

**BUILDING DEPARTMENT
SUMPTER TOWNSHIP
23480 SUMPTER ROAD
BELLEVILLE, MI 48111
(734) 461-6201 EXT. 233**

Detached Accessory Building

YOU ARE REQUIRED TO HAVE THE FOLLOWING ITEMS BEFORE A BUILDING PERMIT IS ISSUED ON AN ACCESSORY BUILDING (Garage, Pole barn).

1. Application – with plot plan showing setbacks.
2. \$40.00 plan review fee.
3. Building location must be staked out with four, 4-foot stakes. Two lines (front & one side) must **also** be staked.
4. Tax Id# from tax bill.
5. Copy of ownership record (Ex.: Warranty Deed, Land Contract, Property Transfer Affidavit etc.)
6. Copy of Certified Survey.
7. Two (2) sets of blueprints or drawings of the proposed structure. Please include cross section, elevations and (truss design from manufacturer). One set will be returned after approval from the Building Inspector.
8. Homeowner Affidavit – Unless proposed structure is being built by someone other than the owner, a copy of the builder's state license.

A MINIMUM OF 3 INSPECTIONS MUST BE CALLED FOR:

1. Footings or foundation.
2. Rough inspection – before covering interior structural members, includes pre-slab inspection before concrete floor is poured. Exterior siding, roof, doors, windows and rough grade.
3. Final inspection – concrete floor, all painting or staining (if applicable) and final grade (seeded).

NOTICE: The water table affects most footing locations in Sumpter Twp. & the surrounding area. It is recommended by this office that the bottom of the footing be no less than (1) inch above the water table. It is therefore recommended that a posthole be dug at the time of staking to a depth of four (4) feet. 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.