

BUILDING PERMIT APPLICATION CHECKLIST

NOTE: SOME OR ALL OF THE FOLLOWING ITEMS MAY APPLY – CHECK & FURNISH ALL THAT APPLY

Completed and Signed Building Permit Application Packet

(Required with all building permits)

Includes the Following:

1. Application Cover Page
2. Zoning Compliance Application
3. Wetland Determination Application (Not Required if Project does not involve ground work)
4. Signed Deed Restrictions & Easements Form
5. Signed Burying/Burning Building Materials Form
6. Energy Worksheet (Required for New Heated structures only; ie New Homes, Additions, etc.)

Proof of ownership: Land Contract, Warranty Deed, Tax Statement, Property Transfer Affidavit

(Required with all building permits)

Plot Plan – Two Physical Copies & 1 Digital Copy (PDF Email, Disk, USB Flash Drive)

(Required with all projects that involve ground work)

Include the Following:

1. Location & dimensions of all property lines regardless of acreage
2. Location of public streets, private drives, driveways, easements
3. Location, dimensions and square footage of all existing and proposed buildings or other permanent structures; ie. Pools, decks, etc.
4. Distances from all property lines to the proposed building or structure
5. Location of well and septic
6. Location of any natural features; ie. Ponds, streams, lakes, drains

Construction Drawings – Two Physical Copies & 1 Digital Copy (PDF Email, Disk, USB Flash Drive)

(Required dependent upon scope of project)

Driveway Permit – Obtain from Oakland County Road Commission

(Required only for new homes on public roads. Does not apply to private roads.)

Soil Erosion Permit or Waiver – Obtain from Oakland County WRC

(Required for all projects involving ground work)

Well Permit - Obtain from Oakland County Health Dept

(Required for all projects involving a new well; ie New Homes, Additions, Commercial Buildings, etc.)

Septic Permit - Obtain from Oakland County Health Dept

(Required for all projects involving a new septic; ie New Homes, Additions, Commercial Buildings, etc.)

Builder's LARA License, Driver's License, and Insurance Declaration Page

(Does not apply to home owner permits)

Other _____

**ADDISON TOWNSHIP
ZONING COMPLIANCE PERMIT APPLICATION**

****Section 27.05 of Zoning Ordinance #300 Attached****

TO BE COMPLETED BY THE APPLICANT

1. Applicant Information

Name(s) _____

Mailing Address _____

Residential Address (if different) _____

Phone # _____ Cell # _____

Facsimile # _____ Best time(s) to call _____

2. Property Address _____

Parcel Identification # 05 _____ - _____ - _____

3. Proposed Use(s): Describe the proposed use(s) of the property below and activities proposed for the property

Check any (all) of the proposed uses that apply to your property:

- Construction of a house
- Addition to a house
- Construction or placement of an accessory structure or garage
- Start a home based business
- Construction/Placement of an agricultural building
- Moving, altering, repairing a structure
- Excavation
- Other (please identify other proposed uses on the lines which follow):

ADDISON TOWNSHIP ZONING COMPLIANCE PERMIT -

Official Use Only – Application received by: _____

Date Received _____ **Fee Paid** _____

Receipt # _____ **Check #** _____

Application Routed to: _____ **Clerk** _____ **Building Inspector** _____ **Planner** _____
_____ **Other** (indicate others to whom the application was routed) _____

Date of Approval - _____ **Permit #** _____ **Indicate activity(ies) for which the zoning compliance permit has been issued – if plans or attachments pertain please indicate date of such plans/drawings (and attach a copy of each)**

Building Official Signature _____ **Date** _____

Date of Denial* - _____ (Specify reasons below)

- ___ Application incomplete (see circled items missing)
- ___ Not permitted in current zoning district
- ___ Special use permit required
- ___ Zoning variance required
- ___ Other permit required (specify) _____
- ___ Denied for the following reason(s)

Building Official Signature _____ **Date** _____

ADDISON TOWNSHIP ZONING COMPLIANCE PERMIT APPLICATION –

Proof of ownership must be submitted with application (deed, land contract, or similar document). ALL property owners are required to sign application. If the applicant is not the owner of record, a signed notarized letter authority and authorization from the property owner(s) to act as agent shall be submitted with the application.

