

GENERAL INFORMATION AND REQUIREMENTS FOR THE ROLLIN TOWNSHIP BUILDING DEPARTMENT

In order for us to adequately review and approve your building projects for compliance with various codes and ordinances, it is necessary for you to provide certain documentation. Failure to supply accurate, legible and complete documentation may result in delays and/or refusals. Any permit issued shall become invalid if the authorized work is not commenced within 6 months after issuance of the permit, or if work is suspended or abandoned for a period of 6 months after the time of commencing the work. A permit will be canceled when no inspections are requested and conducted within six months of the date of issuance or the date of a previous inspection. Canceled permits cannot be refunded or reinstated. It is the responsibility of the permit holder to make application for all inspections, including final inspection and Certificates of Occupancy. If these are not obtained during the 1 year period of the permit a renewal must be requested on or before the anniversary date. A building permit is good for 1 year from date of issue. A demolition permit is good for 90 days from issue, however, once demolition has started it must be completed within 14 days.

Additional fees will be added to the permit when:

1. Construction starts before the building permit is issued.
2. Occupying a permitted area before a Certificate of Occupancy is issued for the permitted area.
3. Additional notifications by the Township or the Townships Legal council on needed permits, inspections, Certificates of Occupancies or other violations of the State Construction Code or Township ordinances.
4. Permits are not renewed by the anniversary date.

Temporary Occupancy: Upon written request of the permit holder, a temporary Certificate of Occupancy may be issued before the completion of the entire work covered by the permit provided that such portion or portions shall be occupied safely prior to full completion of the structure without endangering life or public welfare. MRC 110.4. Must have all final inspection approval stickers and all safety features in place and operational. Building envelope must be complete inside and out.

Building permits: Home owners doing their own work may obtain a homeowners permit. Contractors performing work exceeding \$600.00 LABOR AND MATERIALS are required to be licensed by the State for the type of work being completed and may therefore void any contractual agreements.

Electrical, Plumbing, and Mechanical Work: Homeowners doing their own work may obtain a homeowners permit. But remember, if a contractor is doing the work, they must obtain a permit in their own company and/or licensed name in order to perform the work.

Violations: Be advised that if violations are not corrected and efforts by the Building Official and Rollin Township to bring the violation into compliance do not work, legal council will be notified and appearance tickets may be issued.

Building Code: Michigan Residential Code incorporates the 2009 edition of the International Residential Code for One and Two Family Dwellings and the Michigan Uniform Energy Code. The Michigan Building Code incorporates the 2012 edition of the International Building Code. Public Act 230 of 1972 as amended.

Requirements for new construction or manufactured home sets:

1. **Address for construction site:** Consumers Energy Company (800) 477-5050, "Move in/Move Out". Must have exact location - Township section, Lot # or Parcel #.

2. **Contact Health Department at (517) 264-5203 for:**

A. A well permit, and sewage disposal (septic) permit. It is also available online:

http://www.lenaweepublic.com/lenawee/images/Health_Department/Well_Septic_Application_62013.pdf

Note: a public sewer tapping permit is obtained from the Lenawee County Drain Commission (320 Springbrook Ave., Suite 102, Adrian, MI 49221, phone (517) 264-4696).

B. *****Note***** Immediately after well is drilled and/or septic system is installed apply to the Health Department for a Certificate of Approval for the respective systems. A Certificate of Occupancy cannot be issued without this certificate.

C. Verification of previous installation of well, sewage disposal (septic) system. (Verification of public sewer tap-in must be obtained from the Drain Commission.)

D. Approval from the Health Department prior to obtaining a building permit application. Office hours are 8:00 a.m. to 4:30 p.m.(closed noon-1 p.m. for lunch) at 1040 S. Winter Street, (Human Services Center), Adrian MI 49221.

3. **Zoning Compliance Approval: Contact** Rollin Township Zoning Administrator Rick Arnold at (517) 547-7786. Office hours are Mon. & Wed. 8-10 a.m. and (seasonally) Sat. 8-11 a.m., or call for an appointment. A zoning compliance application approval with 1 copy of a site plan must be submitted prior to the issuance of a building permit. See pages 8-9 for Zoning Compliance Permit.

