

**Lyon Township Building Department**

**Robert Amor, Building Official**

7851 W Higgins Lake Dr., Roscommon, MI 48653

Phone: (989) 821-9694 Fax: (989) 821-5188

Building Inspector's Direct Line: (989) 387-5052 (mobile)

Email questions and pdf drawings to: [accucode@pm.me](mailto:accucode@pm.me)

# **BUILDING PERMIT INSTRUCTIONS**

**Please complete the entire Building Permit application and include two (2) sets of detailed drawings that describe the construction.**

**If your project is entirely interior remodeling, a Land Use Permit is not required. However, if any portion of your project is outside of existing structures, a Land Use Permit IS required and must be approved BEFORE a Building Permit can be issued.**

**Additions and new buildings (houses, garages, pole barns) will require two (2) sets of the following drawings:**

- Site Plan with exterior dimensions of the new building, the distance between other existing buildings, and distances from all property lines.
- Floor Plan of the new building, including any interior walls, locations of doors and windows (with sizes), and fully dimensioned to show the exact location of any interior walls.
- Structural Plan that shows the size, spacing, and span of all rafters, roof trusses, ceiling joists, floor joists, beams, headers, and columns.
- Additionally, you must complete the information on the Wall Section on page 3 with specific details of each structural member. OR you can submit your own wall section with the same information.
- Elevations (front, back and side views), if necessary to completely describe your project.

**Prefabricated storage buildings & carports will require the following drawings:**

- Site Plan with exterior size & setback measurements, as described above.
- Structural Plan showing the size/spacing of trusses, beams sizes and the location/size of columns.
- Wall Section showing foundation/footing details.
- Promotional material and brochures are normally not acceptable.

**Expiration date and required inspections:**

- Your permit is valid for one year, but you must start the work within 180 days. Extensions are only permitted for good cause. Expired permits on unfinished projects require a new permit.
- All required inspections must be completed in order for the permit to be finalized.

# GENERAL BUILDING PERMIT REQUIREMENTS

Lyon Township Building Department

## Materials used in the Project

- All lumber used in any structural capacity **MUST** be grade stamped. Absolutely no ungraded, unstamped lumber allowed in structural uses. This includes homeowner sawmilling and “rough sawn” lumber from local sawmills.
- All preservative-treated lumber must be certified and stamped.
- Ungraded lumber is permitted only in non-structural uses.
- No site-built trusses are allowed. Trusses used on projects must be engineered and built by a certified truss company. Provide copy of engineering drawings to Building Inspector after you purchase and **BEFORE INSTALLING**.
- Traditional rafter construction is permitted and must follow the structural guidelines in the current Michigan Building Code.
- For any non-standard construction, the Building Inspector may require sealed drawings by a registered engineer or architect at the permit-holder’s expense.

## Authorized Persons doing the Construction Work

- Homeowners who apply for a building permit are welcome to do the construction work themselves, but then cannot hire a contractor. It is permitted for the homeowner to hire hourly workers to assist with the project, but the homeowner must be actively involved in the construction work if they pull the building permit themselves.
- If the work is being done by a contractor, the contractor **MUST** apply for the permit, not the homeowner. Contractors **MUST** possess a valid Residential Builders License, OR a valid Maintenance and Alterations Contractors License for the specific work involved in the project. No exceptions. All contractors must be registered with Lyon Township. (NOTE: work on commercial projects does not require a Residential Builders License.)

## Required Construction Drawings

- Building Permits cannot be issued unless adequate construction drawings are submitted (two sets) to describe the work in detail. This includes a dimensioned site plan, floor plan, framing plan, and wall section as a minimum. Applications may be denied if the proper construction drawings are not submitted.
- A detailed plan review will be performed on drawings submitted with a permit application to verify that the proposed structure complies with the relevant building codes. Any corrections required will be noted by the Building Official on the drawings returned to the applicant as well as a listing of Corrections and Requirements as needed.

