

PERMITS AND INSPECTIONS

VILLAG OF GRASS LAKE
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“Everything you’ve ever wanted to know about permits and inspections!”

PERMITS AND INSPECTIONS

This booklet has been produced by the Building & Zoning Department to inform the public about what information is required, and the procedures that must be followed when making application for a permit. It also outlines the procedures, requirements and the times during construction when inspections are necessary. To the best of our knowledge and belief all information contained in this booklet was accurate and correct at the time of publication.

PLEASE TAKE NOTICE!

As a building permit holder, you are responsible for having the knowledge of all the appropriate codes for the project you plan to undertake. The Building & Zoning Department's responsibility is to inspect your work and verify its compliance with the code. **Inspectors cannot tell you how to do the work or solve problems with the construction, electrical wiring, plumbing or mechanical systems.** Inspectors will answer any specific code questions and tell you if what you have done or propose to do will meet the appropriate code. It is not the inspector's responsibility to inform you of all the applicable building, electrical, mechanical or plumbing codes for your project. **YOU MUST BE KNOWLEDGEABLE OF THE CODES AND IT IS YOUR RESPONSIBILITY TO MEET THOSE REQUIREMENTS.**

If you do not know the codes, it may be beneficial for you to hire a licensed contractor to perform the work. This may prevent expensive mistakes or loss of time. Please note that when signing A PERMIT APPLICATION you are signing a statement indicating that YOU know the code requirements and laws relating to the project you propose to undertake.

The Village of Grass Lake follows the 2003 Michigan Residential Code for homes and the 2003 Michigan Building Code and National Electric Code for commercial/industrial, institutional and rental projects. **HOMEOWNERS** may wire their own house and take out the permit. If the installation is other than a "homeowner" home, you must hire a licensed electrical contractor and they are required to take out the permit. All commercial/industrial, institutional and rental projects must be constructed utilizing engineered or architect sealed plans. All residential buildings utilizing more than 400 amps and more than 3,500 square feet also require engineered electrical plans.

All contractors must be fully licensed, insured and registered with The Village of Grass Lake before a permit can be obtained

All building permits are required to have periodic inspections. If the project is not started and you do not have an inspection within six (6) months, your permit may be cancelled. If after your project is started, it is stopped for any reason for more than six (6) months, your permit may be canceled.

The information we request at the time of application for a permit is required by law under the Michigan Construction Code Act (M.C.L.A, 125.1523). We are required to keep this information, and all other pertinent documents (including inspection notices) in the Village's possession for as long as the building or structure stands.

An application for a permit may be made Monday through Thursday (except legal holidays) at the Grass Lake Village Office at 119 N. Lake Street, Grass Lake, Michigan 49240 between the hours of 9:00 A.M. And 4:00 P.M., or, you may print out the applications from this website and forward the completed applications by mail to The Village of Grass Lake, P.O. Box 737, Grass Lake, Michigan 49240. The clerk's office will contact you by phone with final permit information.

The Building & Zoning Department requires all inspections to be scheduled by the Permit Holder and the request must include the permit number, permit holder's name, and the address of the construction site. It must also include a telephone number where the permit holder may be reached during inspection hours.

If you wish to schedule an inspection through our fax line, you must provide the following information: The permit number, the name of the permit holder, the address of the construction site, whether it is a building, electrical, plumbing or mechanical inspection and the type of inspection you are requesting, such as footing, frame, rough, etc., and a telephone number where the permit holder may be reached during inspection hours. (If you do not provide all of the required Information, the Inspection request will not be honored.) These inspections will be placed in the next available slot. It is also Important that you designate one person to call for all inspections, this will help avoid duplicate inspections.

Most inspections will be completed within twenty-four (24) to forty-eight (48) hours after the "Notice of Inspection Request" is made (excluding weekends and holidays).

