

**BUILDING PERMIT APPLICATION - CHARTER TOWNSHIP OF CLAYTON****Building Department, 2011 South Morrish Road, Swartz Creek, MI 48473****Inspections: (810) 635-4433 Permit & Inspection Help: (810) 635-4433 Fax: (810) 635-4526**

The department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, martial status, handicap or political beliefs.

Authority: P.A. 230 of 1972, as amended Completion: Mandatory to obtain permit. Penalty: Permit cannot be issued.

applications must be completed for Plumbing, Mechanical, and Electrical work permits, and are issued by Clayton Township.

**I. PROJECT INFORMATION**

Project Address		Date Application Received:	
City	Property Tax ID Number:	Zip Code	
Township: Clayton	County: Genesee	State: Michigan	Lot Number
Nearest Cross Streets		Email Address:	

**II. IDENTIFICATION****A. Owner or Lessee**

Name		
Address	City	State
Telephone Number/Cell Phone/Fax Number		Zip Code

**B. Architect or Engineer: Please note: Responsible for work? Yes \_\_\_\_\_ No \_\_\_\_\_**

Name			
Address			
City	State	Zip Code	Telephone Number
License Number	Expiration Date		Fax Number

**C. Contractor**

Name			Telephone Number
Address			Cell Phone Number
City	State	Zip Code	Fax Number
Builders License Number			Expiration Date
Federal Employer ID Number/Reason for exemption		Worker's Comp Insurance Carrier/Reason Exempt	
MESC Employer Number or Reason for Exemption			

## BUILDING PERMIT APPLICATION - CHARTER TOWNSHIP OF CLAYTON

### III. COMPLETING APPLICATION (CONTINUED)

REQUIRED SUBMITTALS and INFORMATION for Construction Projects	
<b>NEW HOUSE</b>	
Energy Code Worksheet-Including window/door manufacturing info	
2 sets construction drawings/plot plan with footprint of construction	
Complete and sign plan summary page in application (page 4)	
Houses 3,500 sq ft or over <b>REQUIRE:</b>	
Signed/sealed construction plans and structural calculations	
<b>ADDITION TO EXISTING HOUSE</b>	
Smoke detectors must be upgraded/hardwired in entire structure	
Complete plot plan	
Over 3,500 sq ft require signed/sealed plans and calculations	
Construction drawings or blueprints(nay be hand sketched)	
Complete and sign plan summary page in application (page 4)	
<b>DECK (also complete section for decks w/new windows)</b>	
Joist size	
Post size	
Beam size	
Size of deck and height from grade	
Complete plot plan	
<b>REMODEL - RESIDENTIAL</b>	
Smoke detectors must be upgraded/hardwired entire structure	
Floor plan required	
<b>SHED/BARN/POLE BARN/GARAGE - Over 200 sq ft</b>	
Wall height	
Pitch of roof	
Size of structure	
Complete plot plan-Rat wall required	

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# BUILDING PERMIT APPLICATION - CHARTER TOWNSHIP OF CLAYTON

This page is only required for the construction of a new house, and addition to an existing house or for commercial/industrial permits.

A. PRINCIPAL TYPE OF FRAME					
Masonry, Wall bearing	Wood frame	Structural steel	Reinforced concrete	Other	
B. PRINCIPLE TYPE OF HEATING FUEL					
Gas	Oil	Electric	Other		
C. TYPE OF SEWAGE DISPOSAL					
Public company		Septic system			
D. TYPE OF WATER SUPPLY					
Public company		Private well			
E. TYPE OF MECHANICAL					
Will there be air conditioning? <input type="checkbox"/> Yes <input type="checkbox"/> No					
F. DIMENSIONS/DATA    this section MUST be complete for <i>new</i> construction and					
Street Frontage		Number of residential		Number of bedrooms	
Front Setback		Number of stories		Number of full baths	
Rear Setback		Number of fireplaces		Number of partial baths	
Left Setback		Number of windows		Number of garages	
Right Setback		Will there be fire suppression?			
Height above grade		Yes _____ No _____			
<b>FLOOR AREA (square feet)</b>					
Crawl space _____		Finished Area _____			
Basement - Total square feet _____					
1st floor square feet					
2nd floor square feet					
feet					
Total Building Area square feet					
IMPROVEMENT TYPE:		ASSEMBLY		EDUCATIONAL	
New construction		Theatre		Grades 1 - 12	
Addition		Night Club		Day Care Facility	
Alteration		Restaurant		INSTITUTIONAL	
Repair/Repla cement		Church		Group Home	
Demolition		Other Assembly		Hospital	
Relocation		HIGH HAZARD		Jail	
Foundation Only		Moderate Hazard		Other	
Change of use only		Low Hazard		Number of Occupants	
OTHER					
Parking Garage		Repair Garage			
Carport		Public Utility			
Motor Fuel Service		Other:			

