



Building Department
10001 Silver Lake Road, Brighton MI 48116

Information Packet

MISSION STATEMENT

Enhance the quality of life by promoting a secure, welcoming and diverse community that is both respectful of our historical, rural heritage and responsive to current and future needs through honest, open and proactive involvement of all, creating an enduring sense of community

Visit our website:

www.greenoaktwp.com

Other websites:

Livingston County Building:	www.livgov.com/building
Livingston Home Builders Association:	www.hbalc.com
International Code Council:	www.iccsafe.org
Bureau of Construction Codes:	www.michigan.gov
State of Michigan:	www.michigan.gov
License Verification:	www.lara.michigan.gov/colalicverify
Department Environmental Quality:	www.deq.state.mi.us
ADA Home Page:	www.ada.gov
Michigan Codes – On-line:	www.michigan.gov

Phone Directory

Office	810-231-1333
Building Department Clerks.....	Extension 111
.....	Extension 109
Inspection Line (automated line)	Extension 211
Electrical Inspector.....	Extension 115
Plumbing.....	Extension 108
Mechanical Inspector	Extension 136

Office Hours

Monday through Friday8:00 AM – 4:00 PM

Inspectors

Building and mechanical inspections are performed Monday through Thursday; electrical and plumbing inspections are performed on Monday, Wednesday and Thursday.

Plan Review

All plan review is done in house. If you have any questions concerning plan review, please call extension 111.

Support Staff

Support staff is available to assist you in understanding required documentation needed to file applications. Support staff will also assist you as much as possible so that all necessary permits to complete your project may be obtained. Please keep in mind; however, support personnel are not inspectors and therefore some questions are best directed to particular trade inspectors.

Re-Inspections

Re-inspection fees cannot be paid the same day rejection notice(s) are written. Inspection results are not entered, and associated fees accrued, *until the next business day following inspections*. A re-inspection will not be made until the fee is paid. Re-inspection fees are \$35.00 for each re-inspection.

Scheduling Inspections

To schedule an inspection, call 810-231-1333, extension 211, for the automated inspection line. Be sure to supply the required information (*i.e. address, permit number, date of inspection, type of inspection, name, contractor, phone number of person calling in the inspection and requests of a call from inspector, the day of the inspection*) in your inspection request. All inspection requests must be received in our office by 3:30 PM the day before the inspection is to be made. If they are not received by 3:30 PM, they will be scheduled for the next inspection day.

Office Location Map



The office is located at the corner of Fieldcrest and Silver Lake Road. Fieldcrest runs along the east side of the US-23 freeway.

Requirements for New Single Family Residential Permits:

1. From Livingston County
 - A. Address (if there is not one already) (GIS)
 - a. A *Land Use Application* must be obtained from Township first
 - B. Well Permit (Health Department)
 - C. Septic Permit (Health Department)
 - D. Grading Permit or Waiver (Drain Commission)
 - E. Driveway Permit (Road Commission)
(new single family)
 2. Plot or Site Plan with:
 - A. Setbacks on all sides, points on line
 - B. Elevations
 - I. At walkout, if applicable
 - II. Final grades
 - III. Of buildings on adjacent properties
 - IV. Drainage patterns
 3. Proof of Ownership of Property
 4. Signed energy calculations
 5. Three (3) sets of plans to scale showing (minimum):
 - Section (wall)
 - Floor plans
 - Elevations
 - Foundation plan
 - Door schedule
 - Wall bracing
 - Egress and hazardous window schedule
 - Joist sizes and locations of doublers
 - Header sizes
 - Truss diagrams and layout
 - A. Before rough inspection will be done
 6. Houses over 3,500 square feet & commercial plans must be architecturally sealed
 7. Fees associated with permits:
 - A. Plan review (Deposit of \$100.00)
 - B. Building permit (must be completed and submitted with the above)
 - C. Mechanical permit
 - D. Plumbing permit
 - E. Electrical permit
- Identification required: 1. Builder's License 2. Driver's License

Requirements for Residential Permits (other than new construction homes):

1. From Livingston County
 - A. Well and septic permits (waivers) (Health Department)
 - B. Grading permit/waiver (Drain Commission)
2. Two (2) sets of complete, identical plans of project
3. Signed energy calculations (for homes)
4. Site plan, showing:
 - A. Property drawing with dimensions
 - B. All buildings on property, with measurements to lot lines

Identification required: 1. Builder's License 2. Driver's License

All projects have a site inspection before the issuance of the permit. The site must be staked or clearly marked where the proposed project is to be built.