After an inspection is completed, the inspector will mark the posted permit at the job site indicating the status of the inspection and whether or not any corrections need to be made. The Michigan Construction Code requires that this department keep a copy of all inspection records with the permit file. If an inspection is conducted and the inspector determines that corrections will need to be made or additional work needs to be performed, the permit holder will be responsible for all corrections or additional work and for scheduling a re-inspection. Re-inspection requests will be scheduled like any other inspection request

**THE FOLLOWING INFORMATION
IS REQUIRED (IN WRITING) FOR
A BUILDING PERMIT:**

1. A proper and completely filled out application. (Application provided by this department) including the following documentation:

- * Application for Zoning Plan Examination and Building Permit - \$35.00 application fee. Building permit fees are separate and to be paid at the time the permit is ready for issue.
- * 1 set of plans for all buildings. Must be drawn under the supervision of an architect or engineer licensed in the state of Michigan. (This is a new provision of the code implemented on July 31, 2001). Plans for residential construction over 3,500 square feet must be drawn and sealed by the architect or engineer. All plans must be to scale. All plans must show footing, basement or crawl space, and all floor levels. Plans shall also show insulation R-factors in ceilings and walls.

NOTE: All commercial and industrial projects are required to provide plans sealed by a professional engineer or architect licensed in the state of Michigan.

- * A site plan should be submitted (space provided on the last page of the permit application). showing the exact location and dimensions of all building(s) (existing and proposed), showing property lines (with dimensions), all setbacks from the lot lines (sides and rear), the distance from the Right-Of-Way of the road and the distance from any other buildings. If by scale, the plan will give the distance from one scale of the drawing (any acceptable engineering scale) and North will always be shown at the top of the sheet.
 - * Permits will be issued by the Building Official within 72 hours.
 - * Payment must be made at the time the permit is issued.
 - * Permits must be posted so that they are visible from the road.
 - * Place house numbers as soon as possible in order to aid the inspectors in locating the job.
 - * Provide adequate access to job site and project for inspectors to enter safely.
- * **NOTE:** If the homeowner takes out the permit and is not doing the work, be aware that the work must be undertaken by a licensed contractor or he or she is breaking the law. He or she is assuming responsibility for construction and if anything goes wrong, the **ONLY** person the Township can hold responsible is the “Permit Holder”.
2. Sewer & Water - Sewer and water tap tees must be paid in full if these connections are available. If a septic and/or well permit is required, the Jackson County Health Department (517-788-4433) will issue the permits and you must provide a copy to this department.

3. Driveway Permits - If you are installing a new driveway, you will likely need a driveway permit from the Jackson County Road Commission (517-788-4230). (A copy of paid receipt for culvert or signed statement from the Road Commission that no culvert is required must be furnished to this department.)
4. Soil Erosion Permit – This you must have if the construction site is within 500 feet of surface water, lakes, ponds, streams, drains, or wetlands. This permit may be obtained through the Soil & Sedimentation Control Office at the Region II Planning Commission (517-768-6720) An application and waiver form can be downloaded from this site and sent back with the rest of the building permit application.
5. Electrical, Mechanical and Plumbing Permits are always applicable except in the case of some accessory buildings, decks or other minor alterations. Please check with the building department if you are unsure.
6. A copy of the legal description of the parcel (preferably a copy of the deed) and a property code number. If the property is a recent split, you will also need to provide a copy of a recorded deed or land contract showing proof of ownership. The land contract must not contain any provisions prohibiting you from building on the property.
7. Contractors License – if not already filed with the Village. A \$10.00 one-time filing fee is assessed and a copy of the license issued through the State of Michigan must be filed with the corresponding registration form provided by the Township.

ADDITIONAL INFORMATION

At the time an application is made, or before the building permit has been issued, the Building & Zoning Department may inform the permit applicant that additional permits, processes or information will be required from other governmental agencies. (i.e. Planning Commission Review, or variance review by the Zoning Board of Appeals.)

