



**Armada Township**  
23121 E. Main Street, P.O. Box 578  
Armada, Michigan 48005  
Telephone: (586) 784-5200 Facsimile: (586)784-5211

## **Building Application Requirements**

The following information must be presented before a building permit can be issued. An address post must be in place prior to a final inspection on any building permit. (See example at end of document.) All building code plans shall comply with the 2009 and 2012 Michigan Building Code.

### **1. Proof of Ownership**

Proof of ownership must be presented including split papers, sidwell or manatron property numbers, the legal description, registered survey and size of parcel, and warranty deed or registered land contract. If an agent is applying for the building permit, rather than the property owner, an affidavit authorizing agent to make the application is required.

### **2. Building Plans**

Two sets of plans drawn to scale including wall detail, insulation detail, floor plan, roof section; type of material used, foundation details and other technical data and energy analysis as called for in Section 1301.1.1 of the 2009 Michigan Building Code.

### **3. Plot Plans**

The following information must appear on the plot plan drawing:

- Lot dimensions
- Property descriptions
- Address
- House size and location including driveways and sidewalks
- Easements
- Setbacks
- Existing and proposed utilities
- Adjacent house grades and lot grades
- Existing and propose site grades
- Street name, right-of-way and road grades
- Septic field location and grade
- Well location
- Proposed drainage patterns (arrows) and downspouts
- Sump pump discharge pipe
- Benchmark
- North arrow
- Drawing scales of either 1"=30, 1"=20 or 1"=10

### **4. Septic Permit**

Septic permit must be current and all engineering plans must be approved and presented prior to the building permit being issued. Any grade level change required due to health department regulations must be approved prior to the building permit being issued. Septic permits are issued by the Macomb County Health Department. Contact them at:

Macomb County Health Department  
43525 Elizabeth Road  
Mt. Clemens, MI 48043  
Phone: (586) 469-5512  
Fax: (586) 469-5885

## 5. Culvert Permit

Culvert permits must be obtained prior to issuing a building permit. Culvert permits are issued by:

Macomb County Dept of Roads  
117 South Groesbeck Highway  
Mount Clemens, MI 48043  
Phone: (586) 463-8671  
Fax: (586) 469-6130  
Web: roads.macombgov.org

## 6. Soil Erosion Permit

Soil erosion permits are required for digging more than 100 cubic yards. Permits are issued by:

Public Works Commissioner's Office  
21777 Dunham Road  
Clinton Township, MI 48036  
Phone: (586) 469-5325  
Fax: (586) 469-5933  
Web: publicworks.macombgov.org

**Call MISS DIG 3 full working days BEFORE you Dig. 1-800-482-7171**

## 7. Well Log

Well approval must be obtained from the Macomb County Health Department prior to final occupancy.

## 8. Builder Information

Applicants must submit a valid builder's license and a copy of Workman's Compensation and liability insurance. **All building plans shall comply with the 2009 Michigan Building Code.**

## 9. Financial Guarantees and Permit Fees

Fees need to be submitted at the time the permit is issued. The Armada Township Board of Trustees set all fees.

## 10. Grading Certification For New Construction

- a. Prior to issuance of an occupancy permit, a licensed land surveyor or professional engineer must certify the finished grade and structure elevations.
- b. The certification shall be presented on a duplicate copy of the approved plot plan clearly showing the finished grades.
- c. Any structures or grades that are damaged or not in conformance with the approved plot plan must be repaired or corrected.
- d. Temporary occupancy will only be issued when weather prohibits the completion of final grading and site-related work. A performance bond is required to assure site work and grading will be completed.

**Fees**

Residential House and Additions (up to 2,000 square feet)

Plan Review Fee:	\$60.00
Administration Fee:	\$60.00
Base Permit Fee:	\$125.00
Per Inspection Required:	\$65.00
Bond for New Homes:	\$1,000.00
Bond for Additions and Alterations*	\$500.00

\*Building Department has discretion to lower permit fees on smaller projects

Homes (2001 to 3000 Square Feet)

Plan Review Fee:	\$85.00
Administration Fee:	\$60.00
Base Permit Fee:	\$150.00
Per Inspection Required:	\$65.00
Bond for New Homes:	\$1000.00
Bond for Additions and Alterations:*	\$500.00

\*Building department has discretion to lower permit fees on smaller projects

Homes over 3,000 Square Feet

Plan Review Fee:	\$100.00
Administration Fee:	\$60.00
Base Permit Fee:	\$175.00
Per Inspection Required:	\$75.00
Bond for New Homes:	\$1000.00
Bond for Addition & Alterations:*	\$500.00

\*Building department has discretion to lower permit fees on smaller projects

Pole Buildings, Garages and Sheds

Plan Review Fee:	\$50.00
Administration Fee:	\$40.00
Base Permit Fee:	\$75.00
Per Inspection Required:	\$65.00
Bond:	\$250.00

