

## **GENERAL INFORMATION AND REQUIREMENTS**

To adequately review and approve your building projects for compliance with various codes and ordinances, it is necessary for you to provide certain documentation. Failure to supply accurate, legible and complete documentation will result in delays and/or refusals.

Any permits issued may become invalid if the authorized work is not commenced within six months after issuance of the permits or if authorized work is suspended or abandoned for a (6) six month period after commencement of work. A status inspection will be initiated to review the current status.

Inspection fees will be added to the permit when:

1. Construction starts prior to obtaining a permit.
2. Occupying a permitted area before the Certificate of Occupancy is issued for that area.
3. Notification of any violation to the Building Codes or Township Ordinances related to the permit.
4. A permit expires and a status inspection is completed to determine progress.
5. When the number of inspections exceeds the number of inspections considered in the initial permit fee.

Temporary Occupancy: May be allowed after an approved inspection is completed and a Performance Bond in an amount determined necessary to complete the permitted area is posted with the Township of Rollin. This bond will be set at a specific amount, for a specific time period and with a Non-Refundable application fee.

Building Permits: Homeowners may obtain a building permit to work on their own occupied or to be occupied home of at least one year. If not the homeowner, an appropriately licensed Residential Builder or Residential Maintenance & Alteration Contractor must be used on all projects when the overall material and labor costs are greater than \$600. The applicant is the responsible party on all permits.

Electrical, Plumbing and Mechanical Work: Homeowners doing their OWN work may obtain a homeowner's permit. Any contractor doing the work must obtain a permit in his own company and/or licensed name in order to perform the work.

Code Violation Notice: Corrections to code violations are required prior to continuing construction. If after discussion with the inspector there is still a code interpretation dispute, an application can be submitted to the Construction Board of Appeals.

Construction Codes in Effect: 2015 MI Residential Code, MI Energy Code (chapter 11), 2015 MI Building Code, 2015 MI Plumbing Code, 2015 MI Mechanical Code, 2014 NEC.

Subdivision Association Review: If planning construction within an area in which there is an active association, it is recommended that you have the association review your site/plot and construction plans during the planning stage. There may be restrictions other than the ones enforced by the Township. There may also be individual deed restrictions.

Health Permit (Well and/or Septic): All new housing/construction and additions involving bedrooms will need Lenawee County Health Department approval. (Lenawee County Health Dept., 1040 S. Winter St., Suite 2328, Adrian, MI. 49221-3871, 517-264-5202). A copy of the yellow permit card with the property ID is required.

Driveway/Approach Permit (unless a Private Road): All new construction on public roads will require a driveway permit. If located on a county road, contact Lenawee County Road Commission, 2461 Treat Highway, Adrian, MI 49221-4009, 517-265-6971. If located on a state highway contact Michigan Department of Transportation, Utilities Permits Division, 2750 N. Elm, Jackson, MI 49201, 517-780-7540. A copy of the driveway permit showing the property ID is required. If a permit is not required, a copy of letter stating same, with property I.D., is required.

Soil Erosion-Sedimentation Control Permit: A permit is required with certain erosion control requirements attached wherever there is a major earth-disturbing activity on one acre or more. Also, any excavating, filling or earth disturbance within 500 feet of a lake, stream, river or major drainage course requires a permit. This permit is obtained from the Lenawee County Drain Commissioner, 320 Springbrook Ave., Adrian, MI. 49221, 517-264-4696. A copy of this permit showing property I.D. is required. If a permit is not required, a copy of letter stating same, with property I.D., is required.

Building Plans: Two complete sets of construction drawings are required. Allow 1 – 2 weeks for review of new construction. One set of approved construction drawings are to be kept on the construction site. Construction documents must be sealed and signed by an architect or professional engineer if one and two family dwellings are greater than 3500 square feet of calculated floor living area or commercial projects over \$15,000. All plan submissions are to include documentation for compliance with the residential and commercial energy codes.

Construction plans may differ depending on the extent or complexity of the construction being applied for. Use the following information as a guideline:

1. All plans for new residential construction and additions less than 3500 square feet of calculated floor area shall include foundation and floor plans, roof and wall sections, building elevations, site plan, windows and door locations and sizes, energy code compliance and all related safety equipment. Include any structural or detailed information to allow review for structural and non-structural compliance.
2. All plans for all new commercial construction and residential structures (over 3500 SF of calculated floor living area) are to include sealed and signed prints by an architect or professional engineer. Drawings are to include sufficient and all information in order to review for structural and non-structural compliance to the associated construction codes.
3. Pre-manufactured homes (modular) are to include one copy of the Building System Approval, approved plans. Also include two sets of foundation and anchoring system and energy code compliance documentation and materials.
4. All other construction is to include foundation, framing and cross-sectional drawings sufficient to show structural and non-structural compliance with the applicable codes.

Permit Fees: The building permit fees are based on costs to the Township for the permits, inspections, documentation and issuing the Certificate of Occupancy. These fees are listed on the inspection fee schedule. If, during the construction process there are additional inspections and/or cost associated with your permit they will be added and due prior to the final inspection being approved and/or a Certificate of Occupancy issued.

Electrical Distribution Lines: Consumers Energy does not allow any building or structures to be within thirty-six feet of an electrical distribution line. If you have this situation you will need to call 800-882-6808. A permit will not be able to be issued in this case without permission from Consumers Energy.

Contractors: If you are a contractor and pulling a permit you will also need to include a copy of your current license.

Final and Certificate of Occupancy Inspection:

1. Plumbing, mechanical and electrical final inspection approvals complete and posted.
2. Final inspection approval on sewer (if applicable).
3. Health Department certificate of approval for water system and/or septic system.
4. Posting of energy code compliance label on or near electrical panel.
5. Grading completed so as not to direct structure and/or other runoff water to adjacent properties.
6. All support posts and beams are securely fastened to prevent any movement or twisting.
7. Street number is located on home and/or mail box post in an approved location and dimension.
8. All guards and handrails are installed with handrails returned to wall as needed.
9. All exterior doors to have approved landing and steps installed.
10. Any additional permit extension or inspection fees paid.

**By no means is a permitted area to be occupied or used for it's intended use until a Certificate of Occupancy is issued, this includes moving in furniture.**

Additional Phone Numbers:

Miss Dig: 800-482-7171 or 811

Consumer's Energy: 800-477-5050

Midwest Energy Cooperative: 800-748-0287

Cable Television: Comcast 800-824-2000

Zoning Inspector: Rick Arnold 517- 547-7786 or 517-917-6801

[rollinzoning1@comcast.net](mailto:rollinzoning1@comcast.net)

Building Inspector: Bruce Nickel 517- 547-7786 or 517- 902-8131

[building.inspector@twp.rollin.mi.us](mailto:building.inspector@twp.rollin.mi.us)

Electrical Inspector: James Baker 517-536-8775

[n8rwk@att.net](mailto:n8rwk@att.net)

Plumbing Inspector: Thomas Trudeau (517) 206-9005

[ttplumbingllc@gmail.com](mailto:ttplumbingllc@gmail.com)

Mechanical Inspector: James Wiech (517) 937-2813

[jdwiech@comcast.net](mailto:jdwiech@comcast.net)

Rollin Township Website: [www.twp.rollin.mi.us](http://www.twp.rollin.mi.us)

State Bldg. Const. Codes: 517-241-9302

DEQ/DNR: 517-780-7021

Telephone Service: Frontier Communications 800-921-8101