4. **Soil Erosion and Sedimentation Control Permit** A permit (see pg. 10) is required with certain erosion control requirements attached wherever there is a major earth-disturbing activity on 1 acre or more. Also, any excavating, filling or earth disturbance within 500' of a lake, stream, river, county drain or major drainage course requires a permit. This permit is obtained from the Lenawee County Drain Commissioner, 320 Springbrook Ave. Suite 102, Adrian, MI 49221. (517) 264-4696. A copy of this permit showing property ID is required.

5. **Driveway/approach permits:** On all new construction a driveway permit is necessary. If located on a county road contact the Lenawee County Road Commission, (517) 265-6971, 2461 Treat Hwy, Adrian, MI 49221. Call for detailed information and office hours. If located on a state highway contact Michigan Department of Transportation, (877) 766-1779. A copy of the driveway permit showing the property I. D. is necessary. Online information: <http://www.lenaweeroads.com/permits.php>
6. **Proof of ownership:** A recorded copy of the warranty deed showing ownership by the applicant or representative is necessary. If property is in land contract a notarized letter from the owner stating approval for the construction being applied for is required. A copy of the current paid tax bill will also suffice.
7. **Building plans:** Bring 2 sets of construction prints, 1 set is to remain in the Township's permanent file and the other set to be returned to permit holder at the time of building permit issuance. Plan on at least 1 week for review of the new construction. A structure that is greater than 3500 square feet or is on other than residential zoned property is required to have prints that are signed and sealed by a Michigan registered engineer or certified architect and must contain Michigan Barrier Free Specifications. P. A. 299, 339.2012. Construction plans may differ depending on the extent or complexity of the construction being applied for. Use the following information as a guideline:
- A. All plans for new construction and additions require floor plans with exterior building and interior room dimensions, window and door sizes with glazing area and fenestration values if available. Show type, location, thickness and R value of all insulation. All fire, smoke or other related safety equipment or construction to be shown. A sectional view must show all materials from footing to roof line, foundation plan, and a structural plan or information. Elevations need to show all openings and final grade lines.
 - B. Manufactured homes require a floor plan, exterior and interior dimensions, foundation plan, elevations and all of the above information for any area needing construction on site or any areas of modification to be done on site. Manufactured homes must have a Building Systems Approval Report and proper stickers or a Certificate of Acceptability and proper tags for mobile homes.
 - C. Accessory structures need foundation, floor and structural plans with all construction details.
 - D. Pools and pools with decks need foundation and structural plans with all construction details to include site plan showing location of all structures and distances between each building, location of any required protective fencing and method of supervision. Consult with building inspector to determine if any protective fencing is required and to what extent. Rollin Township building inspector Bruce Nickel (517) 547-7786. Office hours are Monday & Wednesdays 8:00 a.m. to 10:00 a.m., Saturday 8:00 a.m. – 11:00 a.m. (seasonally) and by appointment.

8. Scaled plot plan: You are responsible for the accuracy of your plot plan, as well as any other plans submitted. The plot plan along with the Zoning Compliance application must be approved before consideration of the Building Department for your permit. This plot plan information should include:

- A. Streets and driveways labeled.
- B. Property number, lot number and subdivision if so located.
- C. Include all proposed and existing buildings. Show distances of all new buildings, additions to the property lines. Also show distances of new accessory structures from principal dwelling units.
- D. Indicate location of septic field and/or well, also distance from any new construction.
- E. Indicate any existing power lines, utility poles, easements or water around the property.

9. Electrical permits: Rollin Township electrical inspector James Baker can be reached through the Township offices at (517) 547-7786 or call at home phone (517) 536-8775. Call for permit applications and inspection appointments. Rough electrical inspection is required prior to rough framing inspection. Consumers Energy does not allow any buildings or structures to be with-in 36 feet of an electrical distribution line. If you have this situation you will need to call 1-800-477-5050, "Move in/Move Out". A permit will not be issued in this case without written permission from Consumers Energy. (See pg. 10 for online permit.)

10. Plumbing permits: Michigan Dept. of Licensing and Regulatory Affairs, (517)-241-9330. Applications may be picked up at the Township offices. Rough plumbing inspection is required prior to rough framing inspection. (See pg. 10 for online permit.)

