

## **Requirements for Obtaining Building Permits From Richfield Township**

### **Residential Structures**

(One- and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- \*Building Permit Application
- \*Minimum of two (2) sets of plans that include the following:
  - Foundation and floor plans
  - Roof and wall section
  - Building elevations
  - Site Plan
  - Provide method of compliance with the “Michigan Uniform Energy Code”

\*under 200 sq.ft. – no permit required\*

### **Commercial Structures**

(Including One- and Two-Family Structures with *more* than 3,500 square feet of calculated floor area)

- \*Building Permit Application
- \*Copy of plan review approval letter. Building plan review must be approved prior to a building permit being issued.

### **Mobile and Pre-manufactured Homes**

- \*Building Permit Application
- \*Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation for Mobile Homes
- \*Site plan
- \*For Michigan approved pre-manufactured units; one (1) copy of the Building System Approval and the approved plans.

### **Demolition of Structures**

- \*Building Permit Application
- \*Proof of Utility Disconnects (electrical, water, gas)

### **Instructions for Completing Application**

Complete all applicable sections. If the homeowner is doing the construction, enter “Homeowner” in the contractor information space.

Enter the information as required, (Type of improvement, use of structure, type of construction and Dimensions/Data)

The application must be signed by the owner and the applicant. (If the applicant is the owner only sign the application on the “Signature of Owner” line.

The flood plain section must be completed by the local government agency (city/township etc.) for environmental control approvals (be sure that all local requirements A through I are approved). In certain jurisdictions, a land use permit may be substituted for zoning approval. Indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

Schools: It is the responsibility of public schools to submit for environmental control approvals as required by law.

## Building Permit Fees

Building permit fees may be obtained by calling Richfield Township Hall at (810) 653-3564.

### You will need to furnish the following information when calling

\*Total square footage of the structure.

\*Use group (i.e., "R-3" use group for single family homes, "U" use group for detached garages, pole barns, etc.).

\*Type of construction ("5B" for wood frame construction is typical for a residence, or "2B" construction on-combustible construction is typical for a school).

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the building permit fee.

## When to Call for Inspections

Please call the building inspector's telephone number listed on your building permit at least two (1) day prior to the time you need an inspection. A minimum of five (6) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

### Foundation Inspection

Prior to placing concrete in piers, trenches and formwork.

### Backfill Inspection

Prior to backfill and after the footings, walls, waterproofing, and drain, tile are installed.

### Brick Inspection

Brick inspection required if necessary.

### Rough Inspection

The rough inspection is to be made after the roof, all framing, fire stopping, bracing, and the electrical rough, mechanical rough, and the plumbing rough installations have been approved and before the insulation is installed.

### Tyvek Inspection

Tyvek inspection shall take place to insure all joints are taped and the house is wrapped properly, prior to installation of siding.

### Insulation Inspection

The insulation inspection is conducted after all insulation has been installed and before any finish work is installed.

### Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

## Expiration of Permit

A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

**RICHFIELD TOWNSHIP  
BUILDING PERMIT CHECKLIST**

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

Parcel #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Builder License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Metes & Bounds Split Approval: \_\_\_\_\_ If so, attach Legal Description & Survey

**HOUSE** (Check the following if received or N/A if not applicable):

Building Plans (2): \_\_\_\_\_ Energy Review: \_\_\_\_\_ (must have window specs/insulation size)

Site Plan: \_\_\_\_\_ Soil Erosion Permit: \_\_\_\_\_ Culvert Permit: \_\_\_\_\_

Septic Permit or Sewer Fee Paid: \_\_\_\_\_ Well Permit or Water Fee Paid: \_\_\_\_\_

Walkout Basement \_\_\_\_\_ Bonus Room \_\_\_\_\_ No. of Bathrooms \_\_\_\_\_

If there is a deck, ask if it is to be included in permit or built later.

**BARN\*, ADDITION & GARAGE:**

Site Plan \_\_\_\_\_ Materials List \_\_\_\_\_ Soil Erosion Permit/Waiver \_\_\_\_\_

For Pole Barn: Truss Drawing \_\_\_\_\_ Height \_\_\_\_\_ Use \_\_\_\_\_

Type (look at pictures in permit folder for type of building & roof) \_\_\_\_\_

Make copy of picture & attach to Assessor's copy of permit.

No permit fee if for agricultural use & property is actively farmed by owner.

For Addition: Slab \_\_\_\_\_ Crawl Space \_\_\_\_\_ Basement \_\_\_\_\_ Use \_\_\_\_\_

**DECK\*:** Site Plan \_\_\_\_\_ Soil Erosion \_\_\_\_\_ (check with Building Inspector)

**MODULAR:** Manufacturer's Plan \_\_\_\_\_

(Same requirements as stick-built but must show foundation and location of steel beams on plan.)

