

3/7/2012

# BUILDING DEPARTMENT

SUMPTER TOWNSHIP  
23480 Sumpter Road  
Belleville, Michigan 48111  
(734) 461-6201

Dear Homeowners & Builders - **PLEASE READ THE FOLLOWING THOROUGHLY!!!!!!!**

The following items are required to be submitted before a building permit can be issued:

1.
  - a. A complete application for building permit, include property tax # (sidwell #)
  - b. If the new structure is being built by someone other than the homeowner, a copy of the builders state license, insurance carrier, MESC# & federal ID# if homeowner is doing the work a homeowner affidavit is required.
  - c. Two sets of blueprints & specs on the new structure (one set will be returned when approved by the building inspector.)
  - d. Plan Review Fee - \$200.00  
**PROPERTY MUST HAVE CERTIFIED SURVEY. FRONT CORNERS & ONE SIDE STAKED WITH 4' STAKES, AS WELL AS HOME LOCATION.**
  - e. Copy of the registered survey required
  - f. Complete plot/site plan showing existing grades & proposed grades including limits of fill, swales, & contouring
  - g. Environmental "Site Review Requirements" completed (form attached).
  - h. Note - site plan drainage to be 2% slope to a minimum of 10 feet away from house elevations.
  - i. Note - 7 to 14 days required for plan review.
2. Street Protection Permit (see attached) from Wayne County Road Commission (WCRC)
3. Septic Tank Permit (see attached) from Wayne County Health Department Div. Of Environmental Health (WCEHD)
4. Water Tap Permit (see Water Dept. for application) or Well Permit (where this applies) from WCEHD.
5. Copy of ownership record (Registered Deed, Land Contract.)

While you are waiting/applying for items 2-5, you may submit items listed above in #1 for approval.

**Temporary house numbers are required at the road during construction.** Permanent house numbers, after construction, must be erected within 100 feet of front yard set back. All numbers must be clearly visible from road at drive entrance.

**Visible permit in weatherproof (clear plastic) bag available at all times at job sight within site of main road.** Approved plans and specifications available for all building inspectors at job site at all times. Homeowner to open account with Detroit Edison ASAP.

**\*\*NOTE: Sumpter Township requires a 5/12 minimum roof pitch.**

**NOTICE: THE WATER TABLE AFFECTS MOST FOOTING LOCATIONS IN SUMPTER TOWNSHIP & 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 RECOMMENDED THAT A POST HOLE BE DUG AT THE TIME OF STAKING TO A DEPTH OF FOUR (4) FEET. BEFORE EXCAVATION, THE HOLE WILL BE INSPECTED FOR WATER TABLE DEPTH.**

**ONLY PERMIT HOLDERS SHALL CALL FOR INSPECTIONS AND MUST HAVE PERMIT NUMBER WHEN CALLING FOR INSPECTIONS!**