

RESIDENTIAL ADDITIONS

Construction Permit Tips For Home Owners

This publication provides guidelines for constructing an addition to a detached single-family home. The code requirements herein are not all inclusive and should not be construed to represent all code requirements for your project and are representative of all conditions that you may encounter.

You must obtain permits for the construction of a residential addition. Listed below are the types of permits required depending on the complexity of the project. Apply for your permits at the Grand Ledge City Hall – Building Department, located at 310 Greenwood Street.

- **Building permit** for all architectural and structural elements.
- **Electrical permit for** all electrical installations.
- **Mechanical permit for** all heating, cooling and ventilation systems.
- **Plumbing permit for** all installations of plumbing and gas piping systems.

Helpful Hint: As the property owner, you may obtain permits in your own name; however, if a contractor is to perform the work, it is **required** that the contractor secure the permit and

be listed as the responsible party. In this way, the city will be in a better position to assist you in gaining compliance with codes if the work is defective. A contractor must be properly licensed in order to obtain a permit.

PERMIT PROCESS

- Bring the construction documents described herein to the Grand Ledge City Hall Building Department where your permit process will begin. Here you will complete a **Building Permit Application**. Permit applications are also available on the City of Grand Ledge website **grand-ledge.com**.
- A building permit is issued when all required approvals have been obtained and applicable fees have been paid. Once your permits are issued, you must post a copy on the job site until the project has received final approval.
- A building permit must be issued within 6 months of the application date or the application will be cancelled.
- Permits that have no activity for 6 months or more will be cancelled.

FEES

- For information on the related fees for an addition, contact the Grand Ledge Building Department located in the Grand Ledge City Hall at 310 Greenwood Street, or call 517-622-4756.
- Fees may be paid by cash or check made out to the **City of Grand Ledge**.

BUILDING CODE

Your project is required to comply with the 2015 Michigan Residential Code (MRC), which incorporates the 2015 International Residential Code (IRC) for residential construction, effective April, 2015. You may purchase the MRC through the State of Michigan Bureau of Construction Codes, ph. 517-241-9302, or by visiting their website at <http://www.michigan.gov/bccfs>.

MINIMUM SUBMISSION REQUIREMENTS

All submissions for a residential addition must include the following.

- Two sets of building plans (see below for requirements)
- Two copies of the house location survey.

HOUSE LOCATION SURVEY

If you do not have a copy of your house location survey, review your loan closing documents or contact your mortgage lending institution to obtain one. You may also contact the City of Grand Ledge Building Department 517-622-4756. However surveys are not available for all properties. If you are unable to locate a copy of your survey through these sources, you will be required to hire a certified land surveyor or civil engineer to have one prepared, **provided zoning deems unnecessary.**

House location surveys must meet the following requirements:

- No reduced, enlarged or faxed copies.
- The area of the addition drawn to scale.
- Provide the square footage or overall dimensions of the addition.

BUILDING PLANS

Building plans must meet the requirements or show the items listed.

- Minimum scale of $\frac{1}{4}'' = 1' - 0''$. All dimensions must be shown.
- Minimum sheet size: 8 $\frac{1}{2}'' \times 11''$. No pencil sketches.
- Edition of the code used for the design.
- Name, address and phone number of the building designer, if not noted on the permit application.
- If plans are prepared by a Michigan licensed design professional, at least one set of plans must bear the **original** seal, signature and date in accordance with Public Act 299 of 1980. This set will be retained by the City of Grand Ledge.
- List of material specifications including, but not limited to, grade and species of lumber, concrete strength and steel strength.
- List of design load criteria: live load, dead load, snow load, wind load and bearing capacity. In Grand Ledge, the minimum design ground snow load is 30 PSF and wind speed is 90 mph.

