

Rose Township Planning & Building Department

9080 Mason Street Holly, MI. 48442 PH. 248-634-0290

Dear Building Permit Applicants:

This booklet is provided as courtesy to all building permit applicants to help answer any questions or concerns you may have about the Rose Township Planning & Building Department, Michigan Residential Code, Michigan Building Code and procedures to obtain construction permits.

While our department is small, we have extensive experience in construction, construction code enforcement, and municipal administration.

We want to help make your construction project go as smoothly as possible. If you have any questions or concerns, we encourage you to contact our office.

Sincerely,

Steve McGee, Building Official

Kristie Welch, Mechanical & Plumbing Inspector

Doug Weaver, Electrical Inspector

Revised 5/28/25

APPLICATION FOR BUILDING PERMITS

INFORMATION REQUIRED AT TIME OF APPLICATION

1. Application
2. Two (2) complete folded sets of CONSTRUCTION PLANS
3. One (1) Electronic Version of the CONSTRUCTION PLANS
4. A Complete detailed PLOT PLAN to scale, showing property dimensions, the dimensions to all property lines (setbacks), as well as structure dimensions, all dedicated easements, location of septic system & well, electric & gas (overhead or underground). Grade plan for New Residential Homes.
5. A DRIVEWAY PERMIT, if on a public road.
ROAD COMMISSION FOR OAKLAND COUNTY
Permit Division
2420 Pontiac Lake Road, Waterford, MI 48328
(248) 858-4835
6. A SEPTIC & WELL PERMIT
OAKLAND COUNTY HEALTH DIVISION
Department of Human Services- Health Division Bldg.
1200 N. Telegraph Road, Pontiac, MI 48341
(248) 858-1312
7. A SOIL EROSION PERMIT, if applicable. New Construction required.
OAKLAND COUNTY WATER RESOURCES COMMISSIONER
One Public Works Drive Building 95 West, Waterford, MI 48328
(248) 858-0958
8. ENGINEERED TRUSS DRAWINGS, if applicable.
9. MICHIGAN ENERGY CONSERVATION CODE needs to comply with the attached insulation table. This shall include R-factors & specifications from window manufactures.
9. All ELECTRICAL, PLUMBING, MECHANICAL permits are separate from building permits.

NOTE: APPROVAL letter for septic and well required before issuing Certificate of Occupancy.

Not all of the above information may be necessary to complete the application process and may be modified as necessary by the building department staff.

Please allow 10 days for building department plan review of your residential application and construction plans. Minimum 30 days required for commercial plan review.

INSPECTIONS & PROCEDURES
ADDRESS MUST BE POSTED

BUILDING INSPECTIONS

1. Footing, Pads, and or trench including rat walls and postholes. PROPERTY LINES MUST BE STAKED AT TIME OF FOOTING INSPECTION.
2. Backfill
3. Sand Compaction–Garage/Basement Floor
4. Rough Framing – after roof is installed & all mechanicals are approved
5. Brick Inspection - must show water resistant membrane, flashing and weep holes.
6. Insulation
7. Air Infiltration Test Results (R402.4.1.2) (Blower door testing)
8. Final Building

ELECTRICAL

1. SERVICE
2. ROUGH
3. FINAL

PLUMBING

1. UNDERGROUND
2. ROUGH
3. FINAL

MECHANICAL

1. ROUGH
2. FINAL

Additional inspections or re-inspections may be required as determined by the building department.

Please schedule inspections utilizing inspections@rosetownship.com or leave message at 248-634-0290. Electrical, Plumbing & Mechanical inspections scheduled for Tuesday or Thursday between the hours of 2 pm-6 pm. Building

Inspections can be scheduled the day prior, and we'll do our best to accommodate your schedule.

Building, Electrical, Plumbing and Mechanical Permits shall be issued to licensed contractors and must be registered with Rose Township.

EXCEPTION: Building, Electrical, Plumbing and Mechanical permits may be issued to Homeowner's (PROVIDING THEY ARE RESIDENCE OF THE HOME) as a homeowner permit. **HOWEVER, HOMEOWNERS MUST BE COMPLETING THE WORK UNDER THE RESPECTIVE PERMITS.**

Permits may be transferred on written request by property owner to new contractors or to the home/property owners, from the original permit holder of record with applicable fee.