**POOL:** Site plan \_\_\_\_\_ Cost \$ \_\_\_\_\_ Materials List \_\_\_\_\_

**PIERS (Mobile Home):** Number of piers \_\_\_\_\_ Cost \$ \_\_\_\_\_

**SIGN:** Cost \$ \_\_\_\_\_ Size \_\_\_\_\_ Drawing \_\_\_\_\_

Pond permit: admin. review \$200; Plng. Comm. review \$300. Requires surety bond (receipt to BD).  
Permits not needed for fencing, slab.

\*Forest Creek, Tiger Run, Horizon Ridge & Villas, Hunt Farms: Need permission from association for decks & accessory buildings.

## **RICHFIELD TOWNSHIP**

Richfield Twp. Building Inspector Travis Covert 5381 N. State Rd Davison, MI 48423 building@richfieldtwp.org	8:00am – 9:am	653-3564
Genesee Co. Health Dept 630 S. Saginaw Flint, MI 48502		257-3603 257-3125 Fax
Genesee Co. Road Commission 211 W. Oakley St. Flint, MI 48503		767-4920 767-5373 Fax
Genesee Co. Drain Commission Water & Waste Services Div. G- 4610 Beecher Rd. Flint, MI 48504		732-7870
State Electrical Inspector State Mechanical Inspector State Plumbing Inspector		744-0903 229-3027 989-865-6020

Michigan Dept. of Labor & Economic Growth  
Bureau of Construction Codes & Fire Safety  
P.O. Box 30255  
Lansing, MI 48909  
517-241-9313  
[www.michigan.gov/bccfs](http://www.michigan.gov/bccfs)

## RICHFIELD TOWNSHIP SETBACKS

RRA, SRA & SR Property (except for note re: platted subdivisions in SR)

Minimum yard setbacks from right-of-ways:

A. For residential principal buildings:

1. From front lot line: 40'
2. From side lot line: 10'
3. From rear lot line: 40'

B. For residential accessory buildings:

1. From front lot line: 40'
2. From side lot line: 10'
3. From rear lot line: 5'

NOTE: (SR Zoning) In platted Subdivisions where lots are normally less than 175' deep and the streets are paved with curbs and gutters, the front line setback may be reduced to a minimum of 25', with the approval of the Building Inspector and Zoning Administrator.

C. For nonresidential principal and accessory buildings other than farm buildings, the setback shall be the same as the setback for residential principal buildings.

D. When farm animals are kept accessory to residential uses and not attendant to a farm, the setback requirements for any structure, yard, pen, or other area where such farm animals are kept shall be as follows:

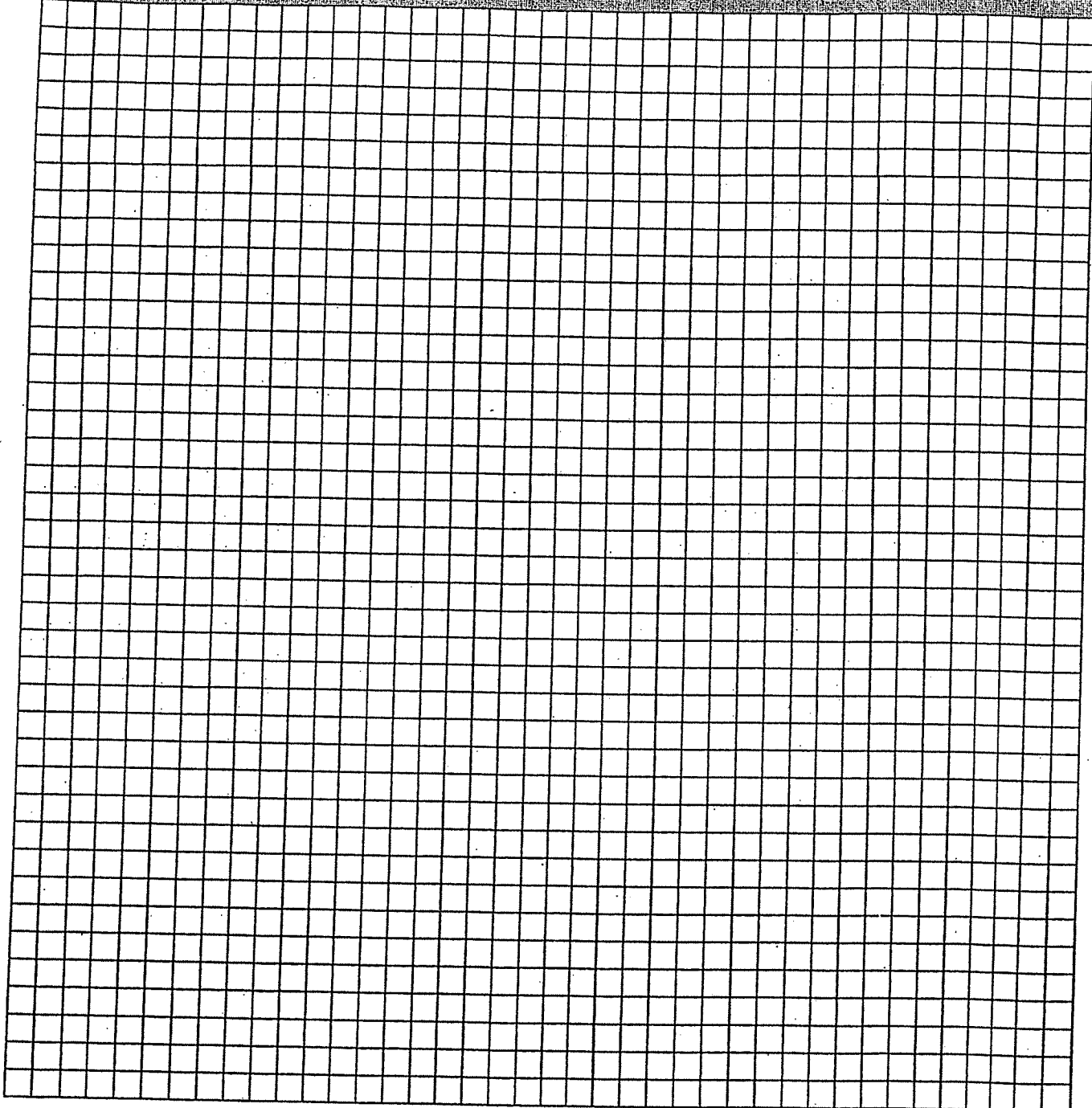
1. From any living quarters on adjacent lot: 50'
2. From all lot lines: 10'

