who is “actually doing the work” the Contractor, or the homeowner.
- ___ **5. CONSTRUCTION PLANS:**
(1) Set needed. To be approved and returned.
*****SEE ATTACHED SHEET*****
- ___ **6. SEALED, STAMPED PLANS:** REQUIRED FOR ALL COMMERCIAL JOBS, AND RESIDENCES OVER 3500 SQ. FT. Architect or Engineer’s Seal & Signature REQUIRED.
- ___ **7. LOG/ROUGH-SAWN STRUCTURES:** A “Certificate of Inspection” from a Certified Grader is required.
- ___ **8. TRUSS CERTIFICATIONS:**
For ALL structures using purchased trusses. A COPY IS TO BE KEPT AT THE JOB SITE FOR THE ROUGH/ FRAME INSPECTION, and filed in the permanent file.
- ___ **9. SOIL EROSION PERMIT:**
ACT 451; Part 91, Soil Erosion & Sedimentation Control. **IF your project is with 500 ft. of a lake or stream, OR if you are disturbing more than (1) acre of earth. (231) 547-7236**
- ___ **10. WETLANDS, OR D.E.Q.**
Please call the Land & Water Management at Gaylord, MI (989 705-3450
- ___ **11. PRE-MANUFACTURED HOMES:** The application MUST be accompanied by a “**building systems approval report**” from the Consumer & Industry Services & (1) sets of plans.

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- 12. HUD/DOUBLE-WIDES:**
The application **MUST** be accompanied by a **RECOMMENDED FOUNDATION PLAN WITH TIE-DOWNS, AND A FLOOR PLAN**, from the Contractor or person actually doing the work.
- 13. ELECTRICAL PERMIT**
- 14. PLUMBING PERMIT**
- 15. MECHANICAL/HEATING PERMIT.** These forms are available upon request.
Homeowners may take out their permits - ONLY- IF THEY ARE DOING THE ACTUAL WORK.
- 16. DRIVEWAY CULVERTS:**
Please call the Charlevoix County Road Commission. (231) 582-7330

NOTE: ALL APPLICATIONS AND PLANS MUST BE REVIEWED BEFORE PERMIT CAN BE ISSUED.

*******CONTRACTORS*******

A COPY OF YOUR “RESIDENTIAL BUILDERS LICENSE” IS REQUIRED.

ALL CONTRACTOR INFORMATION ON APPLICATIONS MUST BE COMPLETED, PER STATE OF MICHIGAN.

IF YOU HAVE ANY QUESTIONS, OR NEED HELP WITH YOUR APPLICATION - PLEASE CALL US WE WILL BE GLAD TO HELP YOU.

**Your Department of Building Safety
Staff**

INSPECTORS AND STAFF

<u>BUILDING OFFICIAL</u>	Kevin Schlickau
<u>BUILDING INSPECTORS</u>	Kevin Stark Russ Smith John Cochrane
<u>ELECTRICAL INSPECTORS</u>	Kevin Schlickau
<u>PLUMBING/MECHANICAL INSPECTOR</u>	Rob Hilton
<u>SOIL EROSION CONTROL OFFICER</u>	Russ Smith
<u>OFFICE MANAGER</u>	Judy Wheat

REQUIRED INSPECTIONS FOR CONSTRUCTION PERMITS

Section 109 of the State Building Code requires the permit holder to notify this office when any portion of the work is ready for inspection. Indicated below are the stages of construction when we should be notified to perform the inspection indicated. In addition, we must be notified whenever an inspection report indicates, “please call for re-inspection”. Call 24 hours ahead to schedule inspections. Under normal circumstances, inspections will be done within 24 hours. To talk to an inspector, call between 7:00AM-8:30AM Monday through Friday.

Type of Inspection	Type of Permit	State of Construction
Footing	Building	When excavation is completed, forms and reinforcing are in place. Prior to pouring concrete.
Service	Electrical	When meter base and panel is set and grounded.
Underground	Mechanical	When underground duct work, radiant tubing, or process piping is installed, prior to pouring concrete and backfilling.
Underground	Plumbing	After all trenches or ditches are excavated and piping installed, prior to pouring concrete and backfilling.
Foundation	Building	When foundation walls are complete, reinforcing and anchors installed, damp proofing or waterproofing and drainage system installed and prior to backfilling.
Rough	Electrical Mechanical Plumbing	Prior to the installation of insulation and interior finish materials.
Rough	Building	When all sub-trades (electrical, mechanical and plumbing), have been roughed in and approved. Prior to the installation of insulation and interior finish materials
Insulation	Building	After building rough is approved and prior to the installation of interior finish materials.
Final	All Trades	When all construction work has been completed and approved.

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

RESIDENTIAL PLAN/BLEUPRINT CODE REQUIREMENTS

(1) ONE SET OF BLUEPRINTS/PLANS. THIS SET WILL BE RETURNED FOR USE AT THE JOB SITE

Per Section 106.1 of the 2015 Michigan Residential Code

ALL PLANS ARE TO BE TO SCALE AND WITH **COMPLETE DIMENSIONS!!!**

1. **FOUNDATION PLAN:** SHOWING FOOTING AND THE PIER SIZES. BEAM LOCATIONS AND THEIR SIZES. INCLUDING DEPTH TO THE FROST LINE, REBAR DIA., DIM. OF CONC SLAB. WATERPROOFING OR DAMPROOFING, FOUNDATION WALL MATERIAL AND SIZES. DRAINS, ROOM LAYOUT IDENTIFIED, ETC.....
2. **FLOOR PLANS:** LABEL ALL ROOMS (if this is an addition, show the existing building) SHOW WINDOW TYPES AND SIZES INCLUDING EGRESS BEDROOM, DOOR SIZES, KITCHEN, BATH MECHANICAL LAYOUTS, STAIR AND RAILING INFORMATION ETC
3. **ELEVATIONS:** ALL SIGNIFICANT INCLUDING SIDE VIEW, IDENTIFY NORTH ELEVATION
4. **CROSS SECTIONS:** SHOW WALL FROM FOOTING TO PEAK, IDENTIFY ALL THE TYPES OF BUILDING MATERIALS (STUDS, JOISTS, RAFTERS, SHEATHING, BEAMS, POSTS, INSULATION. ETC.....) A STAIR SECTION IF REQUIRED.
5. **SITE PLAN:** LOCATION OF BUILDING ON PROPERTY, WITH PERMITTED SETBACKS FROM PROPERTY LINES. OR A COPY OF THE ZONING PERMIT WHICH SHOWS THE ABOVE MENTIONED INFORMATION.
6. **ENERGY CODE:** WORK SHEET SHOWING COMPLIANCE WITH MICHIGAN UNIFORM ENERGY CODE, OR EQUIVALENT CALCULATIONS. **RES-CHECK & COM-CHECK** CAN BE OBTAINED ON THE INTERNET USING THE STATE OF MICHIGAN (LARA) WEBSITE.
7. **TRUSS CERTIFICATIONS:** FLOOR TRUSSES: (INCLUDING BCI's TJI's GNI's etc.....) USED FOR JOISTS AND RAFTERS REQUIRE A MANUFACTURERS LAYOUT/PRINT FOR INSTALLATION. **ROOF TRUSSES:** A CERTIFICATION SHEET THAT SHOWS DESIGN LOADS AND LATERAL BRACING REQUIREMENTS. **NOTE:** THESE ARE OBTAINED FROM YOUR MATERIAL/LUMBER SUPPLIER, WE WILL PICK THESE UP FROM THE JOB SITE DURING ROUGH FRAMING INSPECTION.