

Residential Construction Permitting Process
Southfield, Michigan

BEFORE STARTING CONSTRUCTION

Before beginning a building project, whether new construction, alterations or repairs, the homeowner and/or builder should be aware that permits may be required.

As a general rule, any construction involving a structural change to a building, complete or partial rehabilitation or renovation, new or re-roofing, or any new construction, will require a building permit. Work not requiring permits includes: most routine maintenance and repair, such as painting, caulking, vinyl sheet flooring, new cabinets and tuckpointing.

It is important to note that the City of Southfield and State of Michigan Law requires separate permits for electrical, plumbing, and heating systems. Homeowners should take care to select qualified, licensed contractors to perform this work.

PERMITS ARE A NECESSITY

Building permit guidelines in the City of Southfield have been instituted to protect the public health, safety and welfare. The process protects residents from the hazards of unsafe construction and helps residents understand local laws and ordinances. Since the City of Southfield requires all builders to be licensed by the State of Michigan, residents can be assured the companies and independent contractors they employ for construction on their property meet State licensing requirements.

By obtaining a building permit, residents provide code officials with the means to inspect construction sites, ensuring that acceptable standards are met and appropriate materials used. The City of Southfield appreciates the cooperation of its residents and licensed builders.

Any approvals required from the Zoning Board of Appeals (ZBA) must be obtained prior to the issuance of a building permit. ZBA approvals are required for moving any structure into or within the City, or for any waiver required by an administrative body at the City. Obtain ZBA applications at the counter of the Building Department at Southfield City Hall, 26000 Evergreen Road (at Civic Center Drive).

Existing structures to be moved into or within the City require a special preliminary inspection from the Building Department; a house-moving permit from the Traffic Engineering Department; and additional clearances/permits coordinated through Traffic Engineering, (248) 796-4860.

WHAT TYPES OF CONSTRUCTION NEED A BUILDING PERMIT

A building permit is a license giving legal permission to begin construction of a building project. All residential construction requires a building permit. Builders must be licensed by the State of Michigan. Contractors for electrical, mechanical and plumbing also are licensed by the State of Michigan.

Typical projects requiring building permits include, but are not limited to:

- New buildings
- Additions
- Renovations
- Demolitions
- Prefabricated structures
- Electrical systems
- Plumbing systems

- Heating, air conditioning, or ventilating
- Temporary buildings
- Miscellaneous residential including fireplaces, pools, decks, re-roofing or new roof, sheds and garages
- Miscellaneous commercial projects (parking lots, etc.)

The following repairs are considered normal maintenance if they are not part of a structural addition or completion and will not increase the property's assessed valuation. *These projects still may require permits.* Check with the Building Department before beginning any of these projects to determine if a permit is needed:

- Outside painting
- Repairing or replacing siding, roof, porches, steps, sidewalks or driveways
- Repainting, repairing or replacing existing masonry
- Replacement of awnings
- Adding or replacing gutters and downspouts

RESIDENTIAL CONSTRUCTION PERMIT PROCEDURES

There are four City of Southfield departments from which approvals must be obtained in order to construct a new home in the City. The four departments are the Planning Department, Engineering Department, Building Department and Water & Sewerage Department. **Applicants are encouraged to submit complete plans and associated paperwork to all departments simultaneously to expedite the approval process.**

Each department involved in the process requires specific documentation to be filed and fees to be paid in advance. No building or site construction can commence until initial approvals are obtained from all four departments. A final Certificate of Occupancy will not be given until all requirements are met.

The four city departments (as listed above) will provide information and answer any questions regarding the building permit application. The Building Department works in conjunction with the departments of Engineering, Planning and Water & Sewerage.

PLANNING DEPARTMENT REVIEW PROCEDURES

Initial Requirements

Step 1: Submit 2 sets of Tree Survey Plans superimposed onto the Engineered Site Plans (signed and sealed by a registered Engineer or Surveyor). There is no fee for the tree removal permit. Include the following information on the tree survey/site plan:

- Location of all trees of 8" caliper and over on the site and 25' beyond the property line. In the instances where very large lots are being developed, locate all trees 50' beyond the limit of construction.
- The tree number (Trees need to be tagged in the field by a survey crew).
- The tree name (Species).
- The caliper size (Diameter at Breast Height, DBH) of the tree.
- The crown spread of the tree. (The width of the tree crown, outside branch tip to outside branch tip).
- The rating of the tree (A sliding scale with A = excellent condition to D=poor, dead or in decline).
- The elevation at the base of the tree.

If wetlands or flood plains exist on site

- Step 2: Submit an Application for Wetland, Flood plain and Watercourse Boundary Determination.
- Step 3: Pay Wetland/Flood Plain Boundary Determination fee.
- Step 4: Upon receipt of Wetland Boundary Determination report or floodplain information, provide a site plan indicating exact boundaries per an engineered survey as part of the site plan submission.