ASSIGNMENT OF ADDRESSES: All addresses for village properties are assigned by the Village of Grass Lake. If you are building on a vacant lot, an address can be assigned with the building permit application. If you are building in a new subdivision an address may already be assigned by the Village.

FARM ANIMALS – The keeping of farm animals is prohibited in the Village of Grass Lake.

FAMILY OR FOSTER DAY CARE – Family or foster day care licensed for the care of 7 or more children or elderly adults is subject to conditional use review before the Planning Commission.

SWIMMING POOLS – Of course they need building permits! Your insurance company will be interested in whether you got one and whether the inspections were properly completed. Ask for a special copy of a swimming pool permit application package and get the details on what is required by the codes.

GENERAL INSTRUCTIONS

Primary Structures:

Footings: House - 42 inches deep
Attached Garage - 42 inches deep
Detached Garage - 400 sq. ft. and over require 42 inch deep footings.
Accessory structures - over 200 square feet must have a permit and must be placed at least 8 feet away from rear and side property lines. Structures less than 400 square feet do not require deep footings but should be placed on at least an 18 inch rat wall.

New Homes: Minimum Square Footage – 1,000 (for 1 & 2 bedroom homes)

Minimum Building Width - 20 feet

Attached to a permanent perimeter foundation.

Ceiling Height - 7 feet minimum

Any habitable space provided in a basement would require an egress window with a window well. (A new provision of the code.)

ONLY ONE PRINCIPAL STRUCTURE PER PARCEL (ONE HOME PER LOT).

THE FOLLOWING PROCEDURES MUST BE USED WHEN CALLING FOR AN INSPECTION

Inspections may be scheduled by calling the individual inspectors at the number listed on the permit, Monday through Friday.

1. The Building & Zoning Department requires all inspections to be scheduled by the PERMIT HOLDER and the request must include the permit number, permit holder's name, the address of the construction site, and a telephone number where the permit holder may be reached during inspection hours.
2. Most inspections will be completed within twenty-four (24) to forty-eight (48) hours after the request is received (excluding weekends and holidays). During abnormally busy times of the year the inspection time could be up to three (3) business days.
3. Cancellation of an inspection must be made NO LATER THAN 9:00 A-M. on the date of the scheduled inspection.
4. All requests for inspections will be scheduled Monday through Friday ONLY for either morning or afternoon. **NO SPECIFIC TIMES WILL BE SCHEDULED OR PROMISED.** You must wait for the inspector to complete the inspection before you continue work. Any work that has not been inspected and has been concealed will not be approved.
5. If access roads and/or driveways are not passable because of the weather or other conditions, you must tell the inspector at the time the inspection is requested.

IT IS YOUR RESPONSIBILITY TO SCHEDULE YOUR INSPECTIONS

An approved inspection must be obtained from this department by the PERMIT HOLDER for one or more of the following.

BUILDING INSPECTIONS (STRUCTURE)

FOOTING: (Conventional Construction and Wood Foundations)

This inspection must be obtained prior to pouring any concrete or before placing any gravel or crushed stone in the case of wood foundations. All required forms and reinforcing rods must be in place (this includes all footings for porches, garages, etc.). All water must be removed from the construction area. More than one inspection may be required if you are placing concrete in more than one pour.

FOOTING: (Utility/Accessory Buildings)

This inspection is required after the holes for a pole building have been drilled to the proper depth and diameter, or after the trenches and forms have been completed for a monolithic slab (slab on a grade). Pole type accessory buildings do not require a full perimeter 42 inch foundation but do require at least an 18 inch rat-wall of treated lumber or concrete poured with a floor slab.

BACKFILL: (Wood foundations only)

This inspection must be obtained after all aggregate has been placed, the wood foundation walls have been erected and secured, all plywood joints have been caulked, all inside corners have been properly bolted together, the upper wood floor structural is in place and, if there is a basement, the floor has been poured.

ROUGH FRAMING:

This inspection must be obtained after all the other permitted work has received a rough inspection approval, (i.e. electrical, mechanical and plumbing) but prior to the installation of any insulation or interior wall sheeting.

