

BUILDING PERMIT APPLICATION INSTRUCTIONS & GUIDELINES

- 1) Apply for a Building Permit **BEFORE** beginning any work. Please allow a minimum of 10 days for processing of permits.

Items required for processing of new construction permits:

- a) Two (2) sets of prints
- b) Site Plan Drawing
- c) Culvert permit from the St. Clair County Road Commission
- d) Soil Erosion Permit from the St. Clair County Road Commission
- e) Sewage Disposal Permit – if applicable
- f) Verification of Suitable Water Supply – Well Log
- g) Survey of Property
- h) Completion of Permit Application – All Pages
- i) Proof of Ownership – copy of deed or property transfer affidavit

Permits dealing with commercial construction require ALL Contractors to be licensed With the State of Michigan.

- 2) Upon receiving Building Permit, **READ THOROUGHLY**. Permit will advise applicant of required Inspections and all necessary additional permits. **NOTE: It is the applicant's responsibility to Request all inspections at least 24 hours in advance.**
- 3) OBTAIN rough Plumbing, Electrical, and Mechanical inspections. (Same procedure for Final Insp.)
- 4) TEN DAYS prior to the final inspection to acquire a Certificate of Occupancy you must submit the Driveway Permit Form to the Road Comm. to allow them ample time to inspect driveway culvert.
- 5) The following items are required **BEFORE** occupying a residential structure:
 - a) Final Plumbing, Mechanical, and Electrical Inspections
 - b) Final Building Inspection with a minimum of the following items complete:
 1. Steps installed at front and rear exits if the grade is below more than 8".
 2. Installation of an on-site parking area.
 3. Completion of at least one full bath.
 4. Final floor coverings on **ALL** floors which are accessible to water contamination (i.e. baths, kitchens, utility, or laundry rooms) including all floor moldings in these rooms.
 5. Installation of interior doors on **ALL** occupied bedrooms and working baths.
 6. Handrails on **ALL** stairs which rise more than 30" from the floor below.
 7. Finished countertops and sinks in kitchens and working baths.
 8. Any other items the Building Inspector deems necessary for peculiarities of a particular structure and/or area.

NOTE: Any persons guilty of occupying a structure without complying with the above mentioned requirements will be served with a court appearance ticket punishable by the local District Court, with each day in residence being a separate offense.

***Charter Township of China
Building Dept.***

CHINA TOWNSHIP

4560 Indian Trail, China, MI 48054



810-765-1145 Office
810-765-4080 Fax
www.chinatownship.net

BUILDING PERMIT APPLICATION

Permit #

I. JOB LOCATION

This form is to be printed, filled out, and brought into the Township.

Street No. & Name	Zoning District	Lot Size
Location: (Show Cross Streets) Between _____ and _____	Subdivision	Lot#

II. TYPE & COST OF BUILDING

<p>A) Type of Improvement</p> <p><input type="checkbox"/> New Building</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Alteration</p> <p><input type="checkbox"/> Repair or Replace</p> <p><input type="checkbox"/> Wrecking</p> <p><input type="checkbox"/> Moving</p> <p><input type="checkbox"/> Foundation Only</p>	<p>B) Proposed Use: Residential:</p> <p><input type="checkbox"/> One Family <input type="checkbox"/> Two or more family – enter number of units _____</p> <p><input type="checkbox"/> Carport <input type="checkbox"/> Transient hotel, motel, or dorm/enter no. of units _____</p> <p><input type="checkbox"/> Garage – Attached _____ Detached _____</p> <p><input type="checkbox"/> Other _____</p> <p>Non-Residential:</p> <p><input type="checkbox"/> Amusement, Rec. <input type="checkbox"/> Church, other religious <input type="checkbox"/> Service Station, Garage</p> <p><input type="checkbox"/> Industrial <input type="checkbox"/> Parking Garage <input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> Office, Bank, Prof. <input type="checkbox"/> Public Utility <input type="checkbox"/> School, Library, other</p> <p><input type="checkbox"/> Stores, Mercantile <input type="checkbox"/> Tanks, Towers <input type="checkbox"/> Other _____</p>	<p>E) Non-Residential: Please describe in detail proposed use of buildings</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>C) Ownership</p> <p><input type="checkbox"/> Private (individual, corp., non-profit org., etc.)</p> <p><input type="checkbox"/> Public (Federal, State, or local gov't.)</p>	<p>D) Costs</p> <p>1) Electrical....._____</p> <p>2) Plumbing....._____</p> <p>3) Mechanical (heating, a/c)....._____</p> <p>4) Other....._____</p> <p>5) TOTAL COST OF IMPROVEMENT.....\$_____</p>	

