

Charter Township of Madison

4008 S. Adrian Highway
Adrian, Michigan 49221

Guidelines for securing permits in connection for new construction or remodeling projects in the Charter Township of Madison

1. **Zoning Compliance Permit:** All projects require a Zoning Compliance permit. They can be obtained at the Township office daily between 8-5. a site plan or drawing showing present and proposed buildings along with any other use. There is no charge for this permit and it must be secured before any other permits. The Zoning Inspector is Arnold Harper. He can be reached afternoons at **517-263-8121**.
2. **Septic and Well Permits:** Contact the Lenawee County Health Department for new installations and for verification of previous installation of septic and well. Approval of Health Department must be secured prior to issuance of building permit. **517-264-5220**.
3. **Driveway Right of Way and Curb Cut or Culvert Permits:** For State Highways contact the District Office in Jackson at **517-784-7172**. For all other roads, contact the Lenawee County Road Commission at **517-265-6971**. These permits must be secured prior to building permit.
4. **Soil Erosion and Sedimentation Permits:** Required if construction disturbs one (1) or more acres of land or if the earth change is located within 500 feet of a natural waterway, stream, river, lake or stream. This includes drains that are connected to these waterways by pipes, catch basins or ditches. It is also required in the area is in a floodplain. Contact the Lenawee County Drain Commissioner at **(517) 264-4696** to see if this is needed.
5. **Building Permits:** Inspector is Rudolph Hanna. He can be contacted at **517-264-6876** or appointments can be made early morning 8-9 a.m. at the Township Office.
 - a. **RESIDENTIAL:** Two sets of prints are required along with approvals as outlined herein.
 - b. **COMMERCIAL AND INDUSTRIAL:** Two sets of prints bearing a Michigan architect seal are required. Fire Marshall must be contacted. The plans must be barrier free and meet A.D.A. specs.
6. **Building Permit Fees:** Will be determined by the cost of project. Schedule of Fees is available along with the building permit applications at the Township Office. Building Inspector is Rudolph Hanna, 517-264-6876.
7. **Electrical Permits:** Inspector is Brian Bovee. He can be reached at **517-265-2606**. All installation must be inspected prior to covering. 24 hour notice is required.
8. **Plumbing Permits:** The inspector is Frank Ehinger. He can be reached at **517-605-3638**. Verification is required prior to rough inspection.
9. **Mechanical Permits:** Inspector is Brian Bovee. He can be reached at **517-265-2606**. This permit covers furnace, air conditioning, and water heating. Verification is required prior to rough inspection.
10. **Pre-manufactured Housing Requirements:**
 - a. Verification of state certification or HUD certificate number.
 - b. Verification of the issuance of electrical, plumbing and mechanical permits prior to the unit

setting on foundation.

- c. Complete set of prints for additions to pre-manufactured homes. Including floor plan and elevations for the pre-manufactured unit and construction details for the addition. Construction must progress throughout each six month period or the building permit will be revoked along with the zoning compliance.
- d. Year, make and size.

11. Occupancy Permits: New homes or additions cannot be occupied until and occupancy permit has been issued. Michigan P.A. 230 of 1992 provided for fines up to \$5,000.00 for occupancy prior to receiving C/O. This provision will be enforced. For tax purposes any house occupied on a December 31 will be fully assessed as to value.

PLEASE CALL THE BUILDING INSPECTOR'S OFFICE, 517-264-6876, GIVE AT LEAST 24 HOURS NOTICE PRIOR TO INSPECTIONS. THERE ARE FIVE INSPECTIONS TO BE MADE PRIOR TO THE ISSUANCE OF AN OCCUPANCY PERMIT.

- a. FOOTING INSPECTION: Will be made when forms are set and ready to pour concrete, but before any concrete is poured, when calling please give a 24 hour notice.
- b. BACKFILL INSPECTION: Will be made when drain tile and one coat of foundation coating are applied to walls below grade, before backfilling.
- c. ROUGH / INSULATION INSPECTION:
 - i. Installation of all rough framing, floor-wall sheathing and siding.
 - ii. Copy of Electrical, Plumbing, and Mechanical Rough Inspections must be submitted before drywall is installed.
 - iii. A rough inspection must be made with the Heating, Plumbing, and Electric completed.
- d. DRYWALL INSPECTION: Inspection must be made prior to drywall, but after insulation is installed.
- e. FINAL INSPECTION: BEFORE OCCUPANCY:
 - i. Attic shuttle installed.
 - ii. Handrail at all stairways, landings, balconies, decks.
 - iii. Smoke detector must be installed.
- d. Copy of Electrical, Plumbing and Mechanical Final Inspections completed

12. Sub-division, Lake Association, or Deed Restrictions: These are the responsibility of the land owners.

POST YOUR BUILDING PERMIT WHERE IT CAN BE SEEN AND BE EASILY ACCESSED SO IT MAY BE SIGNED AFTER EACH INSPECTION.

I have examined the requirements and responsibilities of a permit holder and agree to the terms thereof.

Permit holder