Commercial Projects

Commercial plan review site plans are reviewed off-site by the Engineer contracted by the Township

Additional Permits Required

Upon the building permit being issued, additional permits may be required, depending on the type and extent of work.

Electrical, plumbing and mechanical permits are not included with the building permit. These permits must be obtained separately.

Authorized persons to pick up permits

Release of Building Permit Rules: Residential and Commercial		
<i>Permit Type:</i>	<i>Who can pick up:</i>	<i>What is needed:</i>
Residential	Contractor/Builder or designees	Identification for anyone; plus <i>notarized</i> letter from contractor to allow designees pick up privileges (this could include the homeowner) Identification for anyone
	Homeowner Agent of homeowner	Identification for anyone; plus <i>notarized</i> letter from homeowner allowing agent pick up privileges.
Commercial	Anyone (no restrictions)	Identification

Authorized persons to sign permit application: Signature rules for contractors and builders:

Application Type	Who may sign application	What is needed:
Residential and Commercial Electrical, Plumbing and Mechanical Permit Applications	Requires signature of license holder	Current registration with Green Oak Charter Township
Residential Building Permit Applications Water Tap Plumbing Permit Applications Sewer Tap Plumbing Permit Application	Contractor or designee	Notarized letter of designation specifying who may sign is needed – notary seal not necessary
Commercial Building Permit Applications	Anyone (no restrictions)	Identification

Authorized persons to sign permit application

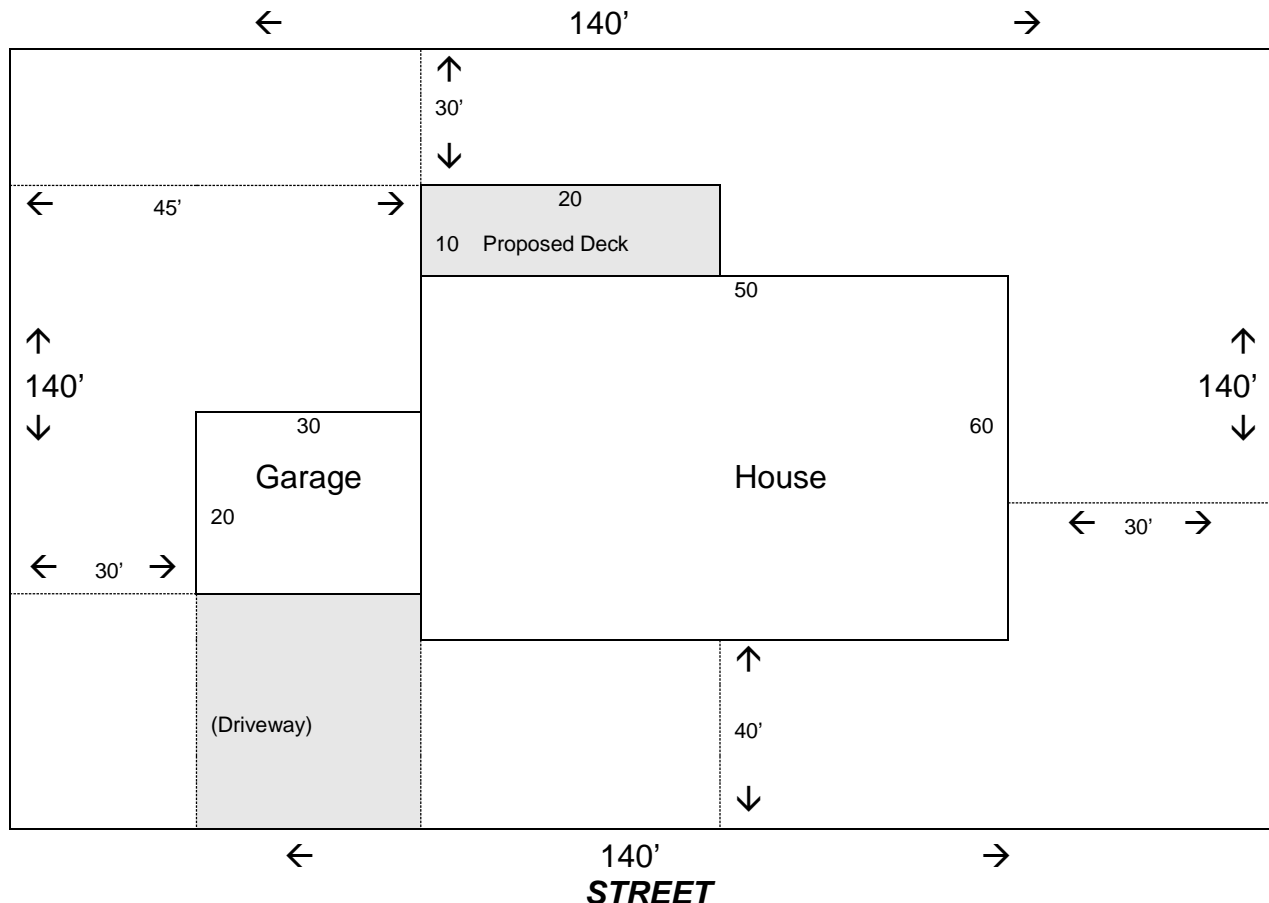
Signature rules for homeowners		
Application Type	Who may sign application	What is needed:
Residential Building, Electrical, Plumbing and Mechanical Permit Applications	Homeowner	Identification
	Agent of homeowner	Notarized letter from homeowner giving agent signature authority is required as well as agent's personal identification

