

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 8:30 am 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
- Garage 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.)
- Brick flashing
- 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.**