**MINIMUM SQ. FT. OF LIVING AREA 1050 SQ. FT.**

## Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy (in writing) upon the completion of the project. This request must include the building, electrical, mechanical, plumbing, boiler and elevator permit numbers (when applicable), the plan review submission number and the Bureau of Fire Services project number (for schools only). A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances. If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.

Site or Plot Plan For Applicant Use



OFFICE USE ONLY

**Expiration of Permit:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

## INSPECTION LIST

1. **Site Inspection:** House location staked to verify side and front setback requirements.
2. **Footing Inspection:** When footing rails are in – support pads – bleeder tiles – before concrete is poured.
3. **Backfill Inspection:** Perimeter tile in place – pea rock cover – wall tarred.
4. **Basement Floor:** Interior tile in place – sump crock – 4” pea rock with 6 mil visqueen cover.
5. **Rough Inspection:** All framing complete – state inspection approvals for electrical, plumbing and mechanical.
6. **Insulation Inspection:** After batt insulation in place – before drywall.
7. **Final Inspection:** All work completed – state final inspections for electrical, plumbing and mechanical. Exterior grading and concrete complete.

LW:dk  
1/24/06



**DIVISION OF WATER & WASTE SERVICES  
SEWER SERVICE LEAD CONNECTION  
AND  
WATER METER INSTALLATION**

This Policy has been developed to protect the sanitary sewer and watermain infrastructure of the local municipality. This Policy will be used for all retail customers of Genesee County Division of Water & Waste Services ("GCDC"). It is recommended our wholesale customers adopt this policy.

Sanitary Sewer Lead Connection:

The Genesee County Sewer Use Ordinance 06-05, Section 5.11, Building Sewer Inspection state:

"The applicant for building sewer shall notify the Inspector when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Inspector".

To further reduce the discharge of prohibited material to the POTW, the connection to the sewer main or service connection shall not occur until the building has final plumbing inspection and such inspection is posted on the site.

Water Meter Installation:

The Genesee County Water Connections and Water Use Policies adopted on March 22, 2008, Section 3.2, Service Tap and Meter Installation Fees, Subsection 3.2, states:

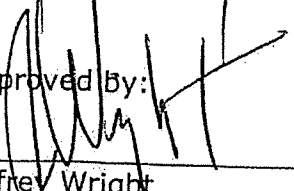
"After the customer's installation is satisfactorily completed and connected, the customer or the customer's contractor or plumber can request the County to install and wire the meter and remote device by scheduling such installation 48 hours in advance."

To further protect the water supply system, the installation of the water meter shall not occur until the building has a final plumbing inspection, and such inspection is posted on the site. This is further outlined in Section 6.5 where the meter is installed only after it has been inspected.

Recommended by:

  
\_\_\_\_\_  
John F. O'Brien, PE, BCEE, Director

Approved by:

  
\_\_\_\_\_  
Jeffrey Wright  
Genesee County Drain Commissioner

Effective Date: February 21, 2018