



**CHELSEA AREA CONSTRUCTION AGENCY**  
**CODE ENFORCEMENT**  
12172 Jackson Road  
Dexter, Michigan 48130  
(734)475-4420 FAX (734) 475-4409

**MEMBERS**  
City of Chelsea  
TOWNSHIPS OF:  
Dexter  
Lima  
Lyndon  
Sylvan

## **PLAN SUBMITTAL INFORMATION SHEET**

In the spring, summer and fall, building activity is greatly increased causing backups and delays but DELAYS IN ISSUING YOUR BUILDING PERMIT CAN BE MINIMIZED. Before the Building Inspection Services can issue any building permit, we must have the following:

### **1. ZONING COMPLIANCE PERMIT**

This permit, including your property I.D. # from your tax statement, tells us at Building Inspection that the location and use of your construction project has been approved by your township or village. It is NOT a permit to build. It is NOT an approval of your plans.

### **2. TWO SETS OF PLANS SIGNED AND/OR STAMPED BY THE TOWNSHIP ZONING OFFICIAL**

Plans for residential construction under 3,500 square feet in calculated floor area may be drawn by the owner, builder or architect, etc. Plans for residential construction over 3,500 square feet of calculated floor area must be prepared by or under the direct supervision of an architect licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, being 339.101 et seq. Of the Michigan Compiled Laws, and known as the Occupational Code. The construction documents shall include the name and address of the architect and shall bear that architect's original signature, seal, and date. All commercial plans shall also bear the architect's original signature, seal and date. **ALL PLANS MUST BE SCALED.**

All plans must show footings, elevations, cross-sectional views, and enough plan views to show what is being built; this includes floor plans. Before and after floor plans are also required for fire repairs, remodels or alterations to existing residential or commercial buildings.

Plans must show dimensions and lumber sizes, spans and intervals. **LISTS OF BUILDING MATERIALS AND SPECIFICATIONS WILL NOT BE ACCEPTED IN LIEU OF PLANS. DRAWINGS THAT DO NOT SHOW LUMBER SIZES AND DIMENSIONS WILL NOT BE ACCEPTED AS PLANS.** Please contact the Zoning Office regarding procedures for applying for zoning compliance and numbers of plans to be turned in to Zoning. We require two full sets of plans to be turned in at time of application.

### **3. ENVIRONMENTAL HEALTH APPROVAL**

Issued by Environmental Health, this approval is either a permit or a memo to approve the type of sewage disposal and/or water supply you are going to use. It is NOT a plumbing permit or a sewer permit. It can be required for non-inhabitable construction, such as a garage or a deck. It is always required for habitable construction. For complete information, check with Environmental Health.

### **4. TWO COMPLETE SITE PLANS**

Two site plans clearly indicating all structures, any setback, any new structures and any additions as well as location of well(s), drainfield(s), and drainfield expansion area(s), if applicable are required. Site Plans must show elevation markings, and where the water runoff will go. **Site plans must be scaled.**

**5. APPLICATION FOR BUILDING PERMIT**

Applications can be filled out in the lobby or at your convenience and returned. You **MUST INCLUDE** the **ADDRESS** where the construction will take place. A lot number is **NOT** sufficient. Specific directions to the site **MUST** be included.

NOTE: The person who is applying for the permit must appear in person, or have a letter of authorization of power of attorney from the owner.

**6. DRIVEWAY PERMITS/WAIVERS** from the Washtenaw County Road Commission are required in order to obtain Building Permits, when applicable.

**7. OTHER**

The following is a list of things that will be required only in certain circumstances, as applicable:

CONTRACTOR'S LICENSE – Licensed contractors must bring their licenses and register them with Building Inspection.

SOIL EROSION PERMIT – If you are building within 500 feet of surface water (lakes, ponds, streams, drains, wetlands) or if you are disturbing more than one acre of land, you **MUST** have this permit. The application, which includes all requirements for this permit, is available at the Building Inspection counter.

STRUCTURAL DESIGN LOADS AND CALCULATIONS – For all commercial plans.

OCCUPANT LOAD – For commercial plans where applicable.

CONSTRUCTION CLASSIFICATION AND USE GROUP – Required to be shown on commercial plans.

ARCHITECT SEAL AND SIGNATURE – Required for residential construction with building area of over 3,500 square feet.

**PLAN REVIEW FEES:**

**Residential Construction**

UNDER \$20,000 Construction Cost	\$35.00
OVER \$20,000 Construction Cost	\$50.00

**Commercial Construction**

(Including Apartments) \$80.00 per hour of actual time

**REVISION FEES:**

If plan revisions are necessary, the same fees will apply again, as applicable.