



RESIDENTIAL ADDITION

BUILDING APPLICATION CHECKLIST- 2015 MRC

This list is provided as a guide to help you understand the information that must be contained on the construction drawings. This list is not all-inclusive of all requirements but can be used as a general guide for plan review.

General

- All drawings shall be completely dimensioned
- Drawn and printed to scale not less than 1/8" = 1'0" or 1" = 20 ft. for plot & site plans
- Drawing shall be prepared on sheet paper size no smaller than 11 x 17.
- Complete scope of work must be clearly identified for all phases of construction, indicating compliance with the current editions of all applicable codes.

Application submittal requirements:

- Building (contractors) or Homeowner's Building permit application
- Minimum plan review and administration fees. Refer to Fee Schedule.
- Submit (2) copies of plot plan or site plan with the addition located and dimensioned to all structures and property lines.
- Submit (2) copies of foundation plan showing all footings, sizes, depth and dimensions.
- Submit (2) copies of floor plans and all side /front/back elevations
- Submit (2) copies of a building cross section and construction detail sheet
- Provide reference markers for all sections and details.
- Submit (1) copy of ResCheck Energy report or label prescriptive insulation R-values on the plans.
- Obtain approval from your Homeowner's Association. Proof of approval is not required to be submitted to the Township.

Required Inspections (as applicable):

- Footing Inspection before concrete
- Basement backfill and drainage
- Garage floor before concrete
- Porch floor before concrete
- Concrete floor before concrete
- Concrete forms/flatwork before concrete
- Rough framing inspection/concealed fire stopping
- Rough trade inspections under separate permits.
- Rough fireplace-building
- Insulation inspection
- Masonry base flashing / moisture barrier inspection
- Final trade inspections under separate permits.
- Final C of O (Building) Inspection



Licenses

Contractor's must register their Residential Builder's License with the township online.

Homeowner's may use the Homeowner's Permit Application

Applicable Zoning Ordinances and other Requirements:

- Verify with your HOA if project review is required.
- Additions must maintain at least 50% brick or stone veneer on entire home elevation area including gable areas. List percentage on the exterior elevation sheet. Door and window areas can be deducted.
- On the side of the structure where the garage door is located the exterior wall surface above the garage door shall be treated with the same material as the remainder of the wall adjacent to the door. (Zoning Ord. 20.06. e)
- Air conditioning units shall not be placed in front yard and shall be set back from the side or rear yard lot lines a minimum of 6 ft., Further, they must be located at least 12 ft. from any sing family home an adjacent lot. (Zoning Ord. 2.03, F)
- Additions must follow the required building setbacks established in the Zoning Ordinance's Schedule of Regulations. Setbacks are determined by the property's zoning classification and/or HOA deeds and restrictions.
- Find your zoning classification by using the Property Information Search on our CityView Online Portal. Links are located on our website under E-services or the Building and Inspection Services webpage.
- The Schedule of Regulations table from the zoning ordinance will provide the front, side and rear setbacks for your property. The table can be found on the Building and Inspection Services webpage under the Residential Section.
- For homes built on an existing foundation please include an existing plot plan if available. Plot plans in our records may be requested by emailing molly.ross@cantonmi.gov