

# TOWNSHIP OF ADDISON

1440 ROCHESTER RD  
LEONARD, MI 48367  
(248) 628-3317

IMPORTANT – Applicant to complete all items in sections: I, II, III, IV, and IX

<b>I. LOCATION OF BUILDING</b>	AT (LOCATION) _____	Zoning _____
	(ADDRESS)	(STREET)
	BETWEEN _____ AND _____	(CROSS STREET) (CROSS STREET)
	SIDWELL NUMBER _____	LOT SIZE _____

**II. TYPE AND COST OF ALL BUILDING** – All applicants complete parts A-D

<p><b>A. TYPE OF IMPROVEMENT</b></p> <p><input type="checkbox"/> 1. New Building</p> <p><input type="checkbox"/> 2. Addition (if residential, enter number of new housing units added, if any, in part D, 13)</p> <p><input type="checkbox"/> 3. Alteration (see #2 above)</p> <p><input type="checkbox"/> 4. Repair/Replacement</p> <p><input type="checkbox"/> 5. Wrecking (If multifamily residential, enter number of units in the building in part D, 13)</p> <p><input type="checkbox"/> 6. Moving (relocation)</p> <p><input type="checkbox"/> 7. Foundation only</p>	<p><b>D. PROPOSED USE</b> – For “Wrecking” most recent use</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;">Residential</th> <th style="width: 50%; text-align: center;">Non-Residential</th> </tr> <tr> <td style="vertical-align: top;"> <p><input type="checkbox"/> 12. One Family</p> <p><input type="checkbox"/> 13. Two or more family – Enter number of units - _____</p> <p><input type="checkbox"/> 14. Transient hotel, motel or dormitory – Enter number of units _____</p> <p><input type="checkbox"/> 15. Garage</p> <p><input type="checkbox"/> 16. Carport</p> <p><input type="checkbox"/> 17. Other – <i>Specify</i> _____ _____ _____</p> </td> <td style="vertical-align: top;"> <p><input type="checkbox"/> 18. Amusement, Recreational</p> <p><input type="checkbox"/> 19. Church, other religious</p> <p><input type="checkbox"/> 20. Industrial</p> <p><input type="checkbox"/> 21. Parking garage</p> <p><input type="checkbox"/> 22. Service station/Repair garage</p> <p><input type="checkbox"/> 23. Hospital</p> <p><input type="checkbox"/> 24. Office, bank, professional</p> <p><input type="checkbox"/> 25. Public utility</p> <p><input type="checkbox"/> 26. School, library, other educational</p> <p><input type="checkbox"/> 27. Store, mercantile</p> <p><input type="checkbox"/> 28. Tanks, towers</p> <p><input type="checkbox"/> 29. Other – <i>Specify</i> _____</p> </td> </tr> </table>	Residential	Non-Residential	<p><input type="checkbox"/> 12. One Family</p> <p><input type="checkbox"/> 13. Two or more family – Enter number of units - _____</p> <p><input type="checkbox"/> 14. Transient hotel, motel or dormitory – Enter number of units _____</p> <p><input type="checkbox"/> 15. Garage</p> <p><input type="checkbox"/> 16. Carport</p> <p><input type="checkbox"/> 17. Other – <i>Specify</i> _____ _____ _____</p>	<p><input type="checkbox"/> 18. Amusement, Recreational</p> <p><input type="checkbox"/> 19. Church, other religious</p> <p><input type="checkbox"/> 20. Industrial</p> <p><input type="checkbox"/> 21. Parking garage</p> <p><input type="checkbox"/> 22. Service station/Repair garage</p> <p><input type="checkbox"/> 23. Hospital</p> <p><input type="checkbox"/> 24. Office, bank, professional</p> <p><input type="checkbox"/> 25. Public utility</p> <p><input type="checkbox"/> 26. School, library, other educational</p> <p><input type="checkbox"/> 27. Store, mercantile</p> <p><input type="checkbox"/> 28. Tanks, towers</p> <p><input type="checkbox"/> 29. Other – <i>Specify</i> _____</p>
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<p><b>B. OWNERSHIP</b></p> <p><input type="checkbox"/> 8. Private (individual, corporation, non-profit, institution, etc.)</p> <p><input type="checkbox"/> 9. Public (Federal, State, or Local government.)</p>					

<p><b>C. COST</b></p> <p>10. Cost of improvements.....</p> <p style="text-align: right;"><i>(omit cents)</i></p> <p style="text-align: right;">\$</p> <p><i>To be installed but not included in the above cost</i></p> <p>a. Electrical.....</p> <p>b. Plumbing.....</p> <p>c. Heating .....</p> <p>d. Other (elevator, etc.) .....</p> <p>11. TOTAL COST OF IMPROVEMENT... \$</p>	<p>Nonresidential – Describe in detail the proposed use of the buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building, industrial plant. If use of existing building is being changed, enter proposed use.</p>
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**III. SELECTED CHARACTERISTICS OF BUILDING** – For new buildings and additions, complete parts E –L: for wrecking, complete only part J for all others skip to IV