# FOUNDATION / FOOTING REQUIREMENTS

Lyon Township Building Department

## **RESIDENTIAL** (applies to slab-on-ground, basement, and crawl space)

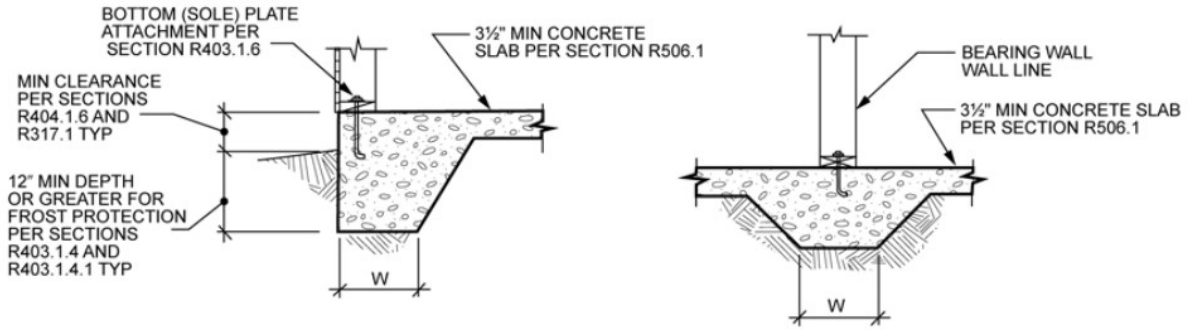
- Footings must extend below the frost line. Bottom of footing must be at least 42 inches below grade. Call for footings inspection before pouring concrete or setting posts.
- Footing must be minimum 12 inches wide and 6 inches thick. Rebar not required. Call for footings inspection before pouring concrete. Then pour footing first and allow to harden before building on it.
- Footing size will be larger if the building is more than one story or includes masonry. Size will be determined by the current Michigan Residential Building Code and confirmed by the Building Inspector at Plan Review.
- For slab-on-ground, a turned-down monolithic concrete foundation is permitted, provided it extends below the frost line and is a minimum 12 inches wide. See next page for details. Call for footings inspection before pouring concrete.
- For other foundation construction methods, see next page for details. Width of all foundations, "W" is minimum 12 inches, but may be wider if the structure above requires.
- Applicants are welcome to discuss their particular site conditions in order to request alternate depth and size of foundations. See R403.1.4

## **POLE BARN**

- Posts must be 6x6 or 4x6 preservative-treated with certification stamp.
- Post holes must be at least 42 inches below grade. Call for footings inspection before placing posts.
- It is highly recommended that posts extend below the frost line, 42 inches below grade. For pole barns less than 600 s.f., frost protection is not required by the building code, but a minimum depth of 24 inches is required by our building department.
- All posts must be supported on a footing in the bottom of the posthole. This can be a 12-inch diameter concrete pad that is 6 inches thick, or you can use a 12" Composite Post Foundation (Home Depot, SKU# 121-105) placed in bottom of post hole, 42" below grade.
- Alternately, 12-inch diameter solid concrete piers extending 42 inches below grade are permitted, with anchor bolts embedded to provide connection to the posts with the proper post base (such as Simpson ABA66Z Post Base). Call for footings inspection before pouring concrete.

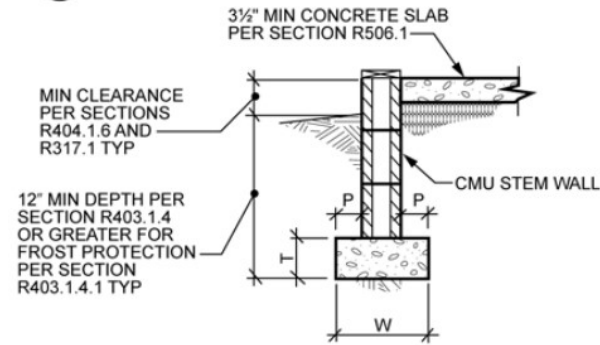
## **DETACHED ACCESSORY BUILDINGS**

- For detached accessories buildings such as garages and sheds less than 600 square feet, frost protection of the foundation is not required by code, but is highly recommended. Minimum depth of footings is 24 inches below grade if frost protection is not required or desired.
- See above details for Residential footings for use in detached accessory buildings, or use construction methods in Pole Barns detailed above.

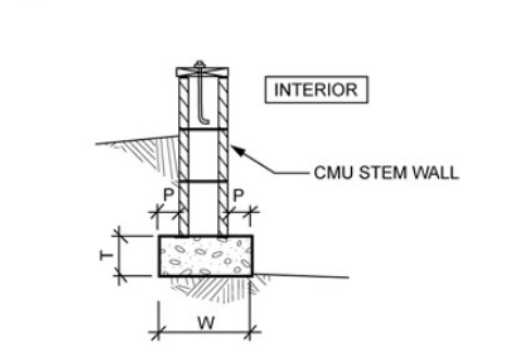


1 MONOLITHIC SLAB-ON-GROUND WITH TURNED-DOWN FOOTING  
SCALE: NOT TO SCALE

