

***Imlay Township***  
**682 North Fairgrounds Rd**  
**Imlay City, Michigan 48444**  
**Telephone (810) 724-8835 Fax (810) 724-3847**

**ALL OF THE FOLLOWING INFORMATION MUST BE PRESENTED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT FOR NEW CONSTRUCTION:**

**OWNERSHIP:** Proof of ownership must be presented including split papers; sidwell/manatron property number, legal description, registered survey and size of parcel; warranty deed and/or registered land contract. If property owner is not applying for building permit, an affidavit authorizing said agent to make application is necessary.

**BUILDING PLANS:** Two sets of plans drawn to scale, including wall detail, insulation detail, floor plan, roof section; type of material used, foundation details and other technical data and energy analysis as called for in Section 1301.1.1 of the Michigan Building Code.

**PLOT PLAN:** The following information must appear on the plot plan drawing:

1. Lot dimensions
2. Property description
3. Address
4. House size and location (including driveway, sidewalk, etc.)
5. Easements
6. Setbacks
7. Existing and proposed utilities
8. Adjacent house grades and lot grades
9. Existing and proposed site grades
10. Street name, right-of-way, and road grades
11. Septic field location and grade
12. Well location
13. Proposed drainage patterns (arrows) and downspouts
14. Sump pump discharge pipe
15. Benchmark
16. North arrow
17. Drawing scale 1"=30', 1"=20' or 1"=10'

**A LICENSED LAND SURVEYOR OR PROFESSIONAL ENGINEER MUST PREPARE PLOT PLANS.**

**WELL & SEPTIC PERMIT:** ISSUED BY: Lapeer County Health Department  
1800 West Imlay City Rd  
Lapeer, Michigan 48446  
Phone # 810 667-0391

Permit must be current and all engineering plans must be approved and presented prior to the building permit being issued. Any grade level change required due to Health Department regulations must be approved prior to building permit being issued.

**CULVERT PERMIT:** ISSUED BY: Lapeer County Road Commission  
820 Davis Lake Rd  
Lapeer, Michigan 48446  
Phone # 810 664-6272

Permit must be obtained prior to issuance of building permits.

**SOIL EROSION PERMIT:** ISSUED BY: Soil Erosion and Sedimentation Control  
255 Clay Street  
Lapeer, Michigan 48446  
Phone # 810 245-4753

Permits required for digging over 100 cubic yards.

**BUILDER INFORMATION:** Copy of valid builder's license. A copy of workman's compensation and liability insurance must be provided.

ALL BUILDING PLANS SHALL COMPLY WITH THE 2006 MICHIGAN BUILDING CODE.

**FINANCIAL GUARANTEES AND PERMIT FEES:** Shall accompany all permits.  
The Imlay Township Board shall set these fees.

**GRADING CERTIFICATION:**

1. Prior to issuance of an occupancy permit, a Licensed Land Surveyor or Professional Engineer must certify the finished grade and structure elevations.
2. Any structures or grades that are damaged or not in conformance with the approved plot plan must be repaired and/or corrected.
3. Temporary Occupancy will only be issued when weather prohibits the completion of final grading and site related work. A performance bond will be required to assure that the site work and grading will be completed.

**ADDRESS FEE: \$40.00**

**RESIDENTIAL HOUSES & ADDITIONS**

**Homes up to 2000 sq ft**

Plan Review Fee: \$65.00

Zoning Permit: \$45.00

Base permit fee \$100.00

Per inspection required \$55.00

Performance bond for new houses \$500.00

Performance bond for additions \*\*\$250.00

Note: building dept has discretion to lower permit fees on smaller projects

Performance bond is a cash bond.

**Homes 2001 to 3000 sq ft.**

Plan review fee \$75.00

Zoning permit \$45.00

Base permit fee \$125.00

Per inspection required \$55.00

Performance bond for new homes \$500.00

Performance bond for additions \$250.00

**Homes over 3000 sq ft**

Plan review fee \$100.00

Zoning permit \$45.00

Base permit fee \$150.00

Per inspection required \$65.00

Performance bond for new homes \$500.00

Performance bond for additions \$250.00

**POLE BUILDINGS, GARAGES, AND SHEDS**

**1200 sq ft and smaller**

Plan review fee \$25.00

Zoning permit \$45.00

Base permit fee \$50.00

Per inspection required \$55.00

Performance bond \$250.00

\*\* Note Buildings 200 sq. ft or less, zoning permit only

**Larger than 1200 sq. ft.**

Plan review fee \$40.00

Zoning permit \$45.00

Base permit \$75.00

Per inspection required \$55.00

Performance bond \$500.00

**DECKS, PORCHES AND HANDICAP RAMPS**

Plan review fee \$25.00  
Zoning permit \$45.00  
Base permit \$50.00  
Per inspection required \$55.00  
Performance bond \$250.00

