



**Department of Public Services**  
**Building • Engineering • Planning • Water & Sewer**

Address: \_\_\_\_\_

Lot# \_\_\_\_\_

**RESIDENTIAL REQUIREMENT CHECKLIST**

1. Complete Application – All Sections
  - a. Signed in two (2) places
  - b. Homeowner application; signed
  - c. Total square footage
  - d. Total cost of improvement
  - e. Sidwell number
  - f. Zoning district
  - g. Initialed by Clerk
  - h. Use Group
  - i. Type of construction

Is this a model?  Yes  No

Is the basement going to be finished?  Yes  No
2. Letter from Owner Hiring Contractor
3. Developer Approval/Subdivision Approval
4. Proof of Ownership of Lot
5. Two (2) complete construction drawings Michigan Residential Code 
  - a. If over 3,500 sq. ft., must be sealed
  - b. Truss drawings or roof loading sheet
  - c. Siding Specifications
  - d. Engineering Reports
  - e. Soil Boring Report

f. Has the Architect addressed the foundation design correlated with boring report?

6. Two (2) complete energy package info:

a. Choice of compliance method

b. Copy of original manufacturers R values for windows/doors

c. Sealed heat plans required, if BTU output is over 375,000

7. Two (2) complete topographical site plans shall contain the following:

\_\_ Show all cantilevers, protrusions & extensions beyond the building foundation

\_\_ North arrow

\_\_ Scale

\_\_ Benchmark (USGS Datum)

\_\_ Applicant's name

\_\_ Legal description

\_\_ All existing buildings & their addresses (and adjacent properties)

\_\_ Differentiation between existing & proposed grades

\_\_ Street name & nearest cross streets on either side

\_\_ Street right-of-way line

\_\_ All trees 8" & larger (species & condition)

\_\_ Type of surface on street & pavement width

\_\_ Lot lines or parcel lines with dimensions

\_\_ All existing structures (hydrants, poles, catch basins, manholes, etc.)

\_\_ Existing ditches & culverts

\_\_ Existing grades:

\_\_ Centerline of road

\_\_ Edge of road (top of curb, edge of pavement or edge of gravel)

\_\_ Property line (each corner & at 50 ft. intervals)

\_\_ Inverts of road ditch (to first culvert up & downstream or 100 ft.)

\_\_ Brickledge (adjacent buildings)

\_\_ Center of lot

\_\_ 50 ft. & 100 ft. off-site grid

\_\_ Proposed grades

- Brickledge at proposed building (4 corners minimum)
- Property line (each corner & at 50 ft. intervals)
- Inverts of ditch in roadway at projected property line
- Inverts of proposed drive culverts
- Center or rear & front yard
- Proposed/existing setback dimensions
- Proposed drive approach dimensions, driveway slope & setbacks
- Proposed/existing on site utilities & service leads (identify the size, material & slope of storm/sump, sanitary & water leads)
- Seal of Registered Engineer or Land Surveyor
- Flood plain boundary/wetland boundary (if applicable)
- Drainage arrows for proposed on-site drainage
- On-site drainage swales to handle site water
- Required site trees (street trees, rear yard, etc.)
- Required tree replacement (if applicable)

Items reviewed on the plot plan. Based on site review – some items may be waived & additional may be required.

8. Soil Erosion Permit – Wayne County (734)326-3936

9. Wayne County C Permit; if needed (734)595-6515

10. DEQ Permit; if needed (313)593-1483

11. Woodlands

- a. Have you had a woodlands inspection?  Yes  No
- b. Do you have regulated woodlands?  Yes  No
- c. Trees to be removed?  Yes  No  
If so, identify trees, species, size, quality & replacement caliper.

12. Contractor's license (if required)

13. Driver's License (if required)

\*\*Please understand this packet does not include all code sections that might apply to your particular project. It is your responsibility to make sure your project complies with the Michigan Residential Code. It is also your responsibility to complete your project and have all necessary inspections that may be required.

