

Richfield Township Building Department
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BUILDING PERMIT INSTRUCTIONS

Please complete the entire Building Permit application and include two (2) sets of detailed drawings that describe the construction. Truss drawings must be provided before installing trusses. (MRBC R106.1, MBC 107.1)

If your project is entirely interior remodeling, a Land Use Permit is not required. However, if any portion of your project is outside of existing structures, a Land Use Permit IS required and must be approved BEFORE a Building Permit can be issued. Complete the attached Zoning Compliance form.

Additions and new buildings (houses, garages, pole barns) will require two (2) sets of the following drawings:

- Site Plan with exterior dimensions of the new building, the distance between other existing buildings, and distances from all property lines.
- Floor Plan of the new building, including any interior walls, locations of doors and windows (with sizes), and fully dimensioned to show the exact location of any interior walls.
- Structural Plan that shows the size, spacing, and span of all rafters, roof trusses, ceiling joists, floor joists, beams, headers, carriers, posts, and columns.
- Additionally, you must complete the information on the attached Specification Sheet / Cross Section with specific details of each structural member. OR you can submit your own cross section with the same information.
- Elevations (front, back and side views), if necessary to completely describe your project.

Prefabricated storage buildings & carports will require the following drawings:

- Site Plan with exterior size & setback measurements, as described above.
- Structural Plan showing the size/spacing of trusses, beams sizes and the location/size of columns.
- Wall Section showing foundation/footing details.
- Promotional material and brochures are normally not acceptable.

Expiration date and required inspections:

- Your permit is valid for one year. Work must be started within 180 days or the permit will expire. If the work is started and then stopped for 180 days, the permit expires. Expired permits must be renewed. Extensions are only permitted for good cause. Expired permits on unfinished projects require a new permit.
- All required inspections must be completed in order for the permit to be finalized.

GENERAL BUILDING PERMIT REQUIREMENTS

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Materials used in the Project

- All lumber used in any structural capacity **MUST** be grade stamped. Absolutely no ungraded, unstamped lumber allowed in structural uses. This includes homeowner sawmilling and lumber from local sawmills.
- All preservative-treated lumber must be certified and stamped.
- Ungraded lumber is permitted only in non-structural uses as determined by the Building Official.
- No site-built trusses are allowed. Trusses used on projects must be engineered and built by a certified truss company. You must provide a copy of the engineered truss drawings to the Building Official as soon as they are available and before installation. Truss bracing must be installed per engineered drawings.
- Traditional rafter construction is permitted and must follow the structural guidelines in the current MI Residential Building Code or MI Building Code as determined by the Building Official
- For any non-standard construction, the Building Official may require sealed drawings by a registered engineer or architect.

Authorized Persons doing the Construction Work

- Homeowners who apply for a building permit are welcome to do the construction work themselves, but then cannot hire a contractor. It is permitted for the homeowner to hire hourly or daily workers to assist with the project, but the homeowner must be actively involved in the construction work if they pull the building permit themselves.
- If the work is being done by a contractor, the contractor **MUST** apply for the permit, not the homeowner. Contractors **MUST** possess a valid Residential Builders License, OR a valid Maintenance and Alterations Contractors License for the specific work involved in the project. No exceptions. All contractors must be registered with Richfield Township.

Required Construction Drawings

- Building Permits cannot be issued unless adequate construction drawings are submitted (two sets) to describe the work in detail. This includes a dimensioned site plan, floor plan, framing plan, and wall section as a minimum. Applications may be denied if the proper construction drawings are not submitted.
- Additional Plan Review fees may be added to the permit cost if extra time and effort is required to obtain construction information.