

Charter Township of Shelby

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Building Director

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OUTLINE PROCEDURES FOR ERECTING A SINGLE FAMILY ADDITION

PERMIT PROCEDURE

A building permit is required by the OWNER or BUILDER. Submit the information indicated below and allow at least two weeks for plan review and processing. The permit applicant will be contacted when the permit is ready to be picked up. An application fee of \$25.00 is required at the time the application is submitted.

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| 1) Permit application - | Complete all applicable sections of application. Missing information will cause delays. |
| 2) Plot Plan - (3 copies) | See Attachment 'A' for Plot Plan requirement Outline |
| 3) Construction Plans (3 copies) | Provide the following indicating all proposed uses and dimensions: <ul style="list-style-type: none">a) <u>Foundation plan</u>b) <u>Floor plan</u>c) <u>Elevations</u>a) <u>Cross section drawing</u> |
| 4) Septic Approval | Macomb County Health Department approval may be required. Contact the Macomb County Health Department for more information at 586-469-5236 . |

Special Conditions may require approval of Township Board, Planning Commission, or the Zoning Board of Appeals.

ADDITIONAL REQUIREMENTS

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| Separate Permits may be required for | Electrical, Heating, A/C, Gas Piping, Plumbing, and Pre-Fabricated Fireplaces. |
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Registration

All residential builders must be registered. All electrical, plumbing, and mechanical contractors must be registered. Property owners must sign a Responsibility Affidavit for homeowner permits.

Grading

All sites shall be graded in a method and manner which will not cause or allow storm water runoff onto any adjacent property, except to an approved ditch or retention area. Any problematical sites(s) shall require the submission of an engineered site plan.

All construction shall conform with the 2000 MRC Building Code.

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.

The installation of doors and other points of ingress and egress in proximity to easements are done at the property owner's risk. No present or future construction and/or lot improvements of any kind shall be permitted within an easement.

To obtain information on recorded subdivision restrictions and easements, the Macomb County Register of Deeds provides the most complete property records and can be reached at (586) 469-5120. In many cases, the Township Clerk's office has copies of restrictions that may apply.

The permit holder is responsible to secure the appropriate approvals for placement of a fence in an easement area and compliance with all applicable subdivision restrictions. **The authorization of a permit by the Building Department shall not be construed as authority to violate any easement or subdivision restrictions.**

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ATTACHMENT ' A '

PREPARATION OF PLOT PLAN

THE FOLLOWING INFORMATION MUST APPEAR ON THE PLOT PLAN

1. Lot Dimensions
2. Setbacks from proposed addition to rear, side and front as necessary
3. Address
4. House size and location (Including driveway, ect...)
5. Easements
6. Septic field location and grade as approved by the Health Department
7. Roads adjoining property (If applicable)
8. Accessory structures located on lot (If applicable)
9. Existing and proposed utilities, including well (If applicable)
10. Street name, right-of-way (If applicable)
11. Proposed drainage patterns (Arrows) (If applicable)
12. Drawing scale 1/4" = 1', ect.. drawn on [8 1/2" x 11" or 11" x 17" paper]

ADDITIONAL NOTES

- A mortgage survey may be used as basis for the plot plan, in order to verify easements and existing setbacks, ect....
- Plot plans for additions are not required to be prepared by a licensed land surveyor or professional engineer, unless grades and/or drainage are substantially altered.