**BUILDING PERMIT APPLICATION - CHARTER TOWNSHIP OF CLAYTON**

**PLAN SUMMARY**

Plan or blueprint summary - to be used for new houses or additions to an existing house.

NOTE: IF I-JOISTS ARE USED, SHOP DRAWINGS MUST BE SUPPLIED AT TIME OF ROUGH INSPECTION.

**Basement Foundation:**

Spread footing: Size: \_\_\_\_\_

Reinforcement: \_\_\_\_\_

Bleeders: Spacing: \_\_\_\_\_

Size: \_\_\_\_\_

Poured wall: Size: \_\_\_\_\_ Height: \_\_\_\_\_

Block wall: Size: \_\_\_\_\_ Height: \_\_\_\_\_

Is a membraned tile being used?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Is basement being dampproofed? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is basement being waterproofed? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beam Size \_\_\_\_\_ Column Size \_\_\_\_\_

Spacing \_\_\_\_\_ Reinforcement \_\_\_\_\_

Is there 4" of pea stone under basement slab?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Is visqueen under basement slab?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Framing**

Exterior Walls: 2 x 4 2 x 6 Steel studs

Interior Walls: 2 x 4 2 x 6 Steel studs

Floor Joist:

1st Floor Size Species Location

2nd Floor Size Species Location

I Joist:

1st floor size Species Location

2nd floor size Species Location

Manufacturer: \_\_\_\_\_

Laminated Size Location

Beams: Size Location

Manufacturer: \_\_\_\_\_

Stairs: Riser height \_\_\_\_\_

Tread width \_\_\_\_\_

Are stair nosing being used?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Size \_\_\_\_\_

Are treads: Wood Carpet Vinyl

Trusses: 2 x 4 2 x 6 Manufactured

Rafters Size \_\_\_\_\_ Species \_\_\_\_\_

Ceiling Joists Size \_\_\_\_\_

Species \_\_\_\_\_

Header: Size \_\_\_\_\_ Location \_\_\_\_\_

Length \_\_\_\_\_

**Roofing:**

Is ice and water shield of 90# rolled roofing being used in all valley & eaves?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does the entire roof have 15# felt paper?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do the submitted plans reflect what is being built?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are all windows within 5' of tub or shower floor tempered?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are the plans reversed?

Yes \_\_\_\_\_ No \_\_\_\_\_

**(Clayton Charter Township DOES NOT ACCEPT reverse plans.)**

**Signature:**

\_\_\_\_\_

**BUILDING PERMIT APPLICATION - CHARTER TOWNSHIP OF CLAYTON**

**Homeowner obtaining own building permit**

The Michigan Licensing Law gives the homeowner an exemption to act as the general contractor if the homeowner is building his own residence for his own use. This means that, in case of his own single family residence (not a duplex or apartment building) the homeowner may act as the general contractor, even though a licensed builder may be significantly involved. 339.2403 of the Michigan Occupational Code states:

A person may engage in the business of or act in the capacity of a residential building without having a license if the person is:

An owner of property with reference to a structure on the property for the owner's own use and occupancy

If the homeowner acts as the general contractor and pulls the permit he/she should be made aware of the following:

THAT AS THE PERMIT HOLDER, THE HOMEOWNER INCURS ALL OF THE LIABILITY AND ALL OF THE RESPONSIBILITY THAT THE LICENSED CONTRACTOR WOULD NORMALLY ASSUME.

**THIS MEANS THAT:**

- 1.) It will be the homeowner's responsibility to correct any code violations, even if the contractor or any other persons did the work.
- 2.) The homeowner can be held liable for any injury which occurs on the job, whether it is a builder's or sub-contractor's employee.
- 3.) The homeowner is responsible for worker's compensation, all withholding taxes, both federal and state, and FICA taxes for all persons on the job.
- 4.) In the event of an occurrence beyond the builder's control (lawsuits, etc.) which causes the builder to be unable to complete the work, the homeowner will be legally responsible for the completion of the job.