- Location of smoke alarms.
- Floor plans of all levels with all rooms labeled.
- Foundation plan.
- Footing details. The minimum footing depth is 42 inches.
- Structural framing plans of the floor and roof accurately detailing all member, sizes, species, grade, span lengths and spacing.
- Wall bracing, including method, location and braced wall panels and any special requirements.
- Location of safety glazing.
- Manufacturer's design specifications for prefabricated fireplaces.
- Insulation R – values.
- Truss shop drawing for pre-engineered floor or roof trusses may be submitted directly to the Grand Ledge Building Department after the building permit has been issued, but prior to any truss erection.
- Structural details of connections.
- Evaluation report from an approved testing laboratory and load calculations for all adjustable columns.
- Typical wall section showing wall bracing and sheathing thickness (special products or devices require an evaluation report form and approved testing laboratory).
- Elevations (front, sides and rear) indicating window and door location and dimensions.

SOILS

- Footings shall bear on undisturbed soils, at a minimum depth of 42" below grade.
- Problem soils are soil types which may have a high water table, organic material, expansive clays or other behavioral problems. If your property contains a problem soil, you may need to hire a registered design professional to design the foundation system.

ELECTRICAL, MECHANICAL AND PLUMBING PERMIT PROCESS

Electrical, mechanical and plumbing permits are issued after the building permit is approved, but may be processed at the same time. In most

cases they do not require a plan submission. Code compliance will be determined at the time of the inspection.

REQUIREMENTS FOR PUBLIC UTILITIES

You must call the **MISS DIG** system, a free service, at **811** or 800-482-7171, at least 3 full working days before excavating to ensure that the construction does not interfere with underground utility lines. The MISS DIG system member utilities will mark the approximate location of their underground public utility lines at no charge. MISS DIG system, Inc. **DOES NOT MARK!** If you fail to contact MISS DIG and damage occurs, you may be liable for all cost of repair.

INSPECTION REQUIREMENTS

A copy of the approved permit, plat or grading plan and building plans must be on the job site and must be available to the inspector during each inspection. Approval must be obtained prior to proceeding with the next applicable element.

- **Footing:** The footing trench or formwork prepared, steel reinforcement in place, and ready for placement of concrete. The bottom of the footing must bear on solid ground, free of water and loose soil. If problem soil exists, an inspection must be made by geotechnical engineer.
- **Backfill:** Prior to placement of backfill soil, allowing inspector to check drain tile, stone, damp-proofing and/ or waterproofing and exterior insulation where provided.
- **Subsoil:** For house and attached garage, prior to placement of concrete floor, after trade undergrounds are inspected and approved, if applicable. Floor base, vapor retarder and reinforcing steel, if required, must be installed. Also, walkout basement slab insulation.
- **Masonry:** Inspection prior to the installation of masonry veneer and after the installation of base course flashing and weather-resistant sheathing paper as specified and after completion of masonry construction to verify weep holes and flashing as required.

- **Electrical, Mechanical and Plumbing Rough:** Rough inspection required prior to our completed and approved before scheduling the building rough inspection.
- **Building Rough:** Concrete or masonry walls and slabs must be approved. Sill plates must be installed and secured to the foundation. Structure must be weather tight. Wall and roof sheathing must be installed. Windows and doors must be installed. Electrical, mechanical and plumbing rough inspections must be completed and approved before the building rough inspection.
- **Electrical, Mechanical and Plumbing Final:** Final inspection required prior to or completed and approved before the building final inspection.
- **Building Final:** Any electrical, mechanical or plumbing permit final inspections must be approved or completed before the final building inspection. A posted street address is necessary. The structure must be complete and ready for use and occupancy.

SCHEDULING AN INSPECTION

PROVIDE A MINIMUM 24 HOURS NOTICE WHEN YOU REQUEST A ROOF DECK INSPECTION OR FINAL INSPECTION. INSPECTION REQUEST MAY BE MADE BY CALLING (517)-622-4756

It is the responsibility of the permit holder's representative to notify the city when the stages of construction are reached that requires an inspection. Ladders, scaffolds, and testing equipment required to complete an inspection must be provided. Inspection requests may be made by calling our office 517-622-4756

**For detailed information visit
www.cityofgrandledge.com**

SETBACKS & ZONING

The image below depicts the minimum required setbacks in This drawing is intended for illustrative purposes only and does not depict all of the Zoning Ordinance requirements applicable to this district. If you have any additional questions please contact Susan Stachowiak, City of Grand Ledge Zoning Administrator at (517)622-7928 or by email at sstachowiak@cityofgrandledge.com.