## **TOWNSHIP APPROVED SET OF PLANS MUST BE ON THE JOB SITE AT ALL TIMES**

### Inspections required for new buildings:

1. Sewer Tap
2. Water Tap
3. Woodland protective measures
4. Underground plumbing
5. Backfill & compaction for sewer & water lines
6. Open rail
7. Trench footing
8. Basement backfill (pea gravel, damproofing, drain tile)
9. Basement walls must be braced at this time
10. Plumbing underground
11. Basement floor inspection & gravel – vapor barrier
12. Garage sand
13. Porch sand
14. Driveway & sidewalk sand
15. Masonry/Flashing
16. Rough electrical (must be done before rough building will be scheduled)
17. Rough heating (must be done before rough building will be scheduled)
18. Gas pressure test
19. Rough plumbing (must be done before rough building will be scheduled)
20. Rough pre-fab fireplace (must be done before rough building will be scheduled)
21. Rough building
22. Damper
23. Re-rough, as needed
24. Insulation
25. Drywall nail inspection for garage only
26. Sump line inspection
27. Final electrical (must be done before final building is scheduled)
28. Final heating (must be done before final building is scheduled)
29. Final plumbing (must be done before final building is scheduled)
30. Final building
31. Final grade (grading certificate required with as-built setbacks & distances to abutting building). Must be on legal size paper & submitted prior to inspection.
32. Final building inspection

### **\*NOTICE\***

**When the Building Official issues a permit, the construction documents shall be approved, in writing or by a stamp which states: "REVEIWD FOR CODE COMPLIANCE". One set of construction documents so reviewed shall be retained by the Building Official. The other set shall be returned to the Applicant, kept at the site of work and will be open to inspection by the Building Official or his/her authorized representative.**

### **APPLICANT/PERMIT HOLDERS (CONTRACTORS, SUBCONTRACTORS, DEVELOPERS & HOMEONERS) MUST COMPLY WITH THE FOLLOWING:**

1. All plan approvals subject to field inspection & code compliance with the 2015 Michigan Uniform Energy Code, 2015 Michigan Residential Code, 2015 Plumbing Code, 2015 Michigan Residential Mechanical Code and 2015 Michigan Residential Electrical Code.
2. Failure to construct to the approved plans is a violation of the Charter Township of Northville Ordinance and State of Michigan Law Construction Code Act 230 of 1972.

3. Subject to all comments, conditions, inspections & approvals from Township Planner or other Planning personnel.
4. Subject to all comments, conditions & approvals for the Charter Township of Northville Fire Department.
5. Building demolition or renovation may require asbestos notification to County, State and Federal agencies. Contact MDEQ Asbestos NESHAP at (517)331.7906 for more information.
6. Subject to all soil erosion permit conditions & approvals.
7. Soil values and load requirements for foundation are subject to field inspection to verify soil conditions.
8. Tree replacement on subdivision lots are subject to approved landscape plan. Prior to bond refunds, all trees must be inspected & meet all conditions of the development agreement.
9. Tree & soil erosion measures must be maintained so they perform their intended purpose.
10. Subject to C-permit conditions of Wayne County.
11. Separate permits are required for decks, accessory buildings over 200 sq. ft. for residential & 100 sq. ft. for commercial, pre-fab fireplaces, fences, pools, finished basements, air conditioners, etc.
12. All structures must meet applicable design, snow & wind loads of 2015 MRC.
13. Trusses shall be designed for at least top cord live load (including live loads), top cord dead load, bottom cord live load, bottom cord dead load, concentrated loads, wind & earthquake loads.
14. Truss construction documents shall be prepared by a registered design professional. Seal must be from Michigan.
15. Provide two (2) sets of truss drawings at the time of rough building inspection.
16. Draft-stopping & fire-stopping is required in all concealed spaces to meet code requirements.
17. Foundation walls must be designed to meet the requirements of Section R404 of the 2015 MRC.
18. Building components must meet the Michigan Uniform Energy Code.
19. All separate electrical, plumbing & mechanical permits must be pulled after the building permit is issued.
20. All mechanical systems must be sized to meet code.
21. Gas line pressure test for all gas line & log unit fireplaces is required.
22. All trailers & signs must be applied for separately.