I, \_\_\_\_\_, have read and understand the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**V. APPLICANT INFORMATION**

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE AND MUST PROVIDE THE FOLLOWING INFORMATION:

Name		Address	
City	State	Zip Code	Telephone Number

I HEREBY CERTIFY THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

I hereby certify that work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the building code and shall not be covered up, enclosed, or put into operation until it has been inspected and approved by the Township Inspector. I shall cooperate with the Township Inspector and I assume the responsibility to arrange for all necessary inspections.

**CONSTRUCTION VALUE-PROPOSED WORK: \$ \_\_\_\_\_**

<b>SIGNATURE OF APPLICANT</b>	<b>Date:</b>
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**VI. FOR CLAYTON TOWNSHIP BUILDING DEPARTMENT USE ONLY**

**Environmental Control Approvals**

	<b>REQUIRED?</b>	<b>APPROVED</b>	<b>DATE</b>	<b>NUMBER</b>	<b>BY</b>
A. Zoning	Yes _____ No _____				
B. Well Permit	Yes _____ No _____				
C. Soil Erosion	Yes _____ No _____				
D. Flood Zone	Yes _____ No _____				
E. Water Supply Permit	Yes _____ No _____				
F. Septic System Permit	Yes _____ No _____				
G. Variance Granted	Yes _____ No _____				
H. Driveway Permit	Yes _____ No _____				

**VII. VALIDATION- FOR DEPARTMENT USE ONLY**

Construction Type _____	Building Permit Fee	\$
Use Group _____		
Square Feet _____	Zoning Permit Fee	\$
	Plan Review Fee	\$
	TOTAL FEES DUE	\$

<b>TOWNSHIP APPROVAL SIGNATURE/TITLE</b>	<b>Date</b>
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**EXPIRATION OF PERMIT:** A permit is valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTIONS. CANCELLED PERMITS CANNOT BE REFUNDED.**

## CHARTER TOWNSHIP OF CLAYTON ZONING PERMIT

NAME: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Job Location: \_\_\_\_\_ Parcel/Lot Size: \_\_\_\_\_ FT X \_\_\_\_\_ FT

<b>PERMIT TO:</b>	<input type="checkbox"/> CONSTRUCT NEW	<input type="checkbox"/> ALTER	<input type="checkbox"/> REMODEL	<input type="checkbox"/> ADDITION
	<input type="checkbox"/> SINGLE FAMILY	<input type="checkbox"/> SFR WITH ATTACHED GARAGE		
	<input type="checkbox"/> ACCESSORY BUILDING Type: _____		<input type="checkbox"/> OTHER (ie fence, pool, etc) _____	

<b>FOR SFR CONSTRUCTION:</b>		
Total Building Width _____	Total Building Length _____	
Building Height _____ <small>(as measured from peak to highest finished elevation)</small>	Proposed Roof Pitch _____	
First Floor Square Foot _____	Second Floor Square Foot _____	Garage Square Foot _____

<b>FOR ACCESSORY STRUCTURE/OTHER:</b>	
Total number of buildings existing on property _____	Height of House _____
Building Width _____	Building Length _____
Building Height _____ <small>(as measured from peak to highest finished elevation)</small>	Proposed Roof Pitch _____

- |                          |     |                          |    |  |
|--------------------------|-----|--------------------------|----|--|
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | DOES THIS PROPERTY HAVE FRONTAGE ON TWO ROADS?   |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | IS THIS PROPERTY VACANT  |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | IS THERE AN EASEMENT ON THIS PROPERTY (ie driveway, utility, etc)                                  |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | IS THIS PROPERTY LOCATED IN A FLOODPLAIN   |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | IS THE CONSTRUCTION LOCATED WITHIN 500ft OF A LAKE, STREAM, DRAIN, OR OTHER NATURAL BODY OF WATER? |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | WILL THE CONSTRUCTION REQUIRE DISTURBING SURFACE AREA OF AN ACRE OR MORE OF LAND?                  |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | IF CONSTRUCTION FOR AN ACCESSORY BUILDING (ie POLE BLDG), WILL IT CONTAIN ANIMALS?                 |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | IS THERE A WELL(S), SEPTIC(S), UNDERGROUND STORAGE, CONTAMINATED AREA(S), OTHER?                   |
|                          |     |                          |    | Please list: _____   |
|                          |     |                          |    | _____  |