X. AFFIDAVIT and permission for the township, county and state officials (and those acting on behalf of those officials) to enter property in conjunction with a review of this application:

I (We) swear that the information contained in this application are true at the date of this application and if found to be untrue will void any approval of this application. Approval of this application does not imply compliance with any township, county or state regulation pertaining to future use of the property that is the subject of this application and only conveys to the applicant, a confirmation (if application is approved) that the state use(s) of the subject property as proposed is (are) in permitted activities in the zoning district wherein the proposed use is located. Any permit issued following approval of this application is subject to any and all ordinances in effect at the time of the issuance on any subsequent permit. If any changes are made to the property in question after the date of this application is received by the township, including ownership change, such changed, I (We) acknowledge that a zoning compliance permit issued under the provisions of section 27.05 of Zoning Ordinance #300 shall be valid for a period of six months following the date of issuance.

Property Owner Signature _____ Date Signed _____

Property Owner Signature _____ Date Signed _____

Property Owner Signature _____ Date Signed _____

Property Owner Signature _____ Date Signed _____

or

Authorized Agent Signature _____ Date Signed _____

APPENDIX A----ZONING (EXCERPT)**Section 27.05. - Zoning compliance permits.**

It shall be unlawful to begin excavating, constructing (building), moving, altering or repairing any structure, including accessory buildings, until the building inspector has issued a *zoning compliance* permit for such work, said permit including a certification of his opinion that the plans, specifications and intended use of such structure conforms in all respects to the provisions of this ordinance and the township building code. The term "altered" and the term "repaired" shall include any changes in structural parts, stairways, type of construction, type, class or kind of occupancy, light or ventilation, means of egress and ingress, or other changes affecting or regulated by the township building code, Housing Law of Michigan [Public Act No. 167 of 1917 (MCL 125.401 et seq.)], or this ordinance, except for minor repairs or changes not involving any of the aforesaid features. In addition, it shall be unlawful to change the use of land or use or occupancy of any building, or to extend any use on any lot on which there is a nonconforming use, until the building inspector has issued a *zoning compliance* permit. In all cases where a building permit is required, application for a *zoning compliance* permit shall be made coincident with the application for a building permit; in all other cases, application shall be made not less than five (5) business days prior to the time when a new or enlarged use of a building or premises or part thereof is intended to begin. This application shall be made in writing to the building inspector on forms provided by the township for that purpose. A record of all such applications shall be kept on file by the building inspector. Any *zoning compliance* permit issued under the provisions of this ordinance shall be valid for a period of six (6) months following the date of issuance thereof. When the building inspector receives an application for a *zoning compliance* permit which requires a board of appeals variance or other approval, he or she shall so inform the applicant.

**ADDISON TOWNSHIP
Wetland Determination Application and Wetland Use
Application and Permit**

Questions to 1-13 are to be completed by applicant for a preliminary, and 1-15 for final wetland determination. (Code of Ordinances, Zoning Article 4, Section 4.44)

GENERAL INFORMATION

- 1. Property Identification Number _____
- 2. Property Location/Address _____
- 3. Legal Description (may be attached) _____

- 4. Total Site Area _____ 5. Zoning Designation _____
- 6. Existing Land Use of Property _____
- 7. Property Owner(s) Information

Name _____		
Address _____		
City _____	State _____	Zip _____
Phone (H) _____	(W) _____	
Signature _____	Date _____	
Signature _____	Date _____	

8. Applicant Information (if different than property owner)

Applicant (if different than the owner) _____		
Interest in the property _____		
Address _____		
City _____	State _____	Zip _____
Phone (H) _____	(W) _____	
Signature _____	Date _____	
(Written Permission from the property owner must be attached)		

Wetland Determination Application

SPECIFIC WETLAND INFORMATION

9. Requested Activity (Check all that apply):

- Dredging of a Wetland
- Excavating or Filing of a Wetland
- Construction of Primary and Accessory Structures
- Draining of any surface water from a wetland, other than as permitted under Code of Ordinances , Zoning Article 4, Section 4.44 – (5)
- Other uses not addressed herein and determined by the Planning Commission to have a similar negative impact as those listed above

