

KOCHVILLE TOWNSHIP
BUILDING PERMIT REQUIREMENTS – RESIDENTIAL

This list is provided as a guide to help with the understanding of the information that must be provided on the construction drawings for a new residential structure or an addition to an existing structure. It should be given to the person preparing your drawings. *Please submit **all** of the required information to avoid delays in the permit process.*

Please note that before a permit can be issued, you must submit a site plan with all dimensions from the proposed home/addition to your lot lines, including all existing structures on the lot. This is a separate zoning approval that needs to be done prior to the building permitting process.

Additionally, in addition to the building permit, separate permits are required for: Electrical, Plumbing and Mechanical (heating & cooling, ductwork, gas piping, wood or gas fireplaces and propane tanks).

1. Please submit two sets of construction drawings meeting the following requirements:
 - ✓ Drawn to scale in a draftsman-like manner. Scale not to be less than 1/8" = 1'
 - ✓ Drawings to be clear and legible
 - ✓ Drawing sets to be no larger than 24" x 36"
 - Houses over 3,500 square feet must have complete construction and plumbing plans. Electrical plans are required when the electrical system rating exceeds 400 amps. Mechanical plans are required when the heating system input rating is over 375,000 BTU's. BTU rating must be indicated on all plans. All plans must have the original signature, seal and date of a State of Michigan licensed Architect or Engineer.
2. Provide a copy of the "2015 Michigan Residential Code Energy Worksheet Compliance Form". The form is attached to this checklist or may be filled out on-line and submitted by email to the building department.
3. **Two Site Plans** with the following information:
 - ✓ Size and location of new construction and existing structures on site
 - ✓ Distances from lot lines to all structures
 - ✓ Location of septic, well, driveway, county drains, easements and road right-of-ways
 - ✓ All decks or landings on site with dimensions
 - ✓ Location of utilities (electrical, gas, water, sewer) right-of-way to house
 - ✓ Flood plain areas require special construction methods (if applicable)
4. **Two complete sets of construction drawings** including the following information:
 - Foundation plans with:
 - ✓ Footing and column pad size and layout with all dimensions, bleeders for drainage around footings
 - ✓ Beam size and column spacing
 - ✓ Foundation wall type, thickness, and height
 - ✓ Basement floor thickness, vapor barrier and 4-inch stone base
 - ✓ Sump location and proposed discharge location identified (storm sewer, etc.)
 - ✓ Egress window and well or door to exterior
 - ✓ If basement is habitable, show a floor plan with rooms and their sizes and use.
 - ✓ Show the furnace and water heater locations
 - Floor plans with:
 - ✓ Full dimensions and use of all rooms, ceiling heights
 - ✓ Floor joist direction, size, spacing, span and species
 - ✓ Engineered floor joist plan (if used)

- ✓ Size and location of all support for bearing walls and concentrated loads
- ✓ ALL sleeping rooms must have at least one operable window, 5.7 square feet of open-able area with minimum 20" width, located no more than 44 inches from sill to floor
- ✓ Show header material, size, thickness, span and detail of typical window framing
- ✓ Size of all doors and windows – provide window specifications
- ✓ Show any cantilever framing details
- ✓ Details of the separation required between the garage and house on attached garages
- ✓ Location of all smoke detectors - check with the building inspector for requirements when building an addition or doing a major alteration.
- ✓ Location of furnace, hot water heater and means of venting to exterior, washer and dryer location (gas dryers are not allowed in bathrooms)

Roof framing plans with:

- ✓ **Manufacturer specifications of trusses and layout MUST be on-site during inspection for review.**
- ✓ Conventional framed roofs – indicate support for all concentrated loads from ends of hip and valley rafters, ridge board, cantilevers and girder truss
- ✓ Roof sheathing and thickness
- ✓ Ice shield, felt and roof covering
- ✓ Attic ventilation type and amount
- ✓ Show roof pitch for all portions of roof unless typical
- ✓ Attic access is 22" x 30" minimum

Construction details with:

