

# Charter Township of Shelby

Harry Reese  
Building Director

52700 Van Dyke  
Shelby Township, MI 48316-3572

Phone: (586) 731-5969  
Fax: (586) 803-2099  
E-mail: building@shelbytwtp.org

## OUTLINE PROCEDURES FOR ERECTING A SINGLE FAMILY RESIDENCE

### PERMIT PROCEDURE

A building permit shall be secured 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 \$100.00 is required at the time the application is submitted.

- 1) **Permit application -** Complete all applicable sections of application. Missing information will cause delays.
- 2) **Plot Plan - (4 copies)** See Attachment 'A' for Plot Plan requirement outline
- 3) **Construction Plans (3 copies)** Provide foundation plan, floor plan indicating all proposed uses and room dimensions, elevations, and cross section(s) indicating details of footings, foundation walls, framing, exterior wall coverings, roofing, etc. Architect or engineer sealed plans are required for houses that exceed 3,500 s.f. in area.
- 4) **Tree Permit** **A tree permit must be obtained for all new houses prior to the issuance of a building permit.** Check with the Building Dept. to see if a subdivision permit has already been issued. If not, see the Planning and Zoning Department to obtain a tree permit.
- 5) **Michigan Energy Worksheet** Completed by owner, builder, consultant, mechanical contractor or architect
- 6) **Other Approvals**
  - Soil Erosion Permit**  
Macomb County Drain Commission 586-469-5325
  - Well/Septic Permit**  
Macomb County Health Department 586-469-5236
  - Approach Permit**  
Macomb County Road Commission 586-463-8671
  - Water & Sewer Application**  
Fees must be paid before a permit can be issued.

## ADDITIONAL REQUIREMENTS

**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.

### **Certificate of House Grade and Location**

An as-built Preliminary certificate of house grade and location (Grade Certificate) shall be submitted prior to calling for a garage footing inspection. Allow sufficient time for Department approval, prior to calling for footing inspections.

A Final Grade Cert shall be submitted for review and approval prior to final building inspection.

### **Special Conditions**

In some instances, special approvals may be necessary from the Township Board, Planning Commission, or the Zoning Board of Appeals.

### **Separate Permits**

Required for: Electrical, Heating, A/C, Gas Piping, Plumbing, and Pre-Fabricated Fireplaces.

**All construction shall comply with the 2000 Michigan Residential 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.**

# ATTACHMENT ‘ A ‘

## Preparation of Plot Plan

### **THE FOLLOWING INFORMATION MUST APPEAR ON THE PLOT PLAN**

**NOTE:** If homes have been constructed on either side of a proposed home, the plot plan shall show the existing improvements in order to insure:

- a) Proposed grading is compatible with the existing
- b) Verify uniform garage placement.

1. Lot Dimensions
2. Property description
3. Address
4. House size and location (Including driveway, sidewalk, ect.)
5. Easements
6. Setbacks (Zoning must be shown)
7. Roads adjoining property
8. Accessory structures located on lot
9. Existing and proposed utilities (Including well)
10. Adjacent house grades and lot grades where abrupt differential in grades occur (Terracing and special treatments shall be shown).
11. Existing and proposed site grades. Variances from the approved grading plan will be considered on a case by case basis when submitted with the initial plot plan
12. Side entrance garages require special consideration with regards to brickledge, garage floor elevation, driveway slope and adjacent side lot line grades.
13. Street name, right-of-way and pavement grades
14. Septic field location and grade as approved by the Health Department
15. Proposed drainage patterns (Arrows) and downspouts
16. Sump pump discharge pipe
17. Benchmark (USGS Datum)
18. North Arrow
19. Drawing scale 1" = 30', 20' or 10' on [8 1/2" x 11" or 11" x 17" paper]
20. Existing trees

### **ADDITIONAL NOTES**

A licensed land surveyor or professional engineer must prepare plot plans

Exception: A homeowner builder may prepare plot plan provided it contains all information as required above.

Swales must extend along the sides and/or rear of properties, in order to direct surface drainage to a catch basin or ditch.

All grading must conform to approved subdivision grading plan. As built grade information shall be indicated on the preliminary and final grade certificates.

A township provided cover sheet, which has been sealed by an engineer or land surveyor, **MUST** accompany the preliminary and final grade certificates.

**CHARTER TOWNSHIP OF SHELBY  
TREE & WOODLAND PRESERVATION ORDINANCE**

Applicant: \_\_\_\_\_

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

Site Lot No: \_\_\_\_\_

**NO TREE AFFIDAVIT**

**STATE OF MICHIGAN }  
                                  }SS  
COUNTY OF MACOMB}**

The undersigned being first duly sworn, deposes and says:

1. I am the Applicant on the attached Application for a Tree Removal Permit submitted pursuant to the provisions of the Tree and Woodland Preservation Ordinance of the Charter Township of Shelby and have personal knowledge of the facts set forth in the aforesaid Application and this Affidavit.
2. No trees six (6) inches or greater in diameter when measured at four and one-half (4-1/2) feet above the existing grade exist on the site;
3. I understand receipt of the aforesaid Application by the Township grants my permission and consent for the Charter Township of Shelby to conduct on-site inspections and investigations; and,
4. I understand that if one or more trees are found to exist on the site contrary to what is stated in this Affidavit, a tree location survey will be required before my Application will be considered.

Further deponent sayeth not.

\_\_\_\_\_  
Applicant Signature

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
                                  , Notary Public  
\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

A:\NOTREE.AFF

Revised 06/07