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Residential Plans Submittal Checklist

Building Guides for Homeowners

Applicants for building permits are obliged to become familiar with the pertinent sections of the current issue of Chapter 39 - Zoning Ordinance, and Chapter 79—General Building Regulations of the Troy City Code, which outlines codes currently in effect and modifications adopted.

OFFICE USE	
_____	Building Permit Application must be completely filled out and signed, including:
_____	Contractor's name, phone number, and address
_____	Owner's name, address and phone number
_____	Specify a contact person: name and phone number
_____	If required, architect's name, phone number, e-mail, and fax
_____	All engineer's names and phone numbers
_____	Project address
_____	The estimated value of the project (include all materials and labor)
_____	Plot Plan: 2 sets
_____	Recommended scale: 1/8" = 1' - 0"
_____	Lot dimensions, showing an accurate boundary line survey
_____	Building footprint with all projections & dimensions to all property lines and/or other buildings
_____	North arrow
_____	Easements
_____	Sewer and water lateral locations from street to house
_____	Location of any and all retaining walls (which require separate permits)
_____	Foundation Plan: 2 sets
_____	Recommended scale: 1/4" = 1' - 0"
_____	Soils report by an engineer
_____	Structural and architectural details
_____	Footings, foundation, piers, and grade beams designed by and engineer
_____	Post and girder intersections
_____	Reinforcing spacing and size
_____	Fireplaces masonry or gas
_____	Anchor bolt spacing and size
_____	Floor Plan: 2 sets
_____	Recommended scale 1/4" = 1' - 0"
_____	Full architectural plans, fully dimensioned and labeled
_____	Include adjoining rooms, labeled as to their use with all window and door locations
_____	All wall-to-wall dimensions
_____	All room finish ceiling heights
_____	All window operations to be on the plans (slider, single hung, fixed, casement, etc)
_____	Exterior Elevations: 2 sets
_____	Recommended scale: 1/4" = 1' - 0"
_____	Identify finish materials to be used
_____	All four elevation views
_____	Indicate finish grade location at building exterior



Attn: Builders/Developers

Regarding: **Requirement for Soil Erosion Permits**

The City of Troy would like to inform you of a requirement for all soil erosion permits for new home construction projects.

All soil erosion permits will require that the entire lot has permanent vegetation in place prior to granting final approval of the soil erosion permit. Specifically, 100% of the lot must be covered with sod or other approved living ground cover (excluding the dwelling unit, accessory structures, parking/driveways and walkways).

Please note that Final Grade Approval is required prior to placing permanent vegetation on the site. Seed and mulch is also acceptable, however dense vegetation needs to be established before a Certificate of Occupancy (C.O.) can be granted as determined by the Building Official, City Engineer or their designee. C.O. from the Building Department requires final approval of all permits associated with the building permit.

For C.O.'s requested during the winter months where sod or seed are not viable or for other approved reasons, a temporary certificate of occupancy (T.C.O.) can be granted from the Building Department with the submittal of a cash deposit to the engineering department. The amount of the cash deposit varies from \$5,000 to \$10,000 depending on the residential zone where the lot is located. The purpose of the cash deposit is to ensure that permanent vegetation is placed within 6 months of the T.C.O. issue date. The cash deposit will be refunded once permanent vegetation is in place and has been approved by the City.

If you have any questions, please contact me at 248-524-3383.

Sincerely,

G. Scott Finlay

G. Scott Finlay, PE
City Engineer

cc: Bob Bruner, City Manager
Megan Schubert, Assistant City Manager
Lori Bluhm, City Attorney
Kurt Bovensiep, Public Works Director
Antonio Cicchetti, Deputy City Engineer
Emily Ause, Senior Civil Engineer
Jing Lin, Senior Civil Engineer
Mike Dooley, Inspection Supervisor
George Ballard, Land Surveyor
Brent Savidant, Community Development Director
Paul Evans, Zoning & Compliance Specialist
Salim Huerta, Building Official