



# Armada Township

23121 E. Main Street, P.O. Box 578

Armada, MI 48005

Telephone: (586) 784-5200 Facsimile: (586)784-5211

building@armadatwp.org

## **Building Application Requirements (Accessory Buildings)**

The following information must be presented before a building permit can be issued. An address post must be in place prior to a final inspection on any building permit. (See example at end of document.) All building code plans shall comply with the current Michigan Building Code.

### **1. Proof of Ownership**

Proof of ownership must be presented including split papers, sidwell or manatron property numbers, the legal description, registered survey and size of parcel, and warranty deed or registered land contract. If an agent is applying for the building permit, rather than the property owner, an affidavit authorizing the agent to make the application is required.

### **2. Building Plans**

Two sets of plans drawn to scale including wall detail, insulation detail, floor plan, roof section; type of material used, foundation details and other technical data as called for in Section 1301.1.1 of the 2015 Michigan Residential Building Code. **A digital copy of the building and plot plans are also requested (if available) and can be emailed to building@armadatwp.org.**

### **3. Plot Plans**

The following information must appear on the plot plan drawing:

- Lot dimensions
- Property descriptions
- Address
- House size and location including driveways and sidewalks
- Existing and proposed utilities
- Septic field location and grade
- Well location
- North arrow

#### **\*FOOTING REQUIREMENTS**

Under 400 Sq.Ft.= none required

400-600 Sq.Ft.= 24" footings

Over 600 Sq.Ft. = 42" footings

### **4. Builder Information**

Contractors must submit a valid builder's license and a copy of Workman's Compensation and liability insurance. **All building plans shall comply with the 2015 Michigan Building Code.**

### **5. Financial Guarantees and Permit Fees**

Fees need to be submitted at the time the permit is issued. The Armada Township Board of Trustees sets all fees.

## FEES

### Pole Buildings, Garages and Sheds

Plan Review Fee: \$100.00

Administration Fee: \$75.00

Base Permit Fee: \$100.00

Per Inspection Required: \$75.00

Bond: \$500.00

\* One Building 200 Sq.Ft. or less, no permit required

\* **Zoning Compliance Permits required for all Agricultural Accessory Structures**

### **Culvert Permit (if needed)**

Culvert permits must be obtained prior to issuing a building permit. Culvert permits are issued by:

Macomb County Road Commission

117 South Groesbeck Highway

Mount Clemens, MI 48043

Phone: (586) 463-8671

Fax: (586) 469-6130

Web: [www.rcmcweb.org](http://www.rcmcweb.org)

### Violations

Stop Work Order

Fee: \$175.00

### Re-Inspection/Additional Inspections

Per Inspection Required: \$75.00

**Note:** Any permit issued shall become invalid if the authorized work does not commence within six months after the issuance of the permit, or if the authorized work is suspended or abandoned for a period of six months after the time of commencing work. The permit renewal fee is one half of the original permit fee and a new application and permit will be required.

**For work started before the permit is issued, there is a \$175 fee plus a \$75 inspection fee.**

### **Inspections Required- (Inspector can add or remove inspections as required by the design)**

- Accessory buildings: pole barns, garages, sheds
  - Post hole/footing
  - Sand compaction (if applicable)
  - Rough – Before metal is installed.
  - Final

### **Building Inspections**

Inspections are made by **appointment only**. Appointments are made by calling the Building Department at 586.784.5200 Monday through Thursday 9 a.m. – 3 p.m. **24-hour notice is required.**

- **Before a rough building inspection can be scheduled plumbing, electrical and mechanical rough inspections must be complete.**
- **Before a final building inspection can be scheduled plumbing, electrical, mechanical and any other required inspections must be complete.**
- **No final will be issued without all the above approvals and all approvals from the county permits.**

### **Building Department Personnel**

- Building Inspector – Mel McNutt
- Electrical Inspector – Tim Dillon
- Plumbing and Mechanical Inspector – George Ryan
- Building Department Administrator – Katie Poulos