**NOTE: IT IS YOUR RESPONSIBILITY TO BE AWARE OF ANY DEED RESTRICTIONS, SUBDIVISION REGULATIONS, CONDOMINIUM REGULATIONS AND/OR WETLAND REGULATIONS.**

**I have read, acknowledge, understand, and will comply with the above land use regulations.**

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DRIVERS LICENSE NO:

\_\_\_\_\_  
DATE OF BIRTH

**LAND USE RESTRICTIONS**

Property Tax I.D. No: 04- \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**SETBACKS** (taken as actual measurements from plot plan):

FRONT: \_\_\_\_\_  
(measured from road right-of-way)

REAR YARD: \_\_\_\_\_

LEFT SIDE OF YARD: \_\_\_\_\_  
(measured from lot line)

RIGHT SIDE OF YARD: \_\_\_\_\_

PERCENT OF TOTAL LOT COVERAGE: \_\_\_\_\_

BUILDING HEIGHT: \_\_\_\_\_

TOTAL BUILDING AREA: \_\_\_\_\_

FLOOD PLAIN MAP VERIFIED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**PERMIT APPROVED**

**PERMIT DENIED**

REASON FOR DENIAL: \_\_\_\_\_

REFERRED TO:

PLANNING COMMISSION

ZONING BOARD OF APPEALS

OTHER \_\_\_\_\_

\_\_\_\_\_  
ZONING ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE

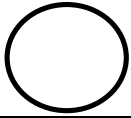


# CHARTER TOWNSHIP OF CLAYTON PLOT PLAN REQUIREMENTS

Each plot plan must include all of the following information:

1. **Public road and north point**—indicate where the public road is located and label, indicate with letter N which way north is located.
2. **Size of lot**—width and depth measurements
3. **Front Yard Setback**—distance, in feet, from the road right-of-way to the proposed structure.
4. **Right (when facing building) Yard Setback**—distance, in feet, from the right side yard property line to the proposed structure.
5. **Left (when facing building) Yard Setback**—distance, in feet, from the left side yard property line to the proposed structure.
6. **Rear Yard Setback**—distance, in feet, from the rear yard property line to the proposed structure.
7. **Separation between buildings**—distance, in feet, between any existing structures and proposed structure. Label each structure as to use, such as house, garage, shed, pool, etc.
8. **Building Sizes**—indicate the dimensions of all structures, existing and proposed.
9. **Well & Septic Locations**—(if applicable) identify well location and label, identify entire septic field location and label.

For your convenience we have attached a sample plot plan to help you in the drawing of your plan.



