

Residential Plans Submittal Checklist

Building Guides for Homeowners

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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: ¼" = 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 ¼" = 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: ¼" = 1' - 0" Identify finish materials to be used All four elevation views Indicate finish grade location at building exterior



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	Structural and Architectural Details: 2 sets (to include all applicable from following) Recommended scale $\frac{1}{4} = 1' - 0''$ Roof, to include eaves, overhangs, rake and gables Structural framing details Structural section with details at foundation, floor and roof levels Cross section view in each direction specific to the structure, generic not acceptable Identify all materials, material sizes, spacing, etc.
	 Manufacturer's Specifications for Prefabricated Trusses: 2 sets
	 HVAC Details, with Specifications: 2 sets Location of HVAC equipment
	 Plumbing Details: 2 sets Show all plumbing fixture and water heater locations Show all floor drain locations
	 Electrical Details: 2 sets Service meter location and main breaker size in amps Sub-panel location(s)
	 Stair Details: 2 sets (specific to the plan, not generic) Stairway width, rise, run, landing length, and headroom height Handrail, guardrail, and baluster details

All drawings shall be submitted to a suitable scale. Drawings shall be properly dimensioned and shall indicate the specific use of all rooms and areas, as well as define all construction materials.

Work valued above \$5,000 will require a \$30 Plan Review Fee

If the applications are for models, we will assign it a "MASTER PLAN NUMBER." This will eliminate the need to submit building plans with any future applications of the same model.

Applications for soil erosion and water shall be made at the same time as the building application is submitted.

Additional Information:



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 Fiulay* 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

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