<p><b>E. PRINCIPAL TYPE OF FRAME</b></p> <p><input type="checkbox"/> 30. Masonry</p> <p><input type="checkbox"/> 31. Wood frame</p> <p><input type="checkbox"/> 32. Structural steel</p> <p><input type="checkbox"/> 33. Reinforced concrete</p> <p><input type="checkbox"/> 34. Other – Specify _____</p>	<p><b>F. TYPE OF SEWAGE DISPOSAL</b></p> <p><input type="checkbox"/> 40. Public or private company</p> <p><input type="checkbox"/> 41. Private (Septic tank, etc.)</p>	<p><b>J. DIMENSIONS</b></p> <p>48. Number of stories.....</p> <p>49. Total square feet of floor area, all floors based on exterior dimensions .....</p> <p>50. Total land area, sq ft .....</p>	
<p><b>F. PRINCIPAL TYPE OF HEATING FUEL</b></p> <p><input type="checkbox"/> 35. Gas</p> <p><input type="checkbox"/> 36. Oil</p> <p><input type="checkbox"/> 37. Electricity</p> <p><input type="checkbox"/> 38. Coal</p> <p><input type="checkbox"/> 39. Other – Specify _____</p>	<p><b>H. TYPE OF WATER SUPPLY</b></p> <p><input type="checkbox"/> 42. Public or private company</p> <p><input type="checkbox"/> 43. Private (well, cistern)</p>	<p><b>K. NUMBER OF OFF-STREET PARKING SPACES</b></p> <p>51. Enclosed.....</p> <p>52. Outdoors.....</p>	<p><b>L. RESIDENTIAL BUILDING ONLY</b></p> <p>53. Number of bedrooms</p> <p>54. Number of bathrooms</p> <p style="padding-left: 20px;">Full .....</p> <p style="padding-left: 20px;">Partial .....</p>
<p><b>I. TYPE OF MECHANICAL</b></p> <p>44. Will there be central air conditioning?</p> <p style="padding-left: 20px;"><input type="checkbox"/> Yes</p> <p style="padding-left: 20px;"><input type="checkbox"/> No</p> <p>45. Will there be an elevator?</p> <p style="padding-left: 20px;"><input type="checkbox"/> Yes</p> <p style="padding-left: 20px;"><input type="checkbox"/> No</p>			

NAME

ADDRESS

TELEPHONE NO.

1. Owner			
2. Contractor			

License No: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Workers Comp: \_\_\_\_\_

Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

3. Architect			

Signature of the applicant:

Section 23a f the state construction code act of 1972, being section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to the persons who are to perform the work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

Contractor's Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_

I hereby certify the work described on this permit application shall be installed and constructed myself, in my own home in which I am/will be occupying. All the work shall be installed/constructed in accordance with the current code and be inspected as required.

Home Owner's Signature: \_\_\_\_\_ Application date: \_\_\_\_\_

ZONING PLAN –

Zoning district: \_\_\_\_\_ Use: \_\_\_\_\_

Front yard: \_\_\_\_\_

Side yard: \_\_\_\_\_

Rear yard: \_\_\_\_\_

**IX. SITE or PLOT PLAN - For applicant use**

A large grid for site or plot plan drawing, consisting of 30 columns and 30 rows of small squares. A north arrow 'N' is located in the bottom right corner of the grid.

**ADDISON TOWNSHIP BUILDING DEPARTMENT**  
**1440 Rochester Road**  
**Leonard, MI 48367**  
**(248) 628-6020**  
**Inspections – (248) 628-8284**

**REQUIREMENTS FOR BUILDING PERMITS:**

**NON-REFUNDABLE APPLICATION FEE:**

New Construction.....\$100.00                      Remodel/Additions.....\$50.00                      All other applications.....\$25.00  
**COMPLIANCE PERMIT:**..... \$125.00.....with building permit.....\$25.00  
**DEPOSIT:** New construction (to be applied to permit) .....\$100.00

- Two sets of plans, if over 3,500 sq. ft, plans need to be architecturally sealed and signed.
- Plot plan, showing all setbacks
- Septic approval (**VALID** within 2 years) – Oakland County Health Department. (248-858-1312)
- Proof of ownership – Warranty Deed/Land Contract
- Copy of Builders License if Contractor NOT Homeowner.
- Physical staking of property lines based on survey
- Driveway Permit – Public Road (Road Commission for Oakland County (248) 858-4804)
- Soil Erosion Permit -Oakland County Drain Commission (248) 858-0958)

ADDRESS MUST BE CLEARLY VISIBLE AT DRIVEWAY ENTRANCE OR INSPECTION REQUEST MAY NOT BE HONORED.

