

## **BUILDERS INFORMATION**



**BEFORE YOU BEGIN...** 

Certain guidelines must be followed before starting a new residential construction in Thomas Township. A building permit must be obtained at the Thomas Township Office **BEFORE** any work begins. Along with the building permit there are several other steps that need to be performed.

the deed and property tax statement. A septic system permit must be issued by the Saginaw County Health Department. You must hook to

Thomas Township must be provided with a copy of the approved land division letter as well as a copy of

township sewer if available. You must connect to the Township water supply if it is available, otherwise if a well is to be present on the property, a well permit would also be issued by the Saginaw County Health Department. A driveway permit needs to be issued by the Saginaw County Road Commission, or if a state highway is

the Saginaw County Road Commission. Soil Erosion Permits are required by the Saginaw County Department of Public Works (Drain Office) if there is to be any earth change of one (1) acre or more, or if the new home is to be built within five

involved, you must contact the Michigan Department of Transportation. Address issuance is also through

If the property is located in the floodplain, a MDEQ Fill Permit must be obtained from the Michigan Department of Environmental Quality.

## Residential Structures-one and two family residential with less than 3,500 square feet of calculated floor

REQUIREMENTS

area require the following:

Minimum of two (2) sets of floor plans that include the following:

Building Permit Application

Foundation and floor plans

hundred (500) feet of a lake, stream or county drain.

- Roof and wall section
- **Building elevations** Site plan

these inspections.

### Building permit application Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the founda-

**Mobile and Pre-manufactured Homes** 

- tion
- Site plan For Michigan approved pre-manufactured units; one (1) copy of the Building System Approval and the approved plans.

HUD approved installation Contractor license required.

**BUILDING PERMIT FEES** 

Board Resolution. **ALL** building permit fees must be paid at the time of the issuance of the permit. If fees are not paid, the

Building permit fees are determined by the Thomas Township Building Inspector and are set by Township

building permit will be put on hold and work cannot begin until they are paid in full. Building permits are good for a time period of 180 days.

**BUILDING INSPECTIONS** 

There are a inspections that are required as part of the building process. You must call the Thomas Township Office Building Department at (989-781-0150) at least 24 hours in advance when you are ready for

Footing-inspection needs to take place prior to any concrete being poured Open Wall-needs to take place prior to any concrete being poured Foundation-before back filling when wall are complete and drains are installed

- Rough-In-when framing is complete and before dry walling (after electrical, plumbing and mechanical inspections
- as noted in the following paragraphs. Insulation- completed before drywall installation. Final-when project is complete and ready for occupancy (after electrical, plumbing and mechanical inspec-
- tions).

# in the correct and proper order before further work can be completed.

**ELECTRICAL, PLUMBING AND MECHANICAL PERMITS** 

Along with the required building permit, you must also pull electrical, plumbing and mechanical permits for the construction work taking place, Any inspections for the work on these permits needs to be completed

Temporary Service

## Rough-In Final

**Electrical** 

**Plumbing** 

Permanent Service

- Underground Rough-In
- Final

# Underground

Mechanical

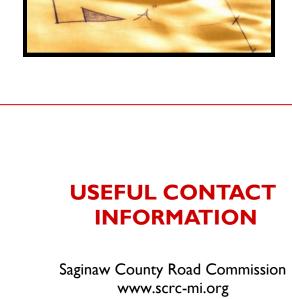
- Rough-In Final
- A new building shall not be occupied until a **Certificate of Occupancy** has been issued by the code official. A permit holder or authorized agent may request a Certificate of Occupancy upon the completion of the project. A Certificate of Occupancy cannot be issued until ALL fees are paid and ALL inspections have been

completed and permits finaled.

### The Building Inspector will be available most weeks, Monday, Wednesday, Thursday and Friday 8am-noon; Tuesday 10am-2pm. (There may be exceptions if an inspection is needed at that time.)

**BUILDING INSPECTOR'S HOURS** 

CERTIFICATE OF OCCUPANCY



www.saginawcounty.com/CommunityServices/Saginaw-County-Health-Department.aspx (989) 758-3800

(989) 752-6140

Saginaw County Health Department

www.saginawcounty.com/PublicWorks (989) 790-5258

Michigan Department of Environmental Quality www.michigan.gov/deq (989) 686-8025 Ext. 8364

Saginaw County Department of Public Works

For any additional questions, please contact the Thomas Township Building Department at (989) 781-0150