**PONDS**

Plan review fee \$25.00  
Zoning permit \$45.00  
Base permit \$75.00  
Per inspection required \$55.00  
Performance bond \$250.00

**POOLS**

Plan review fee \$25.00  
Zoning permit \$45.00  
Base permit \$20.00  
Per inspection required \$55.00  
Performance bond \$100.00

**FENCE**

Plan review fee \$20.00  
Base permit \$20.00  
Per inspection required \$55.00  
Performance bond \$100.00

**Commercial 10,000 sq. ft. or less**

Plan review fee \$125.00  
Zoning permit \$45.00  
Base permit \$175.00  
Per inspection required \$65.00  
Performance bond \$1,500.00

\*\*Note: Requires architect stamped drawings

**Commercial larger than 10,000 sq. ft.**

Plan review fee use State fee schedule  
Zoning permit \$45.00  
Base permit \$175.00 plus \$0.10 per sq. ft. over 10,000 sq. ft.  
Per inspection required \$65.00  
Performance bond \$3,000.00

\*\*Note: Requires architect stamped drawings

**SIGNS**

Plan review \$25.00  
Zoning permit \$45.00  
Base permit \$75.00  
Per inspection required \$55.00  
Performance bond \$100.00  
\*\* Note Electrical permit is required if sign is illuminated

**MOVING A BUILDING**

Pre inspection fee \$100.00  
Zoning permit \$ 45.00  
Performance bond \$1,000.00 \*\* Before building is moved into the township  
\*\*Note: Building permit is required equal to sq. ft. size and site improvements as per fee schedule.

**DEMOLITION**

Plan review fee \$25.00  
Base permit \$50.00  
Per inspection required \$55.00  
Performance bond \$500.00  
\*\*Note: All debris must be removed from site  
Performance bond could be increased at the discretion of building official based on the size of the project.

**VIOLATIONS**

Stop work order fee \$125.00

**RE-INSPECTIONS AND ADDITIONAL INSPECTIONS**

Per inspection required \$55.00 or \$65.00 as required  
A \$55.00 or \$65.00 fee is to be paid prior to re-inspection or taken out of the bond. A re-inspection fee will be charged if an inspection is rejected for any reason.

\*\* Note: Any permit issued shall become invalid if the authorized work is not commenced within six months after the issuance of the permit, or if the authorized work is suspended or abandoned for a period of six months after the time of commencing work. A 1-time renewal fee of one half of the original will be charged. A new application and permit shall be required. The performance bond will be forfeited on any permit that becomes invalid. The performance bond is for the benefit of the Township to insure all fees are paid.

**TEMPORARY OCCUPANCY PERMITS**

May be issued for 30 days at a time, not to exceed a period of 90 days. A cash bond may be required in some instances. Fees may be adjusted at the discretion of the building inspector. Bond to be refunded 30 days after all codes are met and a final occupancy permit is issued.

**BUILDING INSPECTIONS REQUIRED:**

**HOMES:**

House Footing  
Garage & Porch footing  
Backfill  
Re Rod size & spacing for poured basements  
Backfill  
Peastone & Visqueen-basement  
Rough  
Insulation  
Brick Flashing (if bricking)  
Fireplace (masonry) if applicable  
Sand Compaction for garage (visqueen if attached to house)  
Final – before occupancy

**ACCESSORY BUILDINGS; Pole Barns, Garages, Shed, etc.**

Post Hole/Footing  
Sand Compaction (if applicable)  
Final

**POOLS/PONDS**

Plan Review  
Final

**INSPECTIONS:**

Inspections will be made by appointment only. Calling 810 724-8835 during business hours Monday, Wednesday and Friday 9:00 a.m. to 1:00 p.m.

**\*\*24 HOURS NOTICE IS NEEDED**

**\*\*NO INSPECTIONS** will be made via fax machine or voice mail.

BEFORE rough building inspection can be scheduled plumbing, electrical, and mechanical roughs must be complete.

BEFORE final building inspection can be scheduled plumbing, electrical and mechanical and any other inspections required must be **COMPLETE**.

**Building Inspector: Mel McNutt 586 337-0558**

**Electrical Inspector: John Van Camp 810 724-0679**

**Plumbing & Mechanical Inspections done by Construction Code Authority 810 667-0420**

**NOTE: No Final or Occupancy permit will be issued without all of the above approvals, all approvals from the County and Construction Code Authority.**