III. SELECTED CHARACTERISTICS OF BUILDING

<p>A) Principal Type Of Frame</p> <p><input type="checkbox"/> Masonry (wall bearing)</p> <p><input type="checkbox"/> Wood Frame</p> <p><input type="checkbox"/> Structural Steel</p> <p><input type="checkbox"/> Reinforced Concrete</p> <p><input type="checkbox"/> Other: _____</p>	<p>B) Principal Type of Heating Fuel</p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Oil</p> <p><input type="checkbox"/> Electricity</p> <p><input type="checkbox"/> Coal</p> <p><input type="checkbox"/> _____</p> <p>Other: _____</p>	<p>C) Residential Buildings Only</p> <p>1) Number of bedrooms....._____</p> <p>2) Number of bathrooms....._____</p> <p>Full _____ Partial _____</p>
<p>D) Type of Sewage Disposal</p> <p>1) Public or Private Co. _____</p> <p>2) Private (septic tank, etc.) _____</p>	<p>E) Type of Water Supply</p> <p>1) Public or Private Co. _____</p> <p>2) Private (well, cistern) _____</p>	<p>F) Type of Mechanical</p> <p>1) Will there central air conditioning? yes no</p> <p>2) Will there be an elevator? yes no</p>
<p>G) Number of off-street parking spaces</p> <p>1) Enclosed....._____</p> <p>2) Outdoors....._____</p>	<p>H) Dimensions:</p> <p>1) Number of stories....._____</p> <p>2) Total sq. feet of floor area....._____</p> <p>(All floors based on exterior dimensions)</p> <p>3) Total land area, sq. ft....._____</p>	

V. IDENTIFICATION (To be completed by all applicants)

Homeowner's Information

Owner's Name		
Address (Street No. & Name)	City	State & Zip
Telephone No:	Cell or Alternate No:	Notes: _____

I hereby certify the construction work described on the above referenced "Application for Plan Examination & Building Permit" will be for my use or occupancy and will be located on the property designated in Section I of the application, which is owned by me.

I further certify said work will be done by me. I will assume responsibility for the work and bear responsibility for compliance with all applicable laws and regulations affecting this work.

I hereby certify the information contained in the above referenced "Application for Plan Examination and Building Permit" and this certificate is true and correct to the best of my knowledge.

Signature of Homeowner

Date

CONTRACTOR INFORMATION

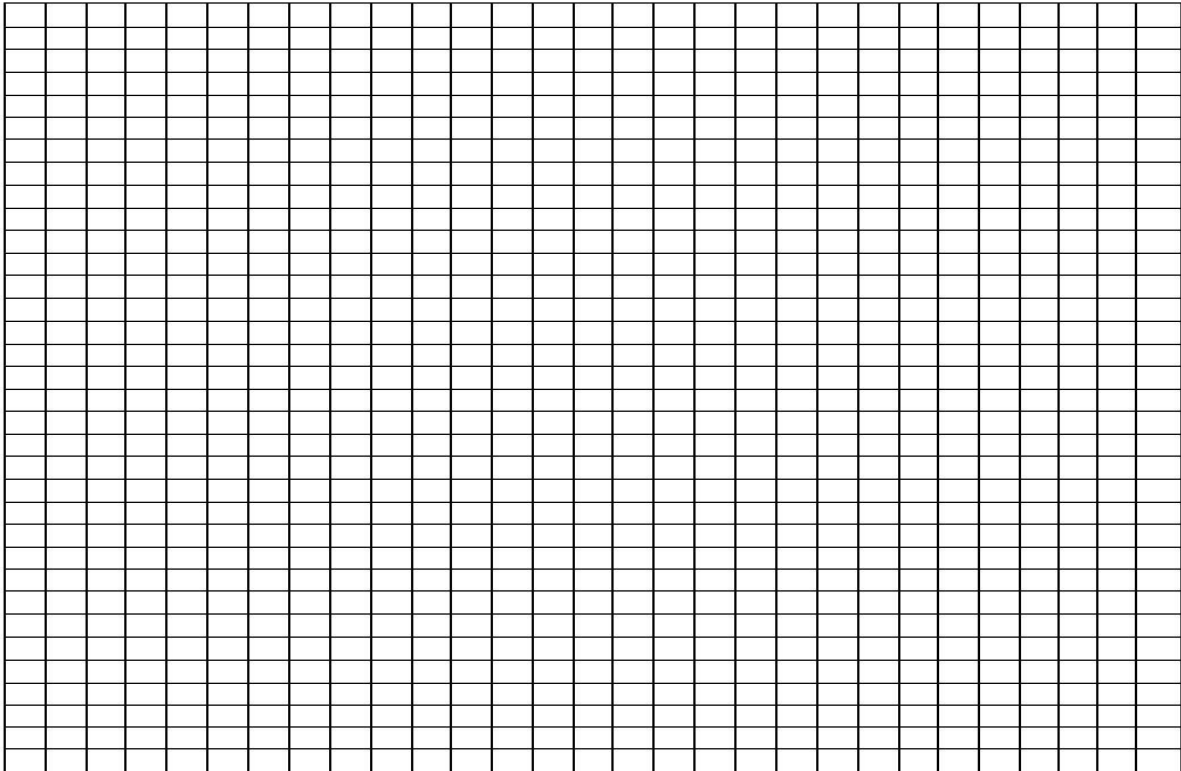
Contractor Name		State Contractor's Lic. No.	Expiration Date
Address (Street No. & Name)		City	State & Zip
Telephone No:	Fed. Employer I.D. No. (or reason for exemption)		
Workers Comp. Ins. Carrier (or reason for exemption)	M.E.S.C. Employer Number (or reason for exemption)		