11. Mechanical permits: State Mechanical Division, (517) 241-9325. Applications are available at the Township offices. Rough mechanical inspection is required prior to rough framing inspection. (See pg. 10 for online permit.)

12. Final and Certificate of Occupancy inspection: The following is a list of items often found needing attention:

- A. Girder support posts need to be securely attached top and bottom with lag screws. NO NAILS.
- B. Fire partition in place, complete and taped.
- C. Doors without steps or open for future decks.
- D. Hand and guard rails do not exist, incomplete or improperly installed. Guards on stairs are often missed.
- E. No final electrical approval.
- F. No final approval on sewer hookup.
- G. Street number not on house.

13. Site review: A certified stake survey is required for all site reviews and appeals hearings. Property must be identified by lot lines marked by stakes. All new construction needs to be staked out.

PLEASE BEAR IN MIND THAT INSPECTORS ARE NOT A SOURCE OF CONSTRUCTION INFORMATION BEYOND PERMIT AND INSPECTION PROCEDURES.

YOU MUST HAVE A CERTIFICATE OF OCCUPANCY BEFORE YOU CAN OCCUPY OR STAY OVERNIGHT!

The various types of inspections are listed below. New homes will use all of them and other permits will use combinations of them:

1. Site inspection
2. Plan review
3. Footing inspection
4. Backfill inspection
5. Electrical service inspection
6. Rough framing inspection
7. Rough electrical inspection
8. Rough plumbing inspection
9. Rough mechanical inspection
10. Insulation inspection
11. Drywall inspection
12. Final mechanical inspection
13. Final electrical inspection
14. Final plumbing inspection
15. Final building inspection
16. Radon system inspection

Rollin Township

Building Permit Fee Schedule

Rollin Township issues Building and Electrical Permits. Mechanical and Plumbing Permits are issued and inspected by the State of Michigan. If work for which a permit is issued is not started within six (6) months of being issued, or if the work is abandoned for a period of six (6) months, the permit may lapse and cease to be in effect. In the absence of any inspections over a six (6) month period Rollin Township shall cause the premises to be inspected to ascertain the work status. The respective permit applicant will be assessed a sixty five (\$65) dollar inspection fee to reimburse the cost of such status inspection. In the event the permit lapses, any unexpended amounts of the permit fee shall be used to defray related costs. If a permit has lapsed, no further work shall take place until a new permit for the remaining work has been issued in accordance with the Township Fee Schedule. If the applicant communicates and explains the need for an extension prior to expiration one will be granted.

***PERMIT COSTS ARE BASED ON AN ESTIMATED NUMBER OF INSPECTIONS AT SIXTY (\$65) DOLLARS PER INSPECTION. ADDITIONAL INSPECTIONS WILL BE CHARGED OVER AND ABOVE THE INITIAL PERMIT FEE AND PAID PRIOR TO FINAL APPROVAL. SITE VISITS WHERE WORK HAS STARTED PRIOR TO THE PERMIT BEING OBTAINED WILL BE CHARGED AS AN INSPECTION. FINAL APPROVAL AND/OR A CERTIFICATE OF OCCUPANCY MUST BE ISSUED PRIOR TO USE OF PERMITTED EQUIPMENT AND/OR AREA. PLEASE ALLOW 2 BUSINESS DAYS FOR THE INSPECTION.**

***AGRICULTURAL BUILDINGS MUST BE SOLELY FOR AGRICULTURAL PURPOSES, AS DEFINED BY STATE STATUTE. AN AFIDAVIT OF USE MUST BE SIGNED AND PLACED ON FILE AT THE TOWNSHIP.**

