



Building Permit Application

REQUIREMENTS

New Residential

1. Two sets of plans that include the following:
 - a. Exterior Elevations
 - b. Wall Section Detail
 - c. Floor Plans
 - d. Truss drawings must be **POSTED ON JOB AT ROUGH BUILDING INSPECTION**
 - e. **REVERSE PLANS WILL NOT BE ACCEPTED**
2. Four sets of engineered site grading plans that contain all requirements listed on the Engineer's Checklist.
3. A completed building permit application.
4. Valid septic permit. This can be obtained at the Oakland County Health Department 248-858-1312
5. Driveway permit if located on an Oakland County Road. This can be obtained at the Road Commission for Oakland County 248-858-4835.
6. Sidwell number of property.
7. Proof of ownership.
8. Soil Erosion Permit unless builder is developer and holds a soil erosion permit for the development. This can be obtained at the Oakland County Drain Commission 248-858-5389.
9. Signature of Architectural Control Committee for designated developments.
10. Architects Seal and signature for all residences over 3500 square feet.
11. Copy of builder's license if a licensed builder is obtaining permit.
12. \$500.00 non-refundable deposit.

NOTE: In addition to a Building Permit, new residences require Plumbing, Heating and Electrical Permits. Also, if applicable, Sprinkler System inspection fees are required.
REVERSE PLANS WILL NOT BE PERMITTED.

SCHEDULE OF INSPECTIONS

New Residence and Additions

It is the responsibility of the permit holder to contact the Building Department Inspection Hotline at 248-651-4612, 24 hours in advance to schedule all inspections. The following list is provided to indicate the inspections that are typically required. Some projects may require more inspections and it is the builder's responsibility to know what inspections are required.

1. RAIL FOOTINGS – Basement rail footing shall be inspected prior to pouring concrete
2. TRENCH FOOTINGS – Garage and basement trench footings shall be inspected prior to pouring concrete.
3. BACKFILL – Drain tile and damp proofing must be completed prior to backfill inspections. As-Built certification must be submitted to Building Department prior to inspection.
4. SAND – Sand shall be inspected for all interior concrete floors. Underground plumbing must be approved prior to basement sand inspection.
5. ROUGH BUILDING – Rough plumbing & rough mechanical inspections must be approved prior to rough electrical, and all rough trade inspections shall be approved prior to rough building inspections .
6. OUTSIDE ROUGH – Base course flashing, window flashing and moisture barrier will be checked for proper installation.
7. FIREPLACE DAMPER – All masonry fireplaces must have damper inspection.
8. INSULATION – Insulation must be approved prior to covering walls.
9. FINAL BUILDING – Final Building inspection must be approved prior to occupancy. Final electrical, plumbing, mechanical, and grade must be approved prior to final building inspection.

NOTE: A Building Permit provides for 8 inspections. Additional inspections required by individual scheduling difficulties shall be charged a special inspection fee. When an inspection is rejected a re-inspection fee shall be charged.