\*One Building 200 square feet or less, no permit required

**\*Zoning Compliance Permits required for all Agricultural Accessory Structures**

Decks, Porches, and Handicap Ramps\*

Plan Review Fee:	\$25.00
Administration Fee:	\$40.00
Base Permit Fee:	\$75.00
Per Inspection Required:	\$65.00
Bond:	\$250.00

\* If not included in original house plans

Ponds

Plan Review Fee:.....	\$40.00
Administration Fee:.....	\$50.00
Base Permit Fee:.....	\$75.00
Per Inspection Required:.....	\$65.00
Bond:.....	\$250.00

Pools

Plan Review Fee:.....	\$40.00
Administration Fee:.....	\$50.00
Base Permit Fee:.....	\$50.00
Per Inspection Required:.....	\$65.00
Bond:.....	\$100.00

Commercial\*

Plan Review Fee: \$150.00 up to 1000 sq. ft. (add .05 per sq. ft. over 1000 sq. ft.)
Administration Fee: \$60.00
Base Permit Fee: \$200.00 up to 1000 sq. ft. (add .10 per sq. ft. over 1000 sq. ft.)
Per Inspection Required: \$75.00
Bond: \$1500.00

\*Requires architect stamped drawings

Commercial Signs

Plan Review Fee:.....	\$35.00
Administration Fee:.....	\$40.00
Base Permit Fee:.....	\$75.00
Per Inspection Required:.....	\$75.00
Bond:.....	\$100.00

Moving of Building\*

Pre-Inspection Fee:.....	\$100.00
Bond: \$1000.00 required before bldg. is moved into the township	

\*Building permit required equal to estimated cost of construction and site improvements as per fee schedule

Demolition of Building\*

Plan Review Fee:.....	\$35.00
Administration Fee:.....	\$40.00
Base Permit Fee:.....	\$60.00
Per Inspection Required:.....	\$65.00
Bond:.....	\$100.00

\*All debris must be removed from site

Violations

Stop Work Order

Fee:.....\$175.00

Re-Inspection/Additional Inspections

Per Inspection Required:.....\$65.00

A \$65 fee is to be paid **prior** to re-inspection. A re-inspection fee will be charged if an inspection is **rejected for any reason**.

**Note:** Any permit issued shall become invalid if the authorized work is not commenced within six months after the issuance of the permit, or if the authorized work is suspended or abandoned for a period of six months after the time of commencing work. Permit renewal fee is one half of the original permit fee and a new application and permit will be required.

**Temporary Occupancy Permits**

Temporary occupancy permits will be issued for 30 days at a time, not to exceed a period of 90 days. A cash bond may be required in some instances. Fees may be adjusted at the discretion of the building inspector. Bond to be refunded if all codes are met in the time period designated and a final occupancy permit is issued. If any extensions are needed, the Armada Township Board must approve them and penalties will be deducted from the bond at that time.

**Issuance of a Permit**

The cost of issuing a permit includes a \$50 administration fee and a minimum \$75 permit fee. **For work started before the permit is issued, there is a \$175 fee plus a \$65 inspection fee.**

## Inspections Required

- Homes
  - House footing
  - Garage and porch footing
  - Backfill
  - Pea stone and visqueen-basement
  - Rough
  - Insulation
  - Brick flashing (if using brick)
  - Fireplace (masonry) if applicable
  - Sand compaction for garage (visqueen if attached to the house)
  - Final – before occupancy
- Accessory buildings: pole barns, garages, sheds
  - Post hole/footing
  - Sand compaction (if applicable)
  - Final
- Pools and Ponds
  - Plan review
  - Stake Out for Pond
  - Final
- Decks, Porches and Handicap Ramps
  - Post hole
  - Final

## Building Inspections

Inspections are made by **appointment only**. Appointments are made by calling the Building Department at 586.784.5200 Monday through Thursdays 9 a.m. – 4 p.m. **No inspections can be made by fax machine or voice mail request. We require 24 hour notice.**

- **Before a rough building inspection can be scheduled plumbing, electrical and mechanical rough inspections must be complete.**
- **Before a final building inspection can be scheduled plumbing, electrical, mechanical and any other required inspections must be complete.**
- **No final and no occupancy permit will be issued without all of the above approvals and all approvals from the county offices.**

## Building Department Personnel

- Building Inspector – Mel McNutt
- Electrical Inspector – Tim Dillon
- Plumbing and Mechanical Inspector – George Ryan
- Building Department Administrator – Christine White

## Armada Township House Numbering Requirement

A house number post must be installed at all existing house by June 1, 1995 and must be installed at all new homes prior to final occupancy permit being issued.

### Specifications

- Post height – 4 feet
- Position – 10 feet from the drive within 20 feet of the edge of the road
- Number size – at least four inches tall
- Height of numbers on post – last number must measure 24 inches from ground
- Color – numbers must be of contrasting color to post for easy visibility