Type of Permit	# of Insp.	Permit Fee	Estimated Types of Inspections
APP/Administrative Fee	1	\$30	Added to all permits to help cover administrative costs
New Home (stick)	9	\$585	P. Rev, Site, Ftg, Backfill, Radon, Rough, Post Ftg, Insul, Drywall, Final
New Home (mod)	6	\$390	P.Rev, Site, Ftg, Backfill, Radon, Post Ftg, Final
W/2 nd Floor	9	\$585	P.Rev, Site, Ftg, Backfill, Radon, Rough, Post Ftg, Insul, Drywall, Final
New Home (HUD)	6	\$390	P.Rev, Site, Ftg, Backfill, Post Ftg., Final
W/Garage	7	\$455	P.Rev, Site, Ftg, Backfill, Post Ftg, Garage Rough, Final
HUD Home (MHP)	2	\$130	Pad, Final
Additions	6	\$390	P.Rev, Ftg, Rough, Insul, Drywall, Final
W/Basement	7	\$455	P.Rev, Site, Subfloor/Radon, Backfill, Rough, Insul, Drywall, Final
Roof Pitch Change	2	\$130	Rough, Final
Renovation/Remodeling	Review	\$65/Insp	Extent of renovation & applicable codes will determine # of insp.
Replacement Roofing/Siding/Windows	1 ea	\$65 ea	Mtg. on site to review work & applicable codes to assure compliance
Garage/Pole Bldgs.(access structure)	2	\$130	Ftg, (Rough/Final) (w/o interior wall sheathing)
Portable Sheds/Carports (access Struct)	1	\$65	Final (anchors/tie downs must be installed)
Attached Garages	2	\$130	Ftg, Final (w/o interior wall sheathing)
Porches: Pre-Built Alum	2	\$130	Ftg, (Rough/Final)
Open Deck Porch	2	\$130	Ftg, Final
Deck/Porch W/Roof	3	\$195	Ftg, Rough, Final
Enclosed Porch/Sunroom	4	\$260	Ftg, Rough, Insul, Final
Pool – Above Ground	1	\$65	Final
Pool – Above Grnd. W/Deck (same time)	2	\$130	Ftg, Final
Pool – In-Ground	2	\$130	Foundation, Final
Special Inspection	3	\$195	Site inspection, Report, State
Commercial & Industrial (non-residential) (New or Remodel)	Calc @ Plan Rev	\$65/Insp	Extent of construction and applicable codes will determine # of inspections.
Temporary Occupancy Permit	1	\$165	\$165 fee (allows for 1 added insp) (\$300 for 30 day extension)
Additional Inspections	1	\$65/Insp	Added when exceeding the # of insp. initially paid for
Demolition of Bldg. (Res or Comm)	2	\$130	Pre-Demo, Final
When the permitted area of the new construction or renovation exceeds 4000 sq. ft. 25% of the initial base fee will be added for each additional 1000 sq. ft.			

ZCP/\$45 Zoning Re-insp/\$35 ZBA Hearing/\$375 PC Hearing/\$450

8/2016

Passed July 13, 2016

Effective August 1, 2016

REVISED 9/16/2016

ARTICLE XX
SECTION 20.00 SCHEDULE OF
REGULATIONS

	Lot Requirements			Minimum Yard Requirements (A)(B)			Maximum Building Height	Minimum Floor Area Per Dwelling
	Minimum		Maximum	Front (C)	Side (D)	Rear (C)		
	Lot Area	Lot Width (P)	Lot Cover					
AG Agricultural	5 acres (F)	300 ft.	10%	60 ft. (G)	60 ft. 120 ft. total (G)	60 ft. (G)	35 ft.	720 sq. ft.
RR Rural Residential	1 acre	150 ft.	20%	40 ft. (G)	20 ft. 40 ft. total (G)	50 ft. (G)	35 ft.	720 sq. ft.
R-1 Single-Family Residential (O)	10,000 sq. ft.	70 ft.	30%	35 ft.	10 ft. 20 ft. t	40 ft.	35 ft.	720 sq. ft.
R-2 Single-Family Residential (O)	15,000 sq. ft.	100 ft.	30%	35 ft.	10 ft. 20 ft. total	50 ft.	35 ft.	720 sq. ft.
LR Lake Residential (H)	6,000 sq. ft.	50 ft.	35%	50 ft. (H).	10 ft. 20 ft. total	20 ft. (H)	35 ft.	720 sq. ft.
RM Multiple Family Residential	(J)	--	30%	35 ft.	20 ft. 40 ft. total (G)	35 ft.	35 ft.	(K).
C-1 Local Commercial	--	--	--	30 ft. (L)	(M)	30 ft.	35 ft.	720 sq. ft.
C-2 General Commercial	--	--	--	40 ft. (L)	(M)	30 ft.	35 ft.	720 sq. ft.
C-3 Highway Service Commercial	--	--	--	50 ft. (L)	(M)	40 ft.	35 ft.	720 sq. ft.
CR Commercial Recreation	--	--	--	50 ft. (L)	20 ft. 40 ft. total	50 ft.	35 ft.	720 sq. ft.
M-1 Industrial	--	--	--	50 ft. (L)	20 ft. 40 ft. total	50 ft.	35 ft.	720 sq. ft.