INSULATION IMPORTANT NOTICE

Per R401.3, N1101.16 Mandatory Compliance Certificate to be submitted and posted on electrical panel before **Certificate of Occupancy**.

SUPPLIED BY THE INSTALLER

- (a) the initial installed thickness
- (b) the settled thickness
- (c) the coverage area
- (d) the number of bags installed.
- (e) total R-factor

BUILDING PLAN INFORMATION

The information contained in the following is to assist you in the building application process for plan submittal. Not all the information requirements may apply to your project.

DRAWINGS

Shall be accurately drawn to scale not less than indicated below and should include all shading, cross hatching, and stippling as is considered acceptable by professional standards (Architectural Graphics Standards).

PLOT PLANS SCALE 1" = 20'

1. Show all lot lines, street and north points.
2. Show all setbacks and easements.
3. Locate house and show width of front, rear, and side yards.
4. Show all walks, drives, steps, decks, terraces, retaining walls, garages, and/or carports.
5. Show existing and finish grade elevations at four corners of lot, when required.
6. Show existing grade elevations at four corners of lot, when required.
7. If wells are involved, show location.
8. Show all drainage swales, when required.

FOUNDATION PLAN

Scale $\frac{1}{4}" = 1' - 0'$; (in the event engineering data requirements have been waived, indicate the assumed soil conditions that the system has been designed for as a footnote).

a. WOOD FLOOR

1. Complete dimensions (verify with floor plan).
2. Show size, direction and spacing of floor joists.
3. Show location and size of all double joists.
4. Show location and size of all sills or girders.
5. Show location and size of all piers or pipe columns plus footing and size.
6. Show location and size of an "I" beam and/or laminated wood beams.

7. Show location and size of all foundation vents, access doors, windows, and doors.
8. Show all light fixtures, receptacles, and switches where applicable.
9. Show size, material and finish of foundation walls.

B. SLAB FLOOR

1. Complete dimensions (verify with floor plan).
2. Show slab thickness, type and thickness of fill, membrane vapor-proofing, and welded wire mesh (size and gauge) or other method of crack control.
3. Show all grade beams, location and size reinforcing.
4. Show location of all plumbing fixtures, if not shown on additional plumbing plan.

FLOOR PLANS; SCALE 1/4" = 1'-0"

1. Complete dimensions (verify with foundation plan).
2. Name all rooms and closets.
3. Show all garages, car ports, porches, decks, terraces, stoops and steps.
4. Show location, size and swing of all doors.
5. Show location and size of all windows.
6. Show location of all plumbing fixtures to scale.
7. Show all light fixtures receptacles and switches, TV, phone, special purpose outlets, whole house fans, paddle fans, bath fans, and hood fans.
8. Show size, direction and spacing of joist framing members that relate to joist headers.
9. Show all stairs, indicating rise, run, number of treads, including all handrails.
10. Show all disappearing stairs and/or attic access.
11. Window and door sizes may be shown on separate schedules, if not on same page as floor plan.

ELEVATIONS: SCALE 1/4" = 1'-0"

1. Show front elevation. Both sides and rear elevations may be shown in scale of 1/8" = 1'-0".
2. Show all openings, windows, doors, etc.
3. Show all the walls finish material.
4. Show all the finished floor and ceiling heights.
5. Show all the roof pitches.
6. Show all overhangs of all eaves and rakes.

7. Show all flashing.
8. Show all crickets and or saddles.
9. Show all foundations, vents and access doors.

CROSS SECTIONS: SCALE 3/8" = 1'0" (OR LARGER)

1. Show fully dimensioned cross section through exterior wall including all details of construction from bottom of footings to highest point of roof.
2. Show fully dimensioned cross section through stair well, landings and stairs, showing all headroom, stringer cut, tread width, riser height, handrails, and surrounding construction, if applicable.
3. Show fully dimensioned cross section of masonry fireplace, including footing, throat, damper, windshelf, flue and hearth construction.

GENERAL CONSTRUCTION CODE INFORMATION

All buildings and structures shall be constructed in accordance with the Michigan Residential Code or Michigan Building Code.