Miscellaneous Permit Fees

Deck	\$120.00
Swimming Pools and Hot Tubs	\$190.00
Demolition*	\$160.00
* need shut-off notices from utility companies, soil erosion permit or waiver from Livingston County Drain Commissioner, waiver from Livingston County Environmental Health showing that well and septic have been abandoned,	
Tear off and re-roof (residential only)	\$ 45.00
Land Use (Fence or Shed-under 200 SF)	\$ 50.00

Site Inspection

All building permit applications will incur a site inspection (plan review process) fee of \$35.00 (with the exception of residential tear off & re-roofs, and land use permits). This fee will be added into the permit cost. *Sample site plan:*



PLEASE NOTE: All staking of sites require a "Point on Line". This must be provided, or the site inspection will fail and be subject to re-inspection and fees

Deck/Porch (uncovered)

1. Must follow the provisions of **Article IV, Section 38-184 Yard Encroachments** of the Green Oak Charter Township Code of Ordinances;
2. Well and septic permit/waiver from the Livingston County Environment Health Department (if septic and well are applicable);
3. One (1) site plan;
4. Two (2) sets of plans that include construction details including specification worksheet.

Finished Basement (remodel or alteration)

1. Septic and well permit/waiver from Livingston County Environmental Health Department if adding a bedroom or bathroom;
2. Two (2) sets of plans that include construction details, including egress details if applicable. Specification worksheet is required.

Garage

1. Must follow the provisions of **Article IV, Section 38-171 Accessory Buildings** of the Green Oak Charter Township Code of Ordinances;
2. Soil erosion permit or waiver from the Livingston County Drain Commissioner;
3. Septic and well permit (if applicable) or waiver from Livingston County Environmental Health Department;
4. One (1) site plan;
5. Two (2) sets of plans that include construction details including specification worksheet.

Pole Barn/Shed (over 200 square feet)

1. Must follow the provisions of **Article IV, Section 38-171 Accessory Buildings** of the Green Oak Charter Township Code of Ordinances;
2. Soil erosion permit or waiver from the Livingston County Drain Commissioner;
3. Septic and well permit (if applicable) or waiver from Livingston County Environmental Health Department;
4. One (1) site plan;
5. Two (2) sets of plans that include construction details including specification worksheet.