SECTION 20.01 - FOOTNOTES TO SCHEDULE OF REGULATIONS

(For Footnotes, see Rollin Township 2015 Zoning Ordinance Article XX,
pages 146-148)

ROLLIN TOWNSHIP APPLICATION FOR ZONING COMPLIANCE PERMIT (front) Application No. _____

1. Applicant Name (s) _____ Phone # _____

Builder Name (if different from above) _____ Phone # _____

2. Application is hereby made by the undersigned to:
 use land construct new building(s) add to existing building alter existing building(s)

For the following use(s): _____

3. The applicant(s) is/are: the owner(s) of the property involved
 acting on behalf of the owner(s) of the property involved.

4. Address of property involved: _____ Property #: RL__ - _____-00

Include a site drawing (**see back of form**) with lot measurements, building dimensions & setbacks shown below. If any changes are made to the approved information, a new zoning compliance permit is required.

- | | |
|--------------------------------------------------------------------|-----------------------------------------------|
| 5. Present Zoning: _____ | 14. Building height new construction _____ft. |
| 6. Total # of bldgs. _____
including new _____ | 15. Min. distance between buildings _____ft. |
| 7. Lot area (acres/sq. ft.) _____ | 16. Minimum lot depth _____ft. |
| 8. Total land area covered _____
existing & new (sq. ft.) _____ | 17. Average lot depth _____ft. |
| 9. Total % of lot coverage _____ | 18. Front lot width _____ft. |
| 10. Total floor area new _____
construction (sq. ft.) _____ | 19. Average lot width _____ft. |
| 11. Number of bedrooms on _____
new construction _____ | 20. Front yard setback *** _____ft. |
| 12. Off street parking spaces _____ | 21. Side yard setback *** _____ft. |
| 13. Is central sewer available _____ | 22. Total of both sideyards *** _____ft. |
| | 23. Rear yard setback *** _____ft. |
- ***SETBACKS ARE FROM STRUCTURE TO RESPECTIVE LOT LINE

I/We _____ do hereby swear that the above information is true and correct to the best of my/our knowledge.