## REQUIRED PLOT PLAN

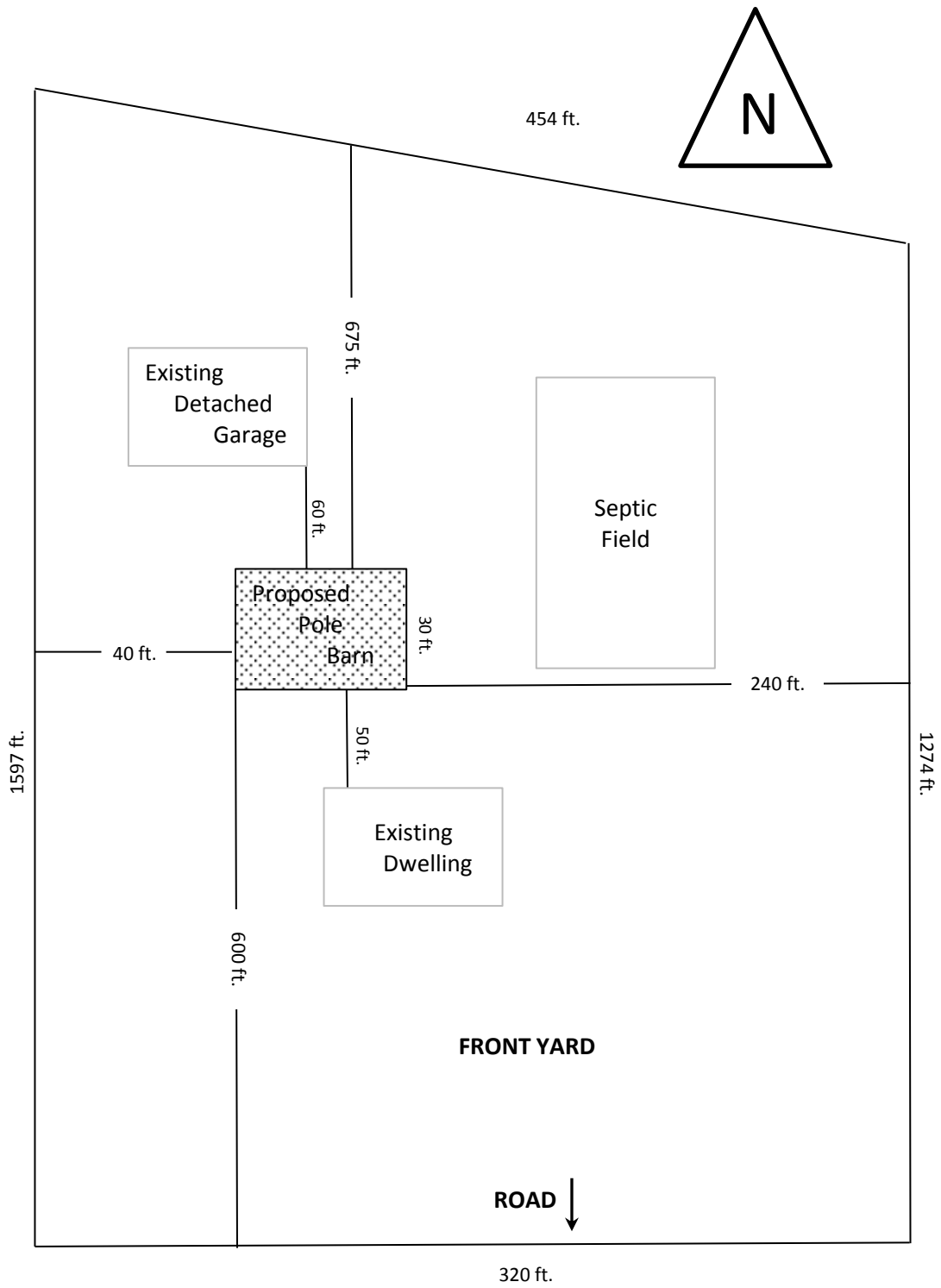
(Please refer to the attached "SAMPLE" plan)

INDICATE DIRECTION OF NORTH WITHIN THE CIRCLE

Show all dimensions and distances from all lot lines, existing dwellings, accessory building(s), pool, well, septic field, ect., including any easement or right of ways.

Locate all overhead power lines within 36 feet of proposed construction

**SAMPLE SITE PLAN - FOR REFERENCE ONLY**



**Contractor Registration Form**

CHARTER TOWNSHIP OF CLAYTON Building Department  
2011 South Morrish Road  
Swartz Creek, MI 48473

Phone: (810) 635-4433 Fax: (810) 635-4526

Prior to any permits being issued, this information sheet, \$15 fee, copy of the responsible party's drivers license and a copy of your license(s) issued from the state will **have** to be on file.

Date: \_\_\_\_\_ (Expires in one year)\_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell phone or pager number: \_\_\_\_\_

Email Address: \_\_\_\_\_

License holder or responsible party (this information is mandatory)

Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Contractor License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Master License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Federal ID Number or Social Security Number: \_\_\_\_\_

MESC Number: \_\_\_\_\_

Worker's Compensation Policy Number: \_\_\_\_\_

Worker's Compensation Company Name: \_\_\_\_\_

Worker's Compensation Agency Name: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Entered: \_\_\_\_\_

Effective February 1, 2003: All contractors performing work in Clayton Charter Township will be required to register/renew on a yearly basis. The due date for the submission of the form will be one year from the original registration date. If any information submitted changes during the course of the year, the contractor **MUST** update the information in writing 10 calendar days of this change.

**SOIL EROSION  
PERMITS/WAIVERS  
ARE REQUIRED  
FOR ALL PROJECTS**

**PLEASE CONTACT GENESEE COUNTY  
WATER & WASTE SERVICES  
for further information**

**(810)732-7870**