Please If the shed is under 200 square feet; a regular permit is not needed; however, a Land

Note: Use Permit is required from Green Oak Charter Township, along with a well and septic waiver from Livingston County Health Department, waiver from Livingston County Drain Commission, along with a site plan showing where the proposed shed is to be located with measurements to lot lines and other building(s) on property. Also, refer to **Article IV, Section 38-171 Accessory Buildings** of the Green Oak Charter Township Code of Ordinances. The fee is \$50.00 for the Land Use Permit.

Re-shingle

1. Building permit from Building Department, for tear off and re-shingle, (if re-shingling over existing shingles, no permit is necessary).

Re-side

1. No building permit is required for re-siding.

Swimming Pools (In ground, above ground, hot tubs)

Includes fencing as required per current code

1. Must follow the provisions of **Article IV, Section 38-171, Subsection 9 Private Swimming Pools** of the Green Oak Charter Township Code of Ordinances; 2015 International Swimming Pool & Spa Code (ISPSC) , as referenced from Section R326.1 of the 2015 Michigan Residential Code.
2. Soil erosion permit or waiver from the Livingston County Drain Commissioner;

3. Septic and well permit (if applicable) or waiver from Livingston County Environmental Health Department;
4. Two (2) site plans;
5. Two (2) sets of plans that include construction details including specification worksheet.
6. Any electrical, mechanical or plumbing permits needed.

Demolitions

1. Must follow the provisions of **Article IV, Section 38-182 of the Green Oak Charter Township Code of Ordinances**;
2. Soil erosion permit or waiver from the Livingston County Drain Commissioner;
3. Waiver from Livingston County Environmental Health showing that well and septic have been abandoned;
4. Letters from DTE Energy and Consumers Energy that service has been disconnected from house/building.

Sign Permits

Please refer to **Article IX, Signs Ordinance of the Green Oak Charter Township Code of Ordinances** manual. This will provide information on the Township's policy on signs.

Fences

1. A "Land Use" permit is issued for fences. In most cases, fences may be erected on lot lines; they cannot exceed six (6') feet in height in rear yard, or three (3') feet in height in front yard, for residential properties. The **Land Use Permit** application form must be completed;
2. Along with the application form, a site plan of the property must be provided, with the proposed location of the fence clearly marked;
3. Please refer to **Article IV of the Green Oak Charter Township Code of Ordinance, Section 38-176, Walls and Screens** for the ordinance requirements;
4. There is a \$50.00 fee for a fence "land use" permit.

Homeowner Associations

If your development has an architectural review board, please submit plans to them for approval. Plan review can be done concurrently. If your Homeowner's Association has to approve any improvements, the Homeowner's Association officer must submit a letter on requirements, officers, phone numbers and addresses to the Building Department. We will do our best to see that authorization is granted by the Homeowner's Association, however, we cannot deny permits if they are in compliance with the Township's Code of Ordinances.

Residential Building Inspection Reference Guide

(The following is a general list of inspections required, some projects may require additional inspections, some may not require as many.)

Spread Footing Inspection – Footings shall be ready to be poured at time of inspection, formed, walkout trenches, engineering on site and re-bar in place; if required, etc.

Backfill Inspection – Before backfill is placed, all lead walls in proper location with support pads, foundation anchors as required, walls damp-proofed, exterior drain tile and pea stone covering, wall bracing in place.

Trench Footing Inspections – Open trench, garage, walk-out; if not done with spread footing inspection.

Rough Plumbing and Underground Drain Tile

Rough Electrical and Service

Rough Mechanical

Rough Fireplace (Pre-manufactured fireplaces) – two inspections

Gas Pressure Test

Masonry Fireplace Damper Inspection – After damper is set and the first flue liner above damper is set in place.

Brick Flashing Inspection

Wall Bracing Inspection

Rough Building Inspection – After **all** other rough mechanicals have been inspected and approved.

Compaction Inspection – Basement, garages, slab on grade, approved vapor retarder and re-bar wire mesh, foam insulation, if required, shall be in place for inspection.

Masonry Inspection – Brick and/or stone veneer work, the base course with the flashing, weep holes, and weather resistant sheathing paper in place.

Insulation Inspection – If using blown insulation, ceilings must be prepared at time of wall and an Insulation Certificate must be submitted prior to applying for a Certificate of Occupancy.

