

CLAY TOWNSHIP BUILDING DEPARTMENT

Requirements for Obtaining Building Permits

From

Clay Township Building Department

RESIDENTIAL STRUCTURES:

(One and Two Family Residential with *less* than 3,500 square feet)

- Building Permit/Plan Review Application
- Minimum of two (2) sets of plans drawn to scale with all required dimensions that include the following:
 - Foundation and Floor Plans.
 - Roof and Wall Section.
 - Building Elevations.
 - Site Plan and Survey
- Also:
 - Driveway Permit (if necessary) from St. Clair County (810) 364-5720
 - Septic Permit (if necessary) from St. Clair County (810) 987-5300
 - DEQ Permit for building in Flood Plain A (if necessary) (517) 373-9244
 - Soil Erosion Permit (if necessary) (810) 364-5720
 - Elevation Certificate (if necessary)
- (All of the above must be submitted with Building Permit Application and Plans)
- See the following page for all Required Inspections

COMMERCIAL STRUCTURES:

(Including One and Two Family Residential with *more* than 3,500 square feet)

- Building Permit/Plan Review Application
- Two (2) sets of plans and specifications with **original signature and seal** of an architect or engineer registered in the State of Michigan.
- See the following page for all Required Inspections

MOBILE AND PREMANUFACTURED HOMES:

- Building Permit/Plan Review Application
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation.
- Site Plan and Survey.
- For Michigan approved premanufactured units; two (2) copies of the Building System Approval as approved by the State of Michigan Construction Code Commission as meeting the State Construction Code (Public Act 230 of 1972 and Public Act 371 of 1980).
- For mobile home units, two (2) copies of the approvals by the United States Department of Housing and Urban Development Mobile Home Construction and Safety Standards (24 CFR 3280).
- Required Inspections: Footing Inspection and Final Inspection

INSTRUCTIONS FOR COMPLETING APPLICATION:

Page 1 of the application: Complete all applicable sections. Note IIC. If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3 of the application: Only complete Section VI. Must be completed by the permit applicant and signed.

BUILDING PERMIT FEES:

Building permit fees may be obtained from the Clay Township Building Department by calling (810) 794-9320

WHEN TO CALL FOR AN INSPECTION:

Please call the Building Department's telephone number listed on your building permit at least 24 hours prior to the time you need an inspection. A minimum of six (6) inspections is required on most structures. It is the permit holder's responsibility to call for inspections.

Foundation Inspection:

The foundation inspection is to be made after the footings, walls, waterproofing and drain tile is installed. Call for an inspection *prior* to pouring the footings.

Open Joist-Crawl/Backfill-Basement:

This inspection is to be made before putting the decking on and after the basement has been poured.

Masonry Inspection:

This inspection shall be made before the installation of masonry veneer and after the installation of base course flashing and weather-resistant sheathing paper, and after the masonry construction is completed.

Rough Inspection:

The rough inspection is to be made after the roof, all framing, fire stopping, bracing, electrical, mechanical and plumbing rough installations are in place, rough inspected, and before the insulation is installed.

Insulation Inspection:

The insulation inspection is to be made after all insulation is in place and before the drywall is hung.

Final Inspection:

The final inspection is to be made upon completion of the building or structure, after approved final inspections of electrical, mechanical, and plumbing, and before occupancy occurs.

- **The Building Inspector will return one copy of the plans to the applicant after he has marked such copy either approved or disapproved and attested to the same by the signature on such copy. The Building Department will retain one copy of the plans similarly marked.**
- **Project must be started within the first six (6) months of Building Permit issue date.**
- **Inspections are required at least every 180 days (6months).**
- **POSTED ADDRESS, POSTED BUILDING PERMIT, AND APPROVED BUILDING PLANS MUST BE ON PROJECT SITE AT ALL TIMES.**

CLAY TOWNSHIP
FEE SCHEDULE FOR BUILDING PERMITS
 Res. eff. December 14, 2001

CONSTRUCTION COSTS:

Single Family House	\$58.00 sq. ft.	Additions	\$47.00 sq. ft.
Garages attached	\$18.00 sq. ft.	Decks	\$12.00 sq. ft.
Garages detached/Pole Barn	\$18.00 sq. ft.		

COST ESTIMATE

FEE

\$0.00 THRU \$1,000.00	\$25.00
\$1,001.00 TO \$10,000.00	\$30.00 for the first \$1,001.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$10,000.00
\$10,001.00 TO \$25,000.00	\$60.00 for the first \$10,001.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 TO \$50,000.00	\$150.00 for the first \$25,001.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 TO \$100,000.00	\$250.00 for the first \$50,001.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 AND UP	\$350.00 for the first \$100,001.00 plus \$4.00 for each additional \$1,000.00
Minimum Permit Fee	\$25.00
Additional service fee for cancelled	\$20.00 (Will be withheld from the original building permits after issuance: permit application fee)
Zoning permit Fee	\$15.00
Demolition:	\$50.00
Mobile Home Parks	\$75.00 (Building permit only):
Prefab (manufactured):	\$150.00 (plus cost of foundation and any attached structures)
Signs located on property or attached to the building	\$25.00
Signs located off premises and/or needs a foundation	\$50.00

Performance Bonds are 1% of the cost of the project not less than \$50.00 and not more than \$500.00 and are returned after final inspections are completed.

In all cases where building plans are submitted for review to any outside Registered Plan Review Source, the Permit Fee shall be the cost of the review plus ten (10) percent, but in no case less than the amount that would be indicated by the use of the Fee Schedule.

Re-Inspection Fee:	\$40.00
Plan Review Fee (if applicable):	Ten (10) percent of Permit Fee
Contractor Registration Fee:	\$10.00 (for current licensing cycle)

ALL ELECTRICAL, PLUMBING, AND MECHANICAL PERMITS ARE EXTRA