10. Further Describe proposed activity

11. Type of Development Proposed (check all that apply):

- Building Construction
- Condominium or Site Condominium
- Subdivision Plat
- Planned Unit Development
- Special Land Use
- Land Division
- Other: _____

12. Size of Wetland _____

13. Additional Permits Required _____

TOWNSHIP OF ADDISON
Department of Building and Zoning
1440 Rochester Road
Leonard, MI 48367
(248)628-5409

**SPECIAL NOTICE REGARDING DEED RESTRICTIONS AND
EASEMENTS**

Please be advised that construction activities that are permitted by the Building Department may be further regulated by Subdivision Restrictions or Easement Agreements applicable to the subject property. In some cases, activities permitted by the Building Department may be prohibited by subdivision restrictions or easement agreements.

You are strongly advised to check that all current and future lot improvements are in conformance with any applicable subdivision restrictions and easement agreements. Further, you should obtain approval of the subdivision association (if applicable) prior to construction. The laws pertaining thereto generally make the property owner, or agent, responsible for such and failure to conform may subject you to prosecution.

Permit Holder

Date

TOWNSHIP OF ADDISON
Department of Building and Zoning
1440 Rochester Road
Leonard, MI 48367
(248)628-5409

Effective January 1, 2002, the following is prohibited by Addison Township:

- 1) Burying of any building materials.
- 2) Burning of any building materials.

The undersigned agrees to the above conditions and understands that any violation of these conditions may result in a **STOP WORK ORDER**.

Contractor Signature

Date _____

Home Owner Signature

Date _____

MICHIGAN UNIFORM ENERGY CODE

ENERGY WORKSHEET Prescriptive Approach

Project Address _____ Lot # _____ Subdivision _____
 Name of Builder-Owner _____ Phone # _____

Complete all of the following sections and attach supporting documentation as necessary. Incomplete forms will cause delays in the issuance of a permit.

Section 1 – Indicate the proposed type, R-value and thickness of insulation for the following building components (indicate N/A where the building component is not applicable):

Building component	Type	R-value	Min. R-value	Thickness
Walls/Band joist				
Ceilings				
Floors over unheated spaces (i.e. bays, etc.)				
Unheated slabs (above grade or $\leq 12''$ below grade)				
Heated slabs (above grade or $\leq 12''$ below grade)				
Crawl space walls				
Finished lower level walls				

Section 2 – Indicate the square feet of the gross exterior wall area..... _____ S.F.

Indicate the square feet of fenestration openings (i.e. windows, doors, etc.)..... _____ S.F.

Indicate the percent of fenestration (Fenestration area/gross exterior wall area)..... _____ %

For fenestration percentages up to and including 15%, R 1.9 components are required.
 For fenestration percentages over 15% up to and including 20%, R 2.5 components are required.
 For fenestration percentages over 20%, a trade-off option is needed (see the code).

Indicate the R-value proposed for fenestration openings:

Windows (including basement windows) _____ Doors _____ Skylights _____

Submit manufacturer documentation verifying that the R values indicated above are certified or labeled. Air leakage shall not exceed .37 cfm per lineal foot of sash crack at 15 mph wind pressure.

If over 20%, indicate the trade-off option proposed _____

Section 3 - Indicate the S.F. feet of basement walls that are uninsulated and exposed above grade..... _____ S.F.

Indicate the percentage of exposed wall (S.F. of exposed wall/S.F. of gross exterior wall)..... _____ %

If the percentage of uninsulated/exposed basement wall exceeds 7%, that portion shall be insulated. If over 7%, indicate the proposed R-value and type of insulation proposed for the area in excess of 7% _____

_____ (Min. R-5).

Section 4- Prepared by _____ Date _____ Phone _____

ZONING PLAN -

Zoning District: _____

Use: _____

Front yard: _____

Side yard: _____

Rear yard: _____

SITE or PLOT PLAN - For applicant use