Final Plumbing Inspection

Final Electrical Inspection

Final Mechanical and Final Fireplace Inspections

Health Department Approval – Of water samples and septic system

Final Building and Grade (Grading certification must be provided) Inspection

IMPORTANT REMINDERS:

Each building **must** be clearly identifiable with an **address, lot number, building permit number** and visible from the road at each building/unit to be inspected.

Approved plans, including any engineering plans, must be on site for all inspections.

Field inspections are usually made between 9:00 AM and 3:00 PM (unless other arrangements have been made and approved prior to the inspection).

Plumbing, Electrical, Heating and Fireplaces and associated fees are each separate permits and are **not** included with the building permit.

All plans and specifications for construction work prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act 299 of the Public Acts of 1980, as amended, shall bear that architect's or engineer's signature and seal. (Part 1, Construction code Commission General Rules, Section R408.30405, Rule 405.)

Failure to identify a code violation during review of the plans does not give the permit applicant the right to violate the code. The final installation of all work must be in conformance with the code.

General Building Information

As a homeowner, it is generally best to hire a licensed and insured builder. Ask to see a current pocket license card and an insurance company complete with phone numbers of liability coverage carrier. Working with an unlicensed builder is done at **your own risk!** If you, as the homeowner, sign a building permit application for a contractor or a handyman, you are responsible for the entire project. **Please protect yourself!** We

cannot offer much help or assistance after the fact. Read the homeowners affidavit policy very closely before signing and accepting responsibility that comes with acting as your own builder.

All contractors offering to do work totaling \$600 or more for labor and materials must have a state license to bid and do the work. A residential builder's license allows a contractor to build a complete structure, perform maintenance and alteration (remodeling) work.

Scheduling Inspections

All building inspections require advance notice. Next-day inspection requests are generally honored depending on work load, holidays, weather conditions, etc. Cut-off for scheduling next day inspections is 3:30 PM of the day previous to the requested inspection date.

Expiration/Cancellation of a Permit

A permit shall become invalid if the authorized work is not completed, or no inspections have been done within six (6) months after issuance. A permit may be granted one (1) six-month extension. An extension request must be made in writing before the permit expires and will be assessed a \$50.00 processing fee. Extensions beyond eighteen (18) months are at the discretion of the Green Oak Charter Township Building Official.

Payment Methods

Permits can be paid by either cash or check, upon issuance of permit.

Code Violations

If you fail to correct a violation or proceed without proper inspections, a written notice will be given with a specific amount of time to correct, comply, or file for an appeals board hearing. If the violation for which the code was written is not taken care of in a timely manner, a civil infraction violation may result.

Right to Appeal

You have the right to appeal a code violation if you believe, or can demonstrate, that a product meets or exceeds the intent of the code and does not violate any other code restrictions. An appeal is started by requesting an appeals board hearing, completing the associated application, and paying the required fee. The fee is due at the time the application is made.

Certificate of Occupancy

Section 13 of the Acts states that: "A building or structure hereafter constructed shall not be used or occupied in whole or in part until a certificate of use and occupancy has been issued by the appropriate enforcing agency."

Section 110 Use and Occupancy: A building or structure shall not be used or occupied, and a change in the existing occupancy classification of a building or structure or portion thereof shall not be made until a certificate of occupancy has been issued in accordance with Section 13 of the Act.

It is unlawful to use or occupy a structure without a Certificate of Use and Occupancy under the Michigan compiled law. (125.1513)

Applying for a Temporary or Full Certificate of Occupancy

When applying for a Certificate of Occupancy, there are certain conditions that must first be met prior to actually submitting your application. Applications may be submitted *only* after the following conditions have been met:

1. All required inspections have been done and approved, including final grade (grade certification is required per **GOCT Ordinance 02-2013**).
2. Zoning compliance from township (if required) has been done and approved.
3. Insulation and energy certifications must be provided; blower door test results.
4. Livingston County Environmental Health final approval – well and/or septic system.
5. All outstanding fees must be paid in full.