Requirements after initial review, but prior to receiving Building Permits

- Step 5: Pay Tree Bond monies as directed by the Planning Department for tree replacement.
- Step 6: Install Tree Protection Fence as directed by the Planning Department.
- Step 7: Obtain Planning Department approval by calling (248) 796-4150, 24 hours in advance, for a Tree Protection Fence inspection.

Requirements for Certificate of Occupancy

- Step 8: Plant tree replacements as directed by the Planning Department. Bond to be refunded after final tree replacement inspection.
- Step 9: Obtain Planning Department approval by calling (248) 796-4150, 24 hours in advance, for tree replacement inspection.

Fees:

Wetland/Flood Plain \$750.00
 Boundary Determination

Contact info: Planning Department. 26000 Evergreen Rd. Southfield, MI 48076 (248) 796-4150

ENGINEERING DEPARTMENT REVIEW PROCEDURES

Initial Requirements

- Step 1: Submit 6 sealed sets of drainage plans for the complete site, signed and sealed by a Registered Engineer or Surveyor.
- Step 2: Pay Engineering Department review fee.
- Step 3: Submit the Soils Engineering Evaluation for houses constructed on steep slopes.

If within 500 feet of a stream

- Step 4: Apply for the Site Drainage and/or Soil Erosion and Sedimentation Control Permit.
- Step 5: Pay the Inspection and bond fee.
- Step 6: Indicate the soil erosion and sedimentation controls on the drainage plan and include details.
- Step 7: Submit one additional set of plans for a total of seven sets.

Requirements after initial review, but Prior to receiving Building Permits

- Step 8: Install soil erosion control fencing, if required by the Engineering Department.
- Step 9: Obtain Engineering Department approval by calling (248) 796-4810, *three days in advance*, for a soil erosion control fence inspection.
- Step 10: Obtain culvert permit for installation of culvert as required. Pay permit fee. Engineering Department establishes the grade and stakes the grade upon request.

Requirements for Certificate of Occupancy

- Step 11: Submit three copies of the sealed final approved Grading Certificate (as built grading plan). Allow three days for final Engineering inspection.
Complete the following:

- Site must be fine-graded.
- Front, side and rear yards must be topsoiled, seeded and mulched or topsoiled and sodded, if weather permits. (see Building Section for bond requirements).
- All walkways and driveways must be paved.

Procedures for Filing Site Drainage/Soil Erosion and Sediment Control

To expedite the review of plans as required by Chapter 19, Southfield City Code, the following requirements are provided to aid Engineers and Surveyors in preparing site drainage plans for submission to the Engineering Department:

- Step 12: Submit six (6) sealed sets of Drainage Plans for the complete site, signed and sealed by a registered Engineer, Surveyor or Architect.
- The drawing shall be on a maximum 24" x 36" sheet and shall include a location map.
 - The directional arrow for "North" shall point either toward the top of the page or to the left of the page.
 - The scale is to be an engineer's scale from 1" = 20' to 1" = 100'.

The Plans shall include the following:

1. Elevations (using City of Southfield datum)
 - Existing and proposed grades around the perimeter of the lot.
 - Existing and proposed grades at the building corners
 - Proposed first floor
 - Finish grade at adjacent buildings
 - Sidewalks (public and private)
 - Ditch Line
 - Road centerline and edge
 - Surrounding area 100 feet beyond site limits (on a grid of 50 feet or less, as required)
2. Dimensions
 - Site boundaries
 - Proposed setback and side yards
 - Setback and side yards of adjacent buildings
3. Property description
4. Bench Mark of City of Southfield Datum
5. Right-of-way width
6. Type and width of road surface
7. Proposed drainage pattern
8. All existing and proposed utilities

Note: The final building grade shall be established and maintained at an elevation that will provide a minimum five percent (5%) slope away from the building or house for a minimum distance of ten feet (10'), and the balance of the building or house site shall be graded to provide positive surface drainage from that point to the street, ditch or other drainage course.

