

BUILDING DEPARTMENT

**Sumpter Township
23480 Sumpter Road
Belleville, MI 48111
(313) 461-6201 ext. 233**

ADDITIONS FOR DWELLINGS REQUIREMENTS

Homeowner – Builder

You are required to have the following items before a building permit can be issued.

1. Application for a building permit.
2. Two sets of blueprints, to scale, to include cross section with foundation, elevations showing each side of addition and attachment to home. One set of plans will be returned when approved by the building inspector.
3. \$40.00 Plan Review Fee.
4. Copy of ownership record (example; Deed, land contract, tax bill, property transfer affidavit)
5. Copy of certified survey that shows setback measurements.
6. If application is for second story addition, foundation inspection is required. (Foundation must be exposed for inspection.) Applicant to call for inspection, 24-hour notice required.
7. If the addition is being handled by someone other than the homeowner, a copy of the builder's state license, state identification, insurance carrier, mesc # and federal I.D.# is required

Please allow 7 to 10 days for the plan review. The house number should be visible from the road. Permit **must** be posted at job site for the full duration of construction, and should be weather-proofed (put in **clear**, plastic bag). Plans and specifications to be available at job site at all times.

SEPARATE PERMITS TO BE ISSUED FOR ELECTRICAL, PLUMBING, AND HEATING INSTALLATIONS, IF APPLICABLE

Footings: The water table affects most footing locations in Sumpter Township & Surrounding area. It is recommended by this office that the bottom of the footing be no less than one (1) inch above the water table. It is therefore recommended that a post hole be dug at the time of staking to a depth of four (4) ft. before excavation, the hole will be inspected by the excavator. Example; if water in the post hole is at thirty (30) inches below the existing grade, the bottom of the footing shall be no more than twenty nine (29) inches below the existing grade.

Applicant/Permit holder must call the Sumpter Township Building Dept. for inspections as required (24 hour notice required on all inspections).