TIE-DOWN INSPECTION: (Mobile Homes)

This inspection is conducted after the manufactured house is placed on the pillars, all beams, support columns, blocking, utility hookups and the anchors have been installed, but before any skirting has been installed. With prior approval from the Building Inspector, the tie-down inspection may be made after the skirting has been installed if panels have been removed to provide the inspector with visual access to the underside of the manufactured home and the tie-down equipment

FINAL BUILDING: (Except Utility Buildings)

This inspection must be obtained when the building is ready for occupancy. The address must be properly posted. Decks, porches, and all attachments to the building must be completed. All Electrical, Mechanical, and Plumbing final inspections must have been completed.

FINAL BUILDING: (Utility Buildings)

This inspection must be obtained when the building is ready for occupancy. All other inspections applicable, Electrical, Mechanical, and/or Plumbing inspections must have been completed.

ELECTRICAL, MECHANICAL & PLUMBING INSPECTIONS

UNDERGROUND:

All mechanical/plumbing piping, duct work, wiring or equipment of any kind that has been installed underground must be inspected before it is covered.

ROUGH:

All electrical wiring, plumbing and mechanical equipment, duct work, piping, vents, chimneys, fireplaces, draft-stopping, fire-stopping or other work related to the installation of electrical, mechanical and plumbing equipment that is intended to be concealed within the walls, ceilings, floors, or other areas of the building must be inspected before it is covered up and before the Building Inspector conducts the frame inspection.

FINAL:

Final electrical, plumbing and mechanical inspections are required to be made when all equipment is connected and operational, all fixtures have been connected and are operational, and all appliances are connected and operational prior to the final Building Inspection.

NOTE: Please be sure you are ready for whatever inspection you are calling for. The permit fees are based on a given number of inspections in order to keep the permit rates low. If you call for an inspection and you are not ready, a re-inspection incurs a billing for us that we ultimately have to pass on to you. If you're not sure, give the associated inspector a call before calling for inspection. A phone call is far cheaper than a re-inspection.

OCCUPANCY CERTIFICATE:

The Occupancy Certificate is required before you permanently occupy a building (except utility buildings), All work that is required to be inspected must be inspected at the proper time and an approval for each inspection must be issued or this department will not issue an Occupancy Certificate

An Occupancy Certificate is not valid unless, and until, all required signatures of the various departments are affixed to the Certificate (Building, Electrical, and Mechanical.)

INSULATION

All of Jackson County is listed in the Zone-1 Temperature range and requires that all conventional homes carry at least a minimum R-value in insulation thicknesses. Accordingly, the following apply in the Village of Grass Lake:

Minimum Wall R-Value	-	R-13	3-1/2 Inches
Minimum Ceiling R-Value	-	R-30	9-1/2 Inches
Minimum Floor Value	-	R-21	6-1/2 Inches

(In crawlspaces and cantilevered floors)

Vapor barriers in all walls, floors and ceilings not ventilated should have a perm rating of at least 1.0.

Openings in walls, including doors, must carry a certified R-Value of at least 1.9. If more than 15% of the wall area is made up of doors and windows, then those components must carry a certified R-value of at least 2.5. If doors and windows make up more than 20% of the wall area then R-values in the walls and ceilings must be boosted to R-15 and R-38 respectively. Since many of the component manufacturers of windows and doors have the capacity to boost their R-Values higher than 2.5, the code allows a number of trade-offs based on the actual certified R-Value of those components so that you can maintain the wall and ceiling values at the minimum.

If you are unsure, then you should consult an architect or engineer with respect to the details of the components and consult the 2003 Michigan Residential Code book Energy Code Section for the tradeoffs that are acceptable.

INSPECTIONS

The code does not currently require insulation inspections, but the above material is provided so that you may consult with your contractor to insure compliance. A failure in compliance is only you or your contractor's responsibility.