

# **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 2006 edition of the International Residential Code for One and Two Family Dwellings and the Michigan Uniform Energy Code. The Michigan Building Code incorporates the 2006 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) 264-5214 for:**
  - A. A well permit, and sewage disposal (septic) permit. 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 Tim Miller at (517) 547-7786 or 547-3375. Office hours are Mon. & Wed. 8-10 a.m. and 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.
4. **Soil Erosion and Sedimentation Control Permit** A permit 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, Permits Division, (517) 780-5103, 2750 N. Elm, Jackson, MI 49201-6802. A copy of the driveway permit showing the property I. D. is necessary.
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 Rudy Hanna (517) 547-4787. Office hours are Monday and Wednesday 8:00 a.m. to 10:00 a.m. and Saturday 8:00 a.m. to 11:00 a.m..

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.
  
10. **Plumbing permits:** State plumbing inspector, Robert Page, office hours 7:00 a.m. to 8:30 a.m. only, (734) 484-3806. Applications can be picked up at the Township offices. Rough plumbing inspection is required prior to rough framing inspection.
  
11. **Mechanical permits:** State mechanical inspector, Paul Hunter, (517) 241-9351, office hours 8:00 a.m. to 9:00 a.m. only. Applications can be picked up at the Township offices. Rough mechanical inspection is required prior to rough framing inspection.
  
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               | 9. Rough mechanical inspection  |
| 2. Plan review                   | 10. Insulation inspection       |
| 3. Footing inspection            | 11. Drywall inspection          |
| 4. Backfill inspection           | 12. Final mechanical inspection |
| 5. Electrical service inspection | 13. Final electrical inspection |
| 6. Rough framing inspection      | 14. Final plumbing inspection   |
| 7. Rough electrical inspection   | 15. Final building inspection   |
| 8. Rough plumbing inspection     | 16. Radon system inspection     |

## FEE SCHEDULES

ZONING COMPLIANCE PERMIT (for all new construction) ..... \$20.00

ZONING APPEAL (Zoning Variance Application) ..... \$250.00

### BUILDING PERMITS:

1. New homes .....	\$300.00
2. Manufactured homes .....	\$200.00
3. Mobile home sets in certified parks .....	\$100.00
4. Remodeling -alterations & additions .....	\$50.00
plus \$40.00 per inspection	
5. Accessory structures .....	\$120.00
(garages, pole buildings & sheds over 200 sq. ft.)	
Under 200 sq. ft. Basic Permit only .....	\$50.00
6. Decks & open porch (attached or unattached).....	\$100.00
7. Swimming pools .....	\$50.00
8. Demolition of structure .....	\$50.00
9. Special inspections (local authority) .....	\$50.00
10. Commercial & industrial .....	\$300.00
plus \$50.00 per inspection	
11. Basic permit fees (Reroofing, siding, etc.).....	\$50.00
12. Additional inspections .....	\$40.00

### ADDITIONAL FEES:

13. Starting construction without a permit .....	\$100.00
15. Occupying permitted area without Certificate of Occupancy .....	\$500.00

**ARTICLE XX  
SCHEDULE OF REGULATIONS**

	LOT REQUIREMENTS			MINIMUM YARD REQUIREMENTS A,B				
	Minimum Lot Area	Minimum Lot Width	Maximum Lot Cover	Front C	Side D	Rear C	Max bldg. Height	Min. Floor Area per dwelling unit
AG Agricultural	5 acres F	300' P	10%	60' g	120 tot. 60' g	60' g	2 ½ story or 35'	720 sq. ft.
SE Suburb. Estate	43,560	150' P	20%	40'	20' 40' tot.	50'	2 ½ story or 35'	720 sq. ft.
R-1 Sing. Family Res. K, h, l	10,000	70' P	30%	35'	10' 20' tot.	40'	2 ½ story or 35'	720 sq. ft.
R-2 Sing. Family	15,000	100' P	30%	35'	10' 20' tot.	50'	2 ½ story or 35'	720 sq. ft.
RM Multi. Family Res.	J	-	30%	35'	20'	35'	2 ½ story or 35'	720 sq. ft.
C-1 Local Commercial	-	-	-	30' see L footnotes		30'	2 ½ story or 35'	720 sq. ft.
C-2 General Commercial	-	-	-	40' L	M	30'	2 ½ story or 35'	720 sq. ft.
C-3 Hwy. Service	-	-	-	50' L	M	40'	2 ½ story or 35'	720 sq. ft.
CR Commercial Recreation	-	-	-	50' L	20' 40' tot.	50'	2 ½ story or 35'	720 sq. ft.
M-1 Industrial	-	-	-	50' L	20' 40' tot.	50'	2 ½ story or 35'	720 sq. ft.
M-2 Extractive Industrial	-	-	-	N	N	N	2 ½ story or 35'	720 sq. ft.