Fees:

Inspection fee	\$400.00
Road Restoration Cash Bond	\$1,000.00
Engineering Department review	\$150.00
Culvert Permit	\$50.00 each
Erosion Inspection	\$10.00/acre
Permit to Occupy	2.0% of estimated cost of public utilities
Sidewalk	\$0.25/square foot
Driveway approach (concrete only)	\$0.25/square foot
Curb Cut	waived
Ditch Enclosure	\$50.00 each
Parking Lot Pavement	\$100.00

Utility Permits

Utility rights-of-way installations	1.9% of the estimated cost of construction with a minimum of \$75.00
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Telecommunications Permits

Cash bond	\$5,000.00
Review fee	Minimum \$75.00
Installations within rights-of-way	\$.10/linear foot for underground installation
Aerial installation	\$.03/linear foot

Contact info: Engineering Department. 26000 Evergreen Rd. Southfield, MI 48076 (248) 796-4810

BUILDING DEPARTMENT REVIEW PROCEDURES

Initial Requirements

- Step 1: Submit approved application for septic field, (if necessary due to lack of sanitary sewer facilities within 200'). Application must be made at the Oakland County Health Department. The contact phone number for Oakland County is (248) 424-7198.
- Step 2: Complete a Building Permit Application.
- Step 3: Submit 1 set of Engineered Site Plans
- Step 4: Submit 2 sets of Structural and Heating Plans (with Building Plans). Architect's or Engineer's State of Michigan seal is required for dwellings 3500 sq.ft. and over.
- Step 5: Submit 2 copies of the Michigan Uniform Energy Code Calculations (ASHRE 90-75).
- Step 6: Submit 2 copies of Pre-manufactured fireplace installation instructions and specifications, if applicable.
- Step 7: Pay plan review fee to the Building Department.
- Step 8: Pay bond fee to the Building Department.
- Step 9: Contact the Homeowner Association in the neighborhood to check for possible deed restrictions regarding fencing, sheds, etc. To find the correct Association, contact the Housing and Neighborhood Information Center at (248) 796-5140.

Requirements after initial review but prior to receiving Building Permits

- Step 10: Upon phone notification of approval by City Building Department Staff, pay the total of the following additional costs as set forth by City Ordinance fee schedule:

- Permit Fee
- Administrative Fee
- Certificate of Occupancy Fee
- Structural Review Fee, if applicable

Requirements after Building Permit is issued but prior to rough inspections

- Step 11: Licensed Master Plumber must obtain the Plumbing Permit
- Step 12: Licensed Master Electrician must obtain the Electrical Permit
- Step 13: Licensed Heating and Cooling Company must obtain the HVAC Permit
- Step 14: Submit Foundation Certification
- Step 15: A homeowner may obtain a Building Permit without a builder’s license.
- Step 16: Residential electrical, plumbing & mechanical permits must be obtained by a licensed contractor.
- Step 17: Pay all mechanical permit fees.

Requirements for Certificate of Occupancy

- Step 18: Contact the Building Department Specialist at (248) 796-4100, five days in advance.
- Step 19: Complete Planning and Engineering Certificate of Occupancy requirements prior to a request for final building inspections.
- Step 20: Obtain all final electrical, plumbing and HVAC inspections prior to final building inspection.
- Step 21: Site must be graded, top soiled and either seeded and mulched, or sodded. Pay landscape performance bond to the Building Department, if winter season does not allow seeding or sodding to occur on site. Winter season dates shall be November 15 through March 31 and shall be subject to weather and frost conditions at that time.
- Step 22: Pay a monthly rubbish fee from the date of occupancy through June 30 of the following year at the time of Certificate of Occupancy issuance.

Fees:

Plan review fee	\$75
Bond fee	\$200
Rubbish	\$12.62/month

Contact Info: Building Department. 2600 Evergreen Rd. Southfield, MI 48076 (248) 796-4100

For all Building Trades Inspections, call the lines listed below, a minimum of 24 hours in advance. Any call after 3pm. will not be handled until the next working day.

Plumbing Division (248) 796-4100
 Electrical Division (248) 796-4100
 Heating Division (248) 796-4100

WATER AND SEWERAGE DEPARTMENT REVIEW PROCEDURES

Initial Requirements:

- Step 1: Submit Water Department Tap permit application for water, water meter and/or sewer. Application must be made at the Water Department, located at 25501 Clara Lane, (248) 796-4850. The following information must be provided by the applicant for the completion of the permit:
 - Property address
 - Property sidwell number
 - Property owner’s name, address and phone number
 - Sewer contractor’s name, address and phone number
 - Size of the water service and the size of the water meter to be installed

- Step 2: Fees are paid for at the Building Department at 26000 Evergreen Road, prior to issuance of a Building Permit. A separate plumbing permit is required from the Building Department prior to installing water and/or sewer lines.
- Step 3: Contact Water Department, 24 hours in advance, to schedule the installation of the water shut-off valve by the Water Department.

Requirements after Building Permit has been issued:

- Step 4: A water meter template must be installed for rough plumbing. This template will be issued upon request, after full payment of the tap permit.
- Step 5: Contact Water Department, 24 hours in advance, to schedule the installation of the water meter and the remote reader by the Water Department.

Contact Info: Water Department. 26000 Evergreen Rd. Southfield, MI 48076 (248) 796-4850