

Palmyra Township

Palmyra, MI 49268
Building Inspector and Zoning Administrator:
Todd Roach
Phone: 517-937-9050
Email: troach@cass.net

Guidelines for securing permits in connection with new construction or remodeling projects in Palmyra Township. Applications are available at www.palmyratownship.net or by contacting the Township Building Inspector and Zoning Administrator.

1. **ZONING COMPLIANCE PERMIT:** All projects require a Zoning Compliance Permit Applications can be obtained by contacting the Building Inspector and Zoning Administrator. A site plan or drawing showing the present and proposed buildings along with any other use is required and must be secured before a building permit can be issued.
2. **CONTACT LENAWEE COUNTY HEALTH DEPARTMENT at 517-264-5214:**
 - a. To secure septic and well permits
 - b. For verification of previous installation of septic or well
 - c. Approval of the Health Department must be secured prior to issuance of a Building Permit.
 - d. Permit.
3. **DRIVEWAY RIGHT-OF-WAY AND CURB CUT OR CULVERT PERMITS:** For State Highways contact the District Office in Jackson at 517-780-7500. For all other roads, contact the Lenawee County Road Commission at 517-265-6971. These permits must be secured prior to the Building Permit and provide a copy of permit with Building Permit application.
4. **SOIL EROSION AND SEDIMENTATION PERMITS:** Under Part 17, R323.1711 (1)- the Act provides that the local agency or general law township which issues building permits shall notify the county or local enforcing agency, immediately upon receipt of an application for a building permit requiring an earth change which disturbs one (1) or more acres of land or if the earth change is located within 500 ft. of a lake or stream. This also includes drains that are connected to these waterways by pipes, catch basins or ditches. Section (2) states that the local agency or general law township **shall not** issue a building permit to a person engaged in an earth change which requires a permit under Part 91 or these rules until the county or local enforcing agency has issued the required state-prescribed permit for earth change. Provide copy of permit with the Building Permit application. If there are any questions, please contact Stephen May at 517-264-4696.

5. **BUILDING PERMIT APPLICATION:** The Building Inspector is Todd Roach. He can be reached by phone: 517-937-9050 or Email: troach@cass.net.
 - a. **Residential:** For new Homes and additions, two sets of plans consisting of the Site Plan, Foundation Plan, Floor Plan, Front, Rear and Side Elevations, Typical Wall Section and Energy Code Compliance Form are required along with the approvals as outlined above.
 - b. **Commercial and Industrial:** Two sets of Plans and Specifications signed and sealed by a Michigan registered Engineer or licensed Architect.

Due to energy code requirements, the permit applications shall include manufacturer's approvals for all insulation being used stating R-value for the material used. You can download the 2009 IECC energy code at www.iccsafe.org; ResCheck and ComCheck at www.energycodes.gov; and manufacturer approvals at www.icc-es.org/Evaluation_Reports

6. **ELECTRICAL PERMITS:** The Electrical Inspector is Brian Bovee. He can be reached at 517-265-2606.
7. **PLUMBING PERMITS:** The Plumbing Inspector is Donald Olszewski. He can be reached at 419-466-7238.
8. **MECHANICAL PERMITS:** The Mechanical Inspector is Brian Bovee. He can be reached at 517-265-2606.
9. **PRE-MANUFACTURED REQUIREMENTS:** Verification of State Certification or HUD Certificate number along with one (1) set of plans. Verification of the issuance of electrical, plumbing and mechanical permits prior to unit setting on foundation. Two (2) sets of plans for additions to pre-manufactured homes. (Includes floor plan and elevations for pre-manufactured unit and construction details for the addition. Year, Make and Size of pre-manufactured unit.
10. **SUBDIVISION, LAKE ASSOCIATIONS, OR DEED RESTRICTIONS:** Are the responsibility of the permit holder. Enforcement is not the responsibility of Riga Township or the Building Inspector or Zoning Administrator.
11. **BUILDING PERMIT FEES:** Contact Todd Roach, Building Inspector and Zoning Administrator at 517-937-9050 for the fee schedule, or see the permit application.
12. **OCCUPANCY PERMITS:** New Construction, including Homes, additions or commercial buildings **CANNOT** be occupied until an Occupancy Permit has been issued. Michigan P.A. 230 of 1972 provides for fines up to \$5,000.00 for occupancy prior to receiving an Occupancy Permit. This provision will be enforced.

PLEASE CALL THE BUILDING INSPECTOR'S OFFICE AT 517-937-9050 PROVIDING AT LEAST 24 HOURS NOTICE PRIOR TO REQUESTED INSPECTION. WHEN CALLING FOR AN INSPECTION, PROVIDE THE FOLLOWING INFORMATION: NAME, PERMIT NUMBER, JOB ADDRESS W/ NEAREST CROSS ROAD, TYPE OF INSPECTION REQUESTED AND ANY SPECIAL INSTRUCTIONS. THERE ARE SIX INSPECTIONS REQUIRED TO BE PERFORMED PRIOR TO THE ISSUANCE OF AN OCCUPANCY PERMIT.

FOOTING INSPECTION: Performed after forms are set and required re-rod is in place and ready to pour concrete, but before placing any concrete

BACKFILL INSPECTION: Performed after foundation walls are in place, damp-proofed or water-proofed and foundation drain tile is in place and prior to placing backfill material.

ROUGH INSPECTION: Installation of all rough framing, floor and wall sheathing and roofing. Rough inspection approvals (Green Tag) must be present for plumbing, mechanical and electrical prior to building rough approval.

INSULATION INSPECTION: Performed after wall insulation and attic air baffles are in place.

DRYWALL INSPECTION: Performed after board is hung, but prior to applying joint compound or covering nails and/or screws.

FINAL INSPECTION:

- A. Final approvals of plumbing, mechanical, electrical, well or municipal water system and/or septic system.
- B. Required handrails and guardrails on all Stairways, Landings, Balconies and Decks.
- C. Smoke detectors installed in accordance with Building Code requirements.
- D. Temporary Occupancy Permits may be issued when warranted, but the above requirements **MUST** be met first. A Temporary Occupancy Permit, if issued will state the required corrections and time to complete in order to receive an Occupancy Permit. Failure to comply with the terms of the Temporary Occupancy Permit may result in vacating the property until corrected.

POST YOU'RE BUILDING PERMIT OUTSIDE IN AN ACCESSABLE LOCATION SO THAT IT MAY BE SIGNED AFTER EACH INSPECTION.