A minimum of 48 hours processing time from the date of the final build for the Certificate of Occupancy certificate is generally necessary. The Green Oak Charter Township Building Department will call you when the Certificate of Occupancy is ready for pick up. Failing to complete any of the requirements for the Certificate of Occupancy will result in a delay until all of the requirements have been met.

How to avoid disputes with your builder:

The best way to avoid a dispute with your builder and to have problems corrected is to have a good working relationship. Maintain and keep the communication line open between yourself and your builder. This is key to having a good experience with your project. However, there may be times when the communication line will break down between the parties involved.

Who to contact:

Contact our office with the complaint or problem you are having and we will advise you of which may be the best course of action for your situation or case (only after all attempts have been made, in good faith, have failed to contact your builder in getting a code violation corrected, by the builder). Importantly, you must let the builder correct the violation or his designee or the state will dismiss the claim. All formal complaints must be received within the eighteen month time frame from the time the Certificate of Occupancy was issued, use of the following procedure on the next page to file a complaint may be used.

Complaint against who

Complaints may be filed against the permit holder. This is the responsible party who has obtained the permit of the project or work being done.

If you obtained a permit as a homeowner you cannot file a complaint with the state. Refer to the homeowner affidavit you signed when picking up your permit.

When you act as the builder in the case of a homeowner you are the builder and cannot file a complaint against yourself. The course of action that would have to be taken against a contractor then becomes a civil matter.

Keeping detailed records of events

Prior to moving into a new home be sure to fill out a pre-move in form with your builder. Indicating any and all concerns you may have with the home or items that had not previously been addressed. Certain items that you may have taken for granted at the time may not be able to be verified at a later date as to when the damage or problem actually had taken place, thus putting the burden of proof on you as to when, how and why.

Instructions on filing complaints against Electricians, Mechanical Contractors, Plumbers, State Approved Pre-manufacturers and Barrier Free Design Issues

Complaints against licenses:

The Office of Local Government and Consumer Services (OLGCS) reviews complaints against electricians, mechanical contractors, plumbers, state-approved pre-manufacturers, and complaints regarding barrier free design issues. All complaints must be in writing and should include the following information:

1. Name, address and phone number of complaint
2. Job location (if different than complaint's address)
3. Specify, township and county of job location
4. Name and address of company complaint is against
5. Individual(s) dealt with at company
6. License number of contractor, if known
7. What were they hired to do (i.e., install specific equipment, repair equipment, etc.)
8. What was wrong with the job
9. If equipment was installed, was a permit obtained and/or inspections performed
10. Attach copies of any substantiating documentation (i.e., contract, proposal, invoice, etc.)

Correspondence regarding complaints should be mailed to:

Bureau of Construction Codes
Office of Local Government and Consumer Services
P.O. Box 30222
Lansing, Michigan 48909

Upon receipt of the information, bureau staff will review documentation to determine if an investigation should be initiated or if additional information is required.

The Bureau of Construction Codes does not have the authority to intervene in monetary or contractual disputes.

The Bureau Directory is as follows:

Bureau Directory:

www.michigan.gov

Last Update: September 29, 2014

Administration - (517) 241-9302

Office of the Bureau Director and Deputy Directors; and Construction Code Commission.

Office of Administrative Services - (517) 335-2972

The Office of Administrative Services (OAS) is responsible for personnel actions, promulgation of administrative rules, publications, technical bulletins, media coordination, and duties related to the Americans with Disabilities Act.

Office of Management Services - (517) 241-9313

The Office of Management Services (OMS) is responsible for the bureau budget, internal controls, performance reporting, document management, permitting, code books sales, processing Freedom of Information requests, and maintaining the bureau's web site.

Boiler Division - (517) 241-9334 or E-Mail at lara-bcc-compliance@michigan.gov

The Boiler Division is responsible for issuing boiler permits, examination and licensing of boiler installers, repairers, and inspectors, conducting inspections of boiler installations and repairs and in-service inspections of existing boilers and boiler accident investigations. The division also provides staff support to the Board of Boiler Rules and handles code questions.

Building Division - (517) 241-9317 or E-Mail at lara-bcc-compliance@michigan.gov

The Building Division provides building code administration, enforcement and inspections services. They also provide building inspections for mobile home parks, issue mobile home licenses and provide staff support to the Mobile Home Code Commission. They are also responsible for installer/repairer, dealers and manufacturers, administrative action relative to these functions and ordinance reviews for mobile home parks. The division also registers code inspectors and approves instructors and training programs for code inspectors.