**24-Hour Notice Required for Inspections**

All **permits** must be obtained *before inspection* requests.  
Requests shall be accepted on (248) 628-8284, calls after 5:00 pm will be considered the next business day.

**THE FOLLOWING INSPECTIONS ARE MANDATORY FOR ALL NEW RESIDENCES:**

- Basement footings before pour
- Trench footings before pour
- Inside drains before pour (underground)
- Basement floors before pour
- Insulated slabs before pour
- Basement walls before backfill (braced)
- Rough plumbing-MUST be done before rough electric
- Rough heating-MUST be done before rough electric
- Rough electric
- Rough frame
- Insulation (Insulation certs – MUST be provided before issuance of C.O.)
- Final plumbing
- Final electric
- Final heating
- Final building

\*A list of required inspections for any permit other than a single family residence, may be obtained at the Building Dept.

**\*\*A FINAL WELL and SEPTIC INSPECTION FROM OAKLAND COUNTY IS NEEDED PRIOR TO ISSUING OF CERTIFICATE OF OCCUPANCY**

**NOTE:** Final building inspection approval does not grant permission to occupy space. A **Certificate of Occupancy** is required on all Building Permits **prior to moving in.**

ADDISON TOWNSHIP BUILDING DEPARTMENT  
1440 Rochester Road  
Leonard, MI 48367  
(248) 628-6020  
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## INSPECTION LIST

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**A Certificate**

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## INSPECTION LIST / DEMOLITION

ADDRESS MUST BE CLEARLY VISIBLE AT DRIVEWAY ENTRANCE OR  
INSPECTION REQUEST MAY NOT BE HONORED.

### 24-Hour Notice Required for Inspections

All permits must be obtained *before inspection* requests.

Requests shall be accepted on (248) 628-8284, calls after 5:00 pm will be considered the next business day.

### THE FOLLOWING INSPECTIONS ARE MANDATORY FOR ALL DEMOLITIONS:

- Open hole
- Final grade

**A FINAL TERMINATION OF WELL AND SEPTIC FROM  
OAKLAND COUNTY AND PROOF OF TERMINATION OF  
ELECTRICAL AND GAS IS NEEDED PRIOR TO ISSUING OF  
CERTIFICATE OF OCCUPANCY**

# ADDISON TOWNSHIP ZONING COMPLIANCE PERMIT APPLICATION

**\*\*Section 27.05 of Zoning Ordinance #300 Attached\*\***

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**TO BE COMPLETED BY THE APPLICANT**

**1. Applicant Information**

Names(s) - \_\_\_\_\_

Mailing Address \_\_\_\_\_

Residential Address (if different) \_\_\_\_\_

Phone # - \_\_\_\_\_ Cell # - \_\_\_\_\_

Facsimile# - \_\_\_\_\_ Best time(s) to call \_\_\_\_\_

**2. Property Information**

Property Address \_\_\_\_\_

Parcel Identification # 05 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**3. Proposed Use(s): Describe the proposed use(s) of the property below and activities proposed for the property**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check any (all) of the proposed uses that apply to your property-

- Construction of a house
- Addition to a house
- Construction or placement of an accessory structure or garage
- Start a home based business
- Start of Commercial use
- Construction/Placement of an agricultural building
- Moving, altering, repairing a structure
- Excavation
- Other (please identify other proposed uses on the lines which follow):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application # \_\_\_\_\_ (assign when application is returned)

Official Use Only- Application Received by: \_\_\_\_\_

Date Received \_\_\_\_\_

Fee Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

Check # \_\_\_\_\_

Application Routed to: \_\_\_\_\_ Clerk \_\_\_\_\_ Building Inspector \_\_\_\_\_ Planner  
\_\_\_\_\_ Other (indicate others to whom the application was routed) \_\_\_\_\_

Date of Approval - \_\_\_\_\_ Permit # \_\_\_\_\_ Indicate activity(ies) for which the zoning compliance permit has been issued – if plans or attachments pertain please indicate date of such plans/drawings (and attach a copy of each) –

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Denial\*- \_\_\_\_\_ (specify reasons below)

- Application incomplete (see circled items missing)
  - Not permitted in current zoning district
  - Special use permit required
  - Zoning variance required
  - Other permit required (specify) \_\_\_\_\_
  - Denied for the following reason(s) \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

X. AFFIDAVIT and permission for the township, county and state officials (and those acting on behalf of those officials) to enter property in conjunction with a review of this application:

I (We) swear that the information contained in this application are true at the date of this application and if found to be untrue will void any approval of this application. Approval of this application does not imply compliance with any township, county or state regulation pertaining to future use of the property that is the subject of this application and only conveys to the applicant, a confirmation (if application is approved) that the state use(s) of the subject property as proposed is (are) in permitted activities in the zoning district wherein the proposed use is located. Any permit issued following approval of this application is subject to any and all ordinances in effect at the time of the issuance on any subsequent permit. If any changes are made to the property in question after the date this application is received by the township, including ownership change, such changed, I (we) agree to comply with any all regulations which apply to the land use activities and use of structures on the subject site. I (We) acknowledge that a zoning compliance permit issued under the provisions of section 27.05 of Zoning Ordinance #300 shall be valid for a period of six months following the date of the issuance.