**(For Footnotes, see Rollin Township Zoning Ordinance Article XX(A)-1, 2, 3)**

**Sample ROLLIN TOWNSHIP APPLICATION FOR ZONING COMPLIANCE PERMIT**

1. Application is hereby made by the undersigned to: Application No. \_\_\_\_\_  
[ ] use land [ **X** ] construct new building(s)  
[ ] add to existing building [ ] alter existing building(s)

For the following use(s):

**Residential**

2. The applicant(s) is/are: [ **X** ] the owner(s) of the property involved.  
[ ] acting on behalf of the owner(s) of the property involved.
3. Address of property involved: **123 N. Anywhere in Rollin Township**
4. Property #: RLO **123-4567-89**

INCLUDE A SITE DRAWING WITH LOT MEASUREMENTS, BUILDING DIMENSIONS & SETBACKS SHOWN BELOW. IF ANY CHANGES ARE MADE TO THE APPROVED INFO, A NEW ZONING COMPLIANCE PERMIT IS REQUIRED.

- |   |               |                                     |                    |
|---|---------------|-------------------------------------|--------------------|
| 5. Present Zoning:                                  | <u>R-1</u>    | 13. Building Hgt. new construction  | <u>18</u> ft.      |
| 6. Total # of bldgs. including new                  | <u>1</u>      | 14. Min. distance between buildings | <u>0</u> ft.       |
| 7. Lot area (acres/sq. ft.)                         | <u>10,000</u> | 15. Minimum lot depth               | <u>200</u> ft.     |
| 8. Total land area covered existing & new (sq. ft.) | <u>1,000</u>  | 16. Average lot depth               | <u>200</u> ft.     |
| 9. Total % of lot coverage                          | <u>10%</u>    | 17. Front lot width                 | <u>50</u> ft.      |
| 10. Total floor area new construction (sq. ft.)     | <u>1000</u>   | 18. Average lot width               | <u>50</u> ft.      |
| 11. Number of bedrooms on new construction          | <u>3</u>      | 19. Front yard setback              | *** <u>35</u> ft.  |
| 12. Off street parking spaces                       | <u>2</u>      | 20. Side yard setback               | *** <u>10</u> ft.  |
|   |               | 21. Total of both sideyards         | *** <u>20</u> ft.  |
|   |               | 22. Rear yard setback               | *** <u>100</u> ft. |
|   |               | 23. Is central sewer available      | _____              |

**\*\*\*SETBACKS ARE FROM STRUCTURE TO RESPECTIVE LOT LINE\*\*\***

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

Date: 4-01-08

Applicant(s) John Doe  
Signature

Fee enclosed: \$20.00

Jane Doe  
Signature

Address: 123 N. Anywhere

**A ZONING COMPLIANCE PERMIT** for the proposed use of said property is hereby:

[ ] granted [ ] refused for the following reasons: \_\_\_\_\_

Date: \_\_\_\_\_ Zoning Inspector Signature: \_\_\_\_\_

## **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.**

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### **Resources Related to Building**

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

Rollin Township **Building Permit** Application  
<http://twp.rollin.mi.us/pdf/BuildingPermit.pdf>

**Rudy Hannah (517) 547-4787**

**Lenawee Cnty Road Driveway Permit** information and forms **Road Commission (517) 265-6971**  
<http://www.lcrc.cc/Driveway%20Permit%20Req.htm>

State Highway/ Michigan Department of Transportation **Driveway Permits**

Jackson TSC Phone: 517-780-7540  
2750 N. Elm Road Fax: 517-780-5099  
Jackson, Michigan 49201-6802

**Doug Jordan – 517-780-5103**

**Electrical Permit** and Information

<http://twp.rollin.mi.us/pdf/Elect.Inspection.App.pdf>

**Jim Baker (517) 536-8775**

**Mechanical Permit**

(can be filled in online and then printed)

[http://www.michigan.gov/documents/dleg/dleg\\_bcc\\_mechanical\\_permit\\_app\\_264419\\_7.pdf](http://www.michigan.gov/documents/dleg/dleg_bcc_mechanical_permit_app_264419_7.pdf)

**Paul Hunter (517) 241-9351**

**Plumbing Permit**

(can be filled in online and then printed)

[http://www.michigan.gov/documents/dleg/dleg\\_bcc\\_plumbing\\_permit\\_app\\_264420\\_7.pdf](http://www.michigan.gov/documents/dleg/dleg_bcc_plumbing_permit_app_264420_7.pdf)

**Robert Page (734) 484-3806**

**Soil Erosion & Sedimentation Pollution Control (SE&SPC) Application** and Information

(click on "Permits" on left side menu)

<http://www.lenaweedrain.com>

**Drain Commission (517) 264-4696**

**Well and/or Sewage Disposal (Septic) Construction Permit Application**

**Health Department Phone: (517) 264-5214**

[http://www.lenaweepublic.com/lenawee/images/Health\\_Department/Application\\_W\\_S\\_2011.pdf](http://www.lenaweepublic.com/lenawee/images/Health_Department/Application_W_S_2011.pdf)

**Zoning Compliance Permit** Application

<http://twp.rollin.mi.us/pdf/ZoningCompliancePermit.pdf>

**Tim Miller (517) 547-7786**

**Zoning Variance Application for Appeal**

<http://twp.rollin.mi.us/pdf/AppealApplication.pdf>

**Tim Miller (517) 547-7786**

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.bloomfieldhillsmi.net/FrontDesk/Forms/WoodDeckConstructionGuide.pdf>