Date: _____ Applicant (s) _____
Signature

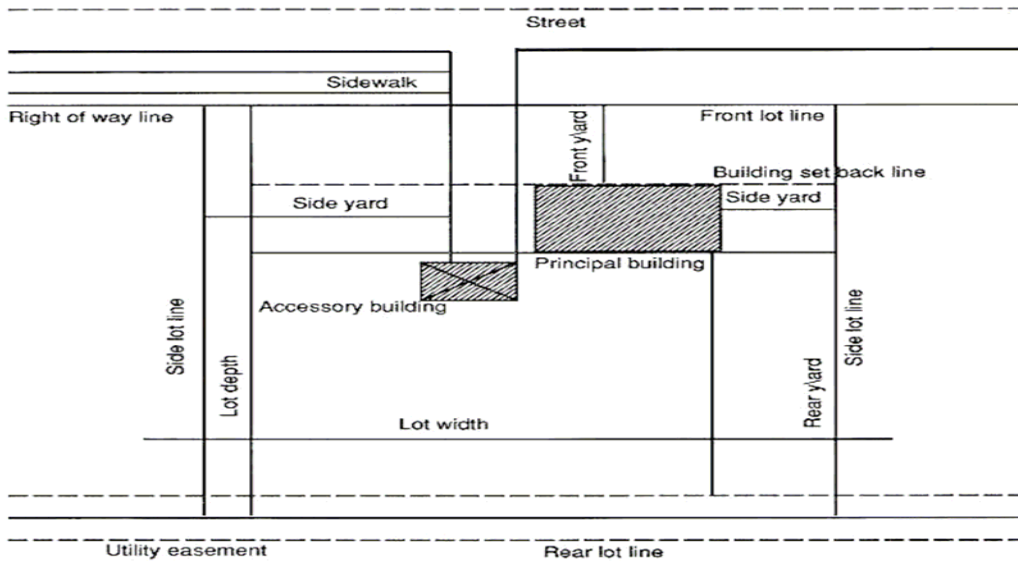
Fee Enclosed: _____
Signature

A ZONING COMPLIANCE PERMIT for the proposed use of said property is hereby:
 granted refused for the following reasons _____

 Date: _____ Zoning Inspector's Signature: _____

NOTE: ZONING COMPLIANCE PERMIT EXPIRES IN 180 DAYS. (Revised 2015)

ROLLIN TOWNSHIP APPLICATION FOR ZONING COMPLIANCE PERMIT (back)



Lot area – Total horizontal area

Lot coverage – Percent of lot occupied by building

Lot terms

NOTE: ON LAKE LOTS- front yard setback is from the structure to the water's edge.
Back yard setback is from the structure to the street.

ATTENTION! All Residential Lot Owners:

When you apply for a zoning compliance permit*, you must include a mortgage location report or a Certified Boundary Survey and have your property lines visibly staked before we can do your site review!

**Thank you for your cooperation,
Rollin Township Zoning Department**

***If your project must go to the Board of Appeals you will need a Certified Boundary Survey for it to be heard per State Law.**

Resources Related to Building

(Print blank online permits, then complete, unless otherwise indicated)

Rollin Township **Building Permit** Application **Building Inspector Bruce Nickel**
<http://twp.rollin.mi.us/pdf/RollinBldgPermitApp.2016.pdf> (517) 547-7786 call for an appointment

Lenawee County Road Driveway Permit information and forms
Road Commission (517) 265-6971
<http://www.lenaweeroads.com/permits.php>

State Highway/ Michigan Department of Transportation **Driveway Permits**
Jackson TSC Phone: 517-780-7540 **Doug Jordan – 517-780-5103**
2750 N. Elm Road Fax: 517-780-5099
Jackson, Michigan 49201-6802

Electrical Permit and Information **Jim Baker (517) 536-8775**
<http://twp.rollin.mi.us/pdf/Electrical.Permit.Rev.2016.pdf>

Mechanical Permit **Michigan Mechanical Dept. (517) 241-9325**
(Permit can be filled in online and then printed.)
http://michigan.gov/lara/0,4601,7-154-10575_17551-43091--,00.html

Plumbing Permit **Michigan Plumbing Dept. (517) 241-9330** E-mail: bccplbg@michigan.org
(Permit can be filled in online and then printed.)
http://www.michigan.gov/documents/lara/lara_bcc_plumbing_permit_app_2013_414173_7.pdf

Soil Erosion & Sedimentation Pollution Control (SE&SPC) Application and Information
Drain Commission (517) 264-4696
<http://www.lenawee.mi.us/477/Soil-Erosion-Sedimentation-Control>

Well and/or Sewage Disposal (Septic) Construction Permit Application
Health Department Phone: (517) 264-5214
<http://www.lenawee.mi.us/270/Sewage-Disposal-Program>

Zoning Compliance Permit Application **Rick Arnold (517) 547-7786**
<http://twp.rollin.mi.us/pdf/Zoning%20Compliance%20Permit.2015.pdf>

Zoning Variance Application for Appeal **Rick Arnold (517) 547-7786**
<http://twp.rollin.mi.us/pdf/Appeal%20Application.7.15.pdf>

Current **Building Construction Code** information (Michigan, 2009)
<http://www.michigan.gov/lara/0,1607,7-154-10575---,00.html>

Consumer's Energy Guide to **Requesting New Electric/Natural Gas Service** Brochure
<http://www.consumersenergy.com/uploadedFiles/CEWEB/SHARED/Elec-NatGas-GuideforRequestingNewService2.pdf>

New Address Request: Consumer's Energy: Move In/Move Out 1-800-477-5050

Deck Construction Guide
<http://www.awc.org/codes-standards/publications/dca6>