Property Owner Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**TOWNSHIP OF ADDISON**  
**Department of Building and Zoning**  
**1440 Rochester Road – Leonard, Michigan 48367**  
**(248) 628-6020**

**Construction Letter**

1. The maximum slope of the roof construction without stops shall be 7:12. Roof construction with slopes greater than 7:12 but not more than 12:12 shall have stops of a minimum 3" x 3" x 1/4" steel plate welded to the angle at 24 inches on center along the angle or as approved by the building official.

NOTE: A movement joint shall be installed where masonry transitions from that which is supported directly by foundation to that supported by framing or wood.

2. Truss Connections – Trusses shall be connected to wall plates by the use of approved connectors having a resistance to uplift of not less than 175 pounds and shall be installed in accordance with the manufacturer's specification's. R802.10.5
3. Weather-resistive sheathing paper – A minimum of one layer of #15 asphalt felt or other approved weather-resistive materials shall be applied over sheathing of all exterior walls. R703.2
4. All branch circuits that supply 125-volt single phase 15- and 20- ampere outlets installed in dwelling unit bedrooms shall be protected by arc-fault circuit interrupter listed to provide protection in the entire circuit. E3802.11
5. Garage footings shall be installed at a minimum 12" I width, assuming a minimum 1,500 psf soil bearing capacity.
6. All walls must comply with R-602.10 through R-602.11.3 wall/wind bracing.

NOTE: All walls under 2"8" must have engineered alternate design.

7. NOTE: Provide control joint at brick over garage door at transition from brick on foundation to brick installed on wood.
8. Indicate masonry base course flashing and weep holes installed at minimum 33" o. c.
9. Indicate use of basement.
10. Basement footings shall be laid on soils with a minimum 2,000 psf load bearing pressure. Soils with a lower load bearing pressure shall require a larger footing width.
11. Garage footings shall be installed at a minimum 12" in width, assuming a minimum 1,500 psf soil bearing capacity.
12. Handrails shall be installed at a minimum and maximum height of 34" to 38" R311.5.6
13. The landing at an exterior doorway shall not be more than 7 3/4" below the top of the threshold.
14. The building plans do not indicate a finished basement, therefore the basement shall be considered non-habitable space. However, should the basement be finished at a later date, an egress window will be required according to section R310.1
15. Provide safety glazing within 24" of doors and where adjacent to tub.
16. All headers and beams shall be designed & installed in a manner that will safely support all superimposed loads.
17. Glass Block windows, if applicable, shall have a lintel, flashing and expansion joints.
18. Foundation walls must be braced and lead walls installed at the time of backfill.
19. provide roof truss drawings on site at the time of rough building inspection.
20. Provide a copy of the approved plans and plan review record onsite for inspections. The plans and review record should be placed near the actual construction and shall be readily accessible to the inspector.
21. Smoke detectors shall be provided in each sleeping room, in the immediate vicinity outside of sleeping rooms and on each additional story of the dwelling. The smoke detectors shall be interconnected and have battery back-up per Section R-313.1
22. If a high water table is present, provide membrane waterproofing on the foundation walls in accordance with Section R-406.2

THE PLANS ARE APPROVED SUBJECT TO FIELD INSPECTION, COMPLIANCE WITH ALL APPLICABLE CODES, PLAN REVIEW COMMENTS AND THE ATTACHED GENERAL REQUIREMENTS.

**TOWNSHIP OF ADDISON**  
**Department of Building and Zoning**  
**1440 Rochester Road – Leonard, Michigan 48367**  
**(248) 628-6020**

**SPECIAL NOTICE REGARDING DEED RESTRICTIONS AND EASEMENTS**

Please be advised that construction activities that are permitted by the Building Department may be further regulated by Subdivision Restrictions or Easement Agreements applicable to the subject property. In some cases, activities permitted by the Building Department may be prohibited by subdivision restrictions or easement agreements.

You are strongly advised to check that all current and future lot improvements are in conformance with any applicable subdivision restrictions and easement agreements. Further, you should obtain approval of the subdivision association (if applicable) prior to construction. The laws pertaining thereto generally make the property owner, or agent, responsible for such, and failure to conform may subject you to prosecution.

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Permit Holder

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Date