- ✓ Cross section wall detail showing Footings, foundation wall size, type and height, waterproofing, rigid insulation, damp-proofing and location of finished grade; exterior walls with interior and exterior coverings, weep tile, p-stone and filtration barrier, backfill material
- ✓ Brick and stone veneer...show based course flashing, weather resistant membrane, lintels and flashing, brick wall ties and flashing, weep holes 33 inches on center
- ✓ Provide details on walls over 10 feet high and walk-out walls. These walls must be designed to resist wind load and support all other imposed loads

Crawl Space details (if applicable):

- ✓ Ventilation required within 3 feet of each corner
- ✓ One square foot of crawl space ventilation for each 150 square foot of floor area
- ✓ Minimum of 18" x 24" access to crawl space required
- ✓ Clearance between ground and wood beams must be at least 12 inches
- ✓ Crawl space areas must be insulated. Show required insulation and vapor barrier showing compliance
- ✓ Pier height and material

Stair Details with:

- ✓ Treads (10" min), Risers (7-3/4" max), Guard-rail dimensions and handrail requirements

Building Elevations with:

- ✓ Show elevations to scale with front, both sides and rear of structure. Also show proposed finish grades, decks and porches.

5. Proposed decks must have information presented at time of application or a separate building permit will be required at time of installation.
6. All doors and stairs must have a landing at each side. These must be equal to the width of the door and 36" out from the door. The landing cannot be more than 8" below the door threshold. This includes side hinged doors only.

Exception: Interior stairways – landings not required at the top of interior stairs where door swings outwards away from stairs.

The following contacts are provided for your convenience. Some additional documentation may be required and must be obtained and a copy presented along with the building permit application before a building permit can be issued. Failure to have the required information will delay the processing of the application.

Septic and Well permits – contact Saginaw County Public Health -	989-758-3830
Driveway permit – Saginaw County Road Commission -	989-752-6140
Water connection, sewer connection, water meters – Kochville DPW-	989-792-7596 ext 115
Consumers Energy – utilities and address -	989-477-5050
Soil erosion and sedimentation – Sag County Public Works -	989-790-5258
Miss Dig -	800-482-7171

NOTICE: The Michigan Residential Code allows the owner who is occupying the home he is building to do all of the work on the home if he desires, without requiring him to have a residential builder’s license. Those electing to do their own work are responsible for understanding the building code and other codes in effect if they undertake the work. It is highly recommended that the owner use a qualified and licensed trade contractor, if he does not possess the knowledge necessary for the work being done.

Michigan Energy Code Information – Climate Zone 5 – see Energy Code Worksheet.

**** Please note: Any change made to the drawings or changes made during construction must be discussed with the building inspector before proceeding. Drawings must be accurate to the actual home on site at time of final inspection. Failure to notify the building inspector could result in delay of your project and may result in significant added expense to the project.***

When to call for an inspection – Please call the Township to schedule the required inspections at least One (1) day prior to the time of inspection. A minimum of 5 inspections are required on most residential structures.

- Footing Inspection – Prior to placing concrete in piers, trenches and forms.
- Backfill Inspection – Prior to backfill after footings, foundation, waterproofing, drain tile are installed. **DO NOT BACKFILL WITHOUT INSPECTION**
- Rough Inspection – The rough inspection is made after the roof, all framing, fire stopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and **BEFORE** insulation is installed.
- Insulation Inspection – Insulation in all walls, caulking and sealing around all windows, exterior doors, floor plates, penetrations.

The Michigan Energy Code now requires air leakage testing by a certified independent third party. A written report of the results of the test shall be signed by the party conducting the test and provided to the code official before the final inspection.

- Final Inspection – The final inspection is made upon the completion of the building or structure and before occupancy occurs.

Certificate of Occupancy - A new home may not be occupied until a Certificate of Occupancy is issued by the code official. A Certificate of occupancy cannot be issued until all work covered under the issued permits has been completed in accordance with applicable codes.

If any questions arise during construction, please contact the building department at 792-7596