23. No signs or construction trailers of any type are allowed with this permit.
24. All new building sites must have a lot #/address posted, maintained & visible from the street at all times and prior to any inspections. If it is not posted, a re-inspection fee must be paid before any inspections will be performed.
25. Subject to all third party inspections, comments and approval copies of inspection reports must be forwarded to the Building Department.
26. Woodland protection measures must be installed & approved by the Charter Township of Northville prior to excavation or site clearing begins.
27. Construction hours are 7:00 a.m. to 7:00 p.m., 7 days a week.
28. Construction traffic must be controlled, subject to the Police Department.
29. General Contractors & all Sub-contractors are responsible for construction site safety.
30. Must provide combustion air to all fuel fired appliances and notice to builders & homeowners.
31. No combustible materials, construction or storage allowed without prior Charter Township of Northville Fire Department approval.
32. Protect catch basins within 100 feet of project.
33. Construction site must contain trash enclosures and all roads must be cleaned subject to Ordinance 36.
34. Construction dirt & mud must be cleaned weekly or as needed and as instructed to by the Building Department or the Public Safety Department.
35. Special provisions must be made to keep dust and all loose flying debris contained on your site at all times (Zoning Ordinance Section 18.15)
36. Any and all damage done by the Applicant/Permit Holder, Subcontractor or other persons to surrounding properties and/or structures, public and/or private, the Applicant/Permit Holder is responsible for the full & complete restoration/repair/compensation to said damaged properties and/or structures.
37. Toilet facilities shall be provided for construction workers and such facilities shall be maintained in a sanitary condition. Construction workers toilet facilities of the non-sewer type shall conform to ANSI Z4.3 Section 311.1, 2015 Michigan Plumbing Code.
38. Open sump line inspection required and minimum one (1) floor drain in basement, not under furnace or boiler.
39. Footings shall comply with Table R403.1 (2) for minimum width.
40. All basement walls will be braced properly (R-404.1.7 backfill damage) before being backfilled.
41. All basements in which the floor has been poured must be provided with an operating sump pump. It is illegal to discharge water to the sanitary sewer system.
42. All basements must comply with R310 Emergency Escape & Rescue Openings.

43. All exterior veneers are to meet all related sections of Section R703, Exterior Wall Coverings.
44. Provide a flashing inspection once the flashing can clearly be inspected.
45. Provide a flashing detail for brickwork. Provide approved plans with the size of lintels & flashing per code. Design shall be correlated with R703.7.5, 703.7.6 & 703.8.
46. Provide garage drywall nailing inspection.
47. Install carbon monoxide detectors, as required per code.
48. Exterior concrete must be 3500 PSI and air entrained per Table R402 & subject to field inspection.
49. A continuous load path shall be provided to transmit the uplift force from truss ties to foundation.
50. Site grading must conform to the approved subdivision grading plan. Changes must be reviewed & approved by Township Engineers.
51. Down spouts may be required and subject to site conditions. Steep slope drives require crushed concrete or stone if over 7% slope.
52. Sidewalks, if approved with development, must be inspected & approved before Certificate of Occupancy.
53. No temporary C of O's will be issued except for external work & grade and only when the weather will not cooperate.
54. No occupancy without final inspection, approval & Certificate of Occupancy issued.
55. All inspections & cancellations must be called 24 hours in advance and must be called in or scheduled online by 3:30 p.m. prior to the day the inspection is needed.
56. All inspections scheduled for a certain day will be done that day to the best of our ability and must be ready when our inspector arrives to your job (between 9:00 a.m. & 3:30 p.m.). If the job is not ready at this time, it will not be approved, must be recalled in and a re-inspections fee must be paid before another inspection will be performed. Re-inspection fees will also be applied if more than one inspection is required for the same previously identified code violation.
57. Morning & afternoon requests can be taken to schedule inspections, based on the inspector's schedule. This does not guarantee that it will be honored. Please note that we do not schedule exact times for inspections.
58. All phases of all inspections must be completed prior to scheduling the next inspection.