Below is a listing of the most common code violations found in **residential** construction during various building inspection phases. This list by no means contains the only types of violations found, nor does it include electric, plumbing & heat systems. However, these very common violations can cause delays in your construction and money to correct. If you have any questions about this list, please ask!

FOUNDATIONS:

Failure to stake property lines and set foundation within required setbacks.

Failure to provide 2"/6" bottom/top of gravel cover over perimeter drain tile.

Failure to use filter membrane over drain tile "sock tile".

Failure to provide sill tie downs (bolts or straps).

Failure to brace foundation walls before backfill.

Failure to provide crack controls in concrete floors in excess of 30 feet in any direction. Such control may be standard continuous control joints, saw cuts, 6 x 6 wire or fiber impregnated concrete.

Failure to provide minimum 4" of compacted clean sand or gravel subbase for basement, garage and or porch floors.

Failure to install 6 mill visqueen vapor barrier lapped 6" under concrete basement floor.

Failure to maintain a minimum 6" to 8" clearance from finished grade to foundation sill. Including walkouts.

NOTICE TO BUILDING APPLICANTS

Recently, the Bureau of Construction Codes for the State of Michigan issued an interpretation of the Michigan Residential Code Section R403.1, requiring all unattached accessory structures that exceed 400 square feet in area or 10 feet in height, to have foundations extending to a frost depth of 42".

The building official may modify the depth requirement only where there is evidence of soil types, such as sand and gravel, or high ground water conditions that have low frost heave potential.

If you have any questions concerning how this applies to your construction project please let us know.

FRAMING:

Failure to provide adequate tread depth on stairs – minimum 9". With $\frac{3}{4}$ to 1 $\frac{1}{4}$ " nose, measured nose to nose, or exceeding riser height maximum 8 $\frac{1}{4}$ " high.

Failure to provide adequate headroom over stair systems – minimum 6'8".

Failure to replace or repair joists overbored or notched for electric, plumbing & heat lines – see building code for requirements.

Failure to install required roof venting (no such thing as too much roof venting).

Failure to have fireplace installed or constructed at time of rough inspection.

Failure to provide roof sheathing clips or blocking as required by lumber grade and thickness of sheathing.

Failure to install ice and water shield.

Failure to provide roof underlayment **on all roof** systems regardless of slope, see code for required material.

Failure to provide emergency egress windows in bedrooms having a **net clear opening** of 5.7 square feet, or 5 square feet for grade floor windows – check with your supplier to insure correct sizes.

Failure to provide engineering data approving the alteration of designed framing systems such as roof trusses, floor trusses, etc.

INSULATION:

Failure to provide the required draft or flow through baffles from soffit to attic space. Excepting **approved** blown insulation's – technical data must be provided to building department for approval.

Failure to tuck and roll or over cut insulation in wall cavities: Often insulation is cut too short in the wall cavities. Top or bottom.

Failure to provide vapor barrier over **all insulation**.

FINAL BUILDING:

Failure to provide handrails on all stair systems minimum/maximum height 34" – 38". Handrails cannot have a cross-sectional grip exceeding 2" and ends shall return to walls or posts. The handrail requirement includes deck stair systems.

Failure to seal fire separation wall between garage and home.

Failure to secure walkouts to prevent opening when decking, landings and/or stairs are not constructed.

Failure to establish required drainage slopes away from foundation walls during finish grade land balancing.

GRADING INFORMATION

The Rose Township Zoning Ordinance prohibits the disruption of all existing man made or natural drainage courses and retention areas.

Mass gradings prior to or after construction including driveway construction shall not cause water retention or detention on adjacent properties or an increase in water run-off flow rates without approval by the Rose Township Building Department.

WELL INFORMATION

Recently, Oakland County Environmental Health Services confirmed arsenic levels in some drinking water supplies in Rose Township.

This condition is apparent in deep wells running too the 300-foot depth or bedrock levels but may also be detected in shallow wells. The amount of arsenic in these wells may exceed safe drinking water standards.

We strongly encourage all home building contractors and property owners to discuss this matter with their well-drilling contractors and the Oakland County Health Department prior to drilling any wells.