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws and building codes of this jurisdiction. "Section 23A of the State Construction Codes Act of 1972, Act No. 230 of Public Acts of 1972, Being Section 125.1523A of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the Licensing Requirements of the State, relating to persons who perform work on residential buildings or a residential structure. Violators of Section 23A are subject to civil fines."

Signature of Contractor

Date

VI. SITE OR PLOT PLAN – (For applicant use)



CHINA TOWNSHIP

4560 Indian Trail, China, MI 48054

810-765-1145 Office
810-765-4080 Fax
www.chinatownship.net

ZONING COMPLIANCE PERMIT APPLICATION

I. PERMIT TYPE

Residential _____	Commercial _____	Agricultural _____
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II. HOMEOWNER INFORMATION

Owner's Name			
Address (Street No. & Name)		City	State & Zip
Telephone No:	Cell or Alternate No:	Notes: _____	

III. ZONING INFORMATION

Type of Structure to be built:	Present Zoning:
Intended Use:	Agricultural Permits – Please answer the following: Number of acres farmed: _____ Type of farming: _____ Type of Animals: _____
New Home – Please certify that a suitable water system is available: Type of system: _____ Date of Installation: _____	

IV. Signature

Attach a drawing of the proposed building or structure showing shape, size, and height. Fill out the "Plot Plan" on the Building Permit Application showing location of building and distance from property lines, wells, ponds, other structures, etc.	
Signature of Applicant (or Agent)	Date

FOR OFFICE USE ONLY

APPROVED BY: _____ DATE: _____
Building Inspector

NOT APPROVED FOR FOLLWING REASONS:



St. Clair County Road Commission
 21 Airport Drive, St. Clair, MI 48079-1404
 810-364-5720 / Fax 800-364-4355

DRIVEWAY PERMIT RELEASE

TOWNSHIP: CHINA CONTACT NAME: BILL KLAASSEN

CALL BACK PHONE#: 810-765-1145 FAX #: 810-765-4080

NAME OF HOMEOWNER: _____

CULVERT LOCATION/HOUSE #: _____ STREET: _____

CROSS STREET#1: _____ #2: _____

DRIVEWAY PERMIT #: _____

TO BE FILLED IN BY ROAD COMMISSION

[] PASSED	[] FAILED	[] OTHER:
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ADDITIONAL INFORMATION:

SIGNATURE:	DATE:
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NOTICE: THIS FORM MUST BE COMPLETED AND FORWARDED TO THE ST. CLAIR COUNTY RD. COMMISSION AT THE ADDRESS SHOWN ABOVE. THIS MUST BE DONE AT LEAST 10 DAYS PRIOR TO REQUESTING A **CERTIFICATE OF OCCUPANCY** FOR YOUR HOME BEING BUILT SO THAT AN INSPECTION OF YOUR DRIVEWAY CULVERT CAN BE SCHEDULED BY THE ROAD COMMISSION.

