



BUILDERS INFORMATION



REVISED 01/16/2018

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.

Thomas Township must be provided with a copy of the **approved land division letter** as well as a copy of the **deed** and **property tax statement**.

A **septic system permit** must be issued by the Saginaw County Health Department. You must hook to 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 involved, you must contact the Michigan Department of Transportation. Address issuance is also through 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 hundred (500) feet of a lake, stream or county drain.

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

REQUIREMENTS

Residential Structures-one and two family residential with less than 3,500 square feet of calculated floor area require the following:

- Building Permit Application
- Minimum of two (2) sets of floor plans that include the following:
- Foundation and floor plans
- Roof and wall section
- Building elevations
- Site plan

Mobile and Pre-manufactured Homes

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

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

- 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 inspections).

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

Electrical

- Temporary Service
- Permanent Service
- Rough-In
- Final

Plumbing

- Underground
- Rough-In
- Final

Mechanical

- Underground
- Rough-In
- Final

CERTIFICATE OF OCCUPANCY

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 finalized.

BUILDING INSPECTOR'S HOURS

The Building Inspector will be available most weeks, Monday through Friday, from 8am until 9am at the township office. (There may be exceptions if an inspection is needed at that time.)



USEFUL CONTACT INFORMATION

Saginaw County Road Commission
www.scrs-mi.org
(989) 752-6140

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

Saginaw County Department of Public Works
www.saginawcounty.com/PublicWorks
(989) 790-5258

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

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