Note: Builder Licenses are not issued through this agency. Please contact the Corporations, Securities, & Commercial Licensing Bureau at 517-373-8376 (license/renewals); 517-241-9202 (complaints); 800-733-9267 (examination questions); 517-373-8376 (licensing verification).

Electrical Division - (517) 241-9320 or E-Mail at lara-bcc-compliance@michigan.gov

The Electrical Division is responsible for issuing electrical permits, the examination and licensing and renewals of licenses of master and journey electricians, apprenticeship registration, fire alarm specialty technicians, sign specialists, electrical contractors, sign specialty contractors, and fire alarm contractors. Electrical inspectors conduct inspections of electrical wiring and installations. The division also provides staff support to the Electrical Administrative Board and handles electrical code questions.

Elevator Division - (517) 241-9337 or E-Mail at lara-bcc-compliance@michigan.gov

The Elevator Division is responsible for issuing elevator permits, the examination and licensing of elevator journeypersons and contractors, inspections of elevators, escalators, and dumbwaiters, complaint investigations and reporting of elevator accidents. The division also provides staff support to the Elevator Safety Board, handles elevator code questions and elevator code book sales.

Mechanical Division - (517) 241-9325 or E-Mail at lara-bcc-compliance@michigan.gov

The Mechanical Division is responsible for issuing mechanical permits, the examination and licensing and renewals of licenses of mechanical contractors and inspections of mechanical installations and repairs. The division also provides staff support to the Board of Mechanical Rules and handles code questions --i.e., furnaces, HVAC (heating and air conditioning), duct work, solar heating, refrigeration and underground tanks.

Note: Freon questions are not handled through this agency. Please contact the Stratospheric Ozone Hotline at 800-296-1996. Note: Calls regarding auto mechanics or auto mechanic licenses are not handled through this agency. Please contact the Secretary of State at (517) 373-9060.

Office of Land Survey and Remonumentation - (517) 241-6321

The Office of Land Survey and Remonumentation (OLSR) ensures an orderly and consistent review of subdivision plats, conducts final review of plat maps, administers the statewide program of monumenting and remonumenting the original U.S. government public land survey property controlling corners and handles general questions.

Office of Local Government and Consumer Services - (517) 241-9347

The Office of Local Government and Consumer Services (OLGCS) is responsible for investigation of consumer licensing complaints, performance evaluations of local enforcing agencies, applications and ordinances for approval to administer and enforce construction codes locally, registration of construction code and fire inspectors, and approval of training programs for code inspectors. OLGCS also conducts manufactured housing audits, complaint investigation regarding installer/servicers, retailers, and manufacturers, enforcement of administrative action relative to these functions as well as ordinance reviews for manufactured housing communities.

Note: Complaints against residential builders and/or maintenance and alteration contractors are not handled through this agency. Please contact the Bureau of Commercial Services at (517) 241-9202 (complaints).

Plan Review Division - (517) 241-9328

The Plan Review Division has responsibility for the review of building, electrical, mechanical, plumbing, and manufactured housing community plan reviews, all Barrier Free Design exception requests and the Barrier Free Design Board. The division also reviews premanufactured plans and compliance assurance manuals.

The Division is also responsible for fire safety through the oversight and management of construction plan review of all adult foster care, child caring, correctional and health care facilities, schools and places of higher education.

Note: Questions on the American with Disabilities Act (ADA) should be referred to the Great Lakes Disability & Business Technical Assistance Center at 1-800-949-4232 or 1-800-872-2253 for accessibility.

Plumbing Division - (517) 241-9330 or E-Mail at bccplbg@michigan.gov

The Plumbing Division is responsible for issuing plumbing permits, the examination and licensing and renewals of licenses of plumbing contractors, apprenticeship registration, master and journey plumbers and for the inspection of plumbing installations and repair. The division also provides staff support to the State Plumbing Board and handles plumbing code questions--i.e., plumbing fixtures, water distribution, sanitary and storm lines.