**CHARTER TOWNSHIP OF CHINA
 BUILDING DEPARTMENT.**



**ST. CLAIR COUNTY
DEPARTMENT OF PUBLIC WORKS
21 AIRPORT DR., ST. CLAIR, MI 48079
810-364-5720**

SOIL EROSION PERMIT INFORMATION

A permit is required for any earth change that disturbs one or more acres, or is within 500 ft. of a lake or stream. Permits are issued by the St. Clair County Department of Public Works.

Permits: SESCA - Permit Requirements

- A. A land owner or developer who contracts for, allows or engages in an earth change in this County shall obtain a permit from the Department of Public Works prior to the commencement of an earth change which is connected with any of the following land use activities which disturb one (1) or more acres of land, or if the earth change is within 500 feet of a lake or stream of the County.
 1. Transportation facilities including streets, highways, railroads, airports, common carrier pipelines mass transit facilities, except normal maintenance procedures such as earth or gravel road leveling and minor repairs or alterations to rights-of-way not affecting a lake or stream.
 2. Subdivision or lot development as defined by Section 102 of Act No. 188 of the Public Acts of 1967, being Section 560.102 of the Michigan compiled Laws, mobile home parks and multiple housing and preparation of a site for a single family residence and except normal maintenance or landscaping activities or both.
 3. Industrial or commercial development, except normal maintenance or landscaping activities or both.
 4. Service facilities, including but not limited to shopping centers and schools, except normal maintenance or landscaping activities or both.
 5. Recreational facilities, including but not limited to parks, campgrounds or trails, except normal maintenance or landscaping activities or both.
 6. Utilities, including but not limited to underground pipelines or cables, except pole installation, service lines or other earth changes or a minor nature, normal maintenance and emergency repairs.
 7. Oil, gas and mineral wells, except the installation of those wells under permit from the supervisor of wells and wherein the owner-operator is found by supervisor of wells to be in compliance with the conditions of the Sediment Act.
 8. Water impoundment's and waterway construction or improvements.
- B. Exemptions provided in subsection (1) shall not be construed as exemptions from enforcement procedures pursuant to the Sediment Act or these rules, if the activities exempted by subsection (1) cause or result in a violation of the Sediment Act or these rules.

Permits: SESCA - Application for Permit

- A. An application for permit shall be submitted to the Department of Public Works by a person proposing to undertake an earth change. In case of land development, the application shall be submitted by the land owner's authorized agent.
- B. The application shall be accompanied by an approved soil erosion and sedimentation control plan.
- C. Application shall be submitted on forms provided by the Department of Public Works.
- D. An authorized public agency is exempt from obtaining a permit from the Department of Public Works but shall notify the Department of Public Works of each proposed earth change

Permits: SESCA - Plan Requirements

A soil erosion and sedimentation control plan shall be prepared for any earth change identified in Section IV. Plan shall be designed to effectively reduce accelerated soil erosion and sedimentation and shall identify factors which may contribute to soil erosion or sedimentation or both. Three (3) copies of the plan prepared by the land owner's authorized agent shall be submitted. The plan shall include but not be limited to the following:

1. A map at a scale of not more than 200 feet to the inch including a legal description and site location sketch which includes the proximity of any proposed earth change to lakes or streams, or both; predominant land features; and contour intervals or slope description.
 - a. Five foot (5') contour intervals where slope is greater than ten percent (10%)
 - b. Two foot (2') contour intervals where slope is ten percent (10%) or less.
2. A soils survey or a written description of the soil types of the exposed land area contemplated for the earth change.
3. Details for proposed earth changes including:
 - a. A description and the location of the physical limits of each proposed earth change.
 - b. A description and the location of all existing and proposed on-site drainage facilities.
 - c. The timing and sequence of each proposed earth change.
 - d. A description and the location of all proposed temporary soil erosion measures.
 - e. A description and the location of all proposed permanent soil erosion control measures.
 - f. A program proposal for the continued maintenance of all permanent soil erosion control facilities which remain after project completion, including the designation of the person responsible for the maintenance. Maintenance responsibilities shall become a part of any sales or exchange agreement for the land on which the permanent soil erosion control measures are located.
 - g. When the plan is approved or disapproved, such action will be marked on the plan and two (2) copies will be returned to the land owner for revision.
 - h. The plan shall include a detailed estimate indicating the total cost to construct the soil erosion and sedimentation control measures as provided for.