This is not a complete list & additional code made be required to be addressed on your construction documents. Per State Construction Code Act, the Builder must own current code books. Refer to your code book sections that may pertain to your project of the 2015 Michigan Residential Code (2015 MRC) below:

<u>Address</u>	<u>319.1</u>
<u>Air Leakage Building Thermal Envelope</u>	<u>N1102.4</u>
<u>Attic Access</u>	<u>807.1</u>
<u>Attic Ventilation</u>	<u>806.1-806.5</u>
<u>Basement Floor Base</u>	<u>506.1, 506.2, 506.2.1, 506.2.3</u>
<u>Bath Ventilation</u>	<u>303.3</u>
<u>Building Paper</u>	<u>703.2</u>
<u>Carbon Monoxide Alarms</u>	<u>315</u>
<u>Crawl Space Access</u>	<u>408.4</u>
<u>Crawl Space Ventilation</u>	<u>408.1, 408.3</u>
<u>Deck Attachment</u>	<u>507.2</u>
<u>Depth of Footing From Weather</u>	<u>403.1.4</u>
<u>Door Landings</u>	<u>311.3-311.3.2</u>
<u>Door Swing Type</u>	<u>311.2,311.2.1</u>
<u>Draft Stopping</u>	<u>302.12,302.12.1</u>
<u>Drainage Foundation</u>	<u>405.1</u>
<u>Emergency Escape &amp; Rescue Openings</u>	<u>310.1-310.6</u>
<u>Exterior Flashing Veneers</u>	<u>703.8.5</u>
<u>Fire Stopping</u>	<u>302.11</u>
<u>Floor Cantilevers</u>	<u>502.3.3 (1), (2)</u>
<u>Foundation Plate Anchorage</u>	<u>403.1.6</u>
<u>Garage to House Separation</u>	<u>302.6</u>
<u>Glass Hazardous Location</u>	<u>308.4</u>
<u>Ground – Fault</u>	<u>3902</u>
<u>Guardrails</u>	<u>312.1-312.2</u>
<u>Handrails</u>	<u>311.7.8-311.7.7.4</u>
<u>Ice Shield</u>	<u>905.1.2, 905.16.1</u>
<u>Information on Construction Documents</u>	<u>106.1.1</u>
<u>Insulation Clearance</u>	<u>302.13</u>
<u>Lintels</u>	<u>703.8.3.1</u>
<u>Mud Sill/Plate Material</u>	<u>317.1</u>
<u>Required Footing Size</u>	<u>403.1.1(2)</u>
<u>Roof Loading Data Sheet</u>	<u>106.1.4, 802.10.1</u>
<u>Site Plan</u>	<u>106.2, 401.3</u>
<u>Snow Load</u>	<u>Table R301.2(5)</u>
<u>Smoke Detectors</u>	<u>314.1, 314.1.1, 314.2</u>
<u>Surface Drainage</u>	<u>401.3</u>
<u>Stairways</u>	<u>311.7-311.7.</u>
<u>Stud Size, Height &amp; Spacing</u>	<u>602.3.1</u>
<u>Appliances &amp; Locations</u>	<u>G2406</u>
<u>Wall Bracing</u>	<u>602.10</u>
<u>Window Sills</u>	<u>312.2</u>

Your cooperation will not delay your project & will be greatly appreciated.

Please feel free to stay in contact with us so that we can keep you informed of any situation. You can also go to <https://accessmygov.com/?uid=292> to check the status of your project, apply for permits and schedule inspections 24/7.

The Charter Township of Northville Building Department

[www.twp.northville.mi.us](http://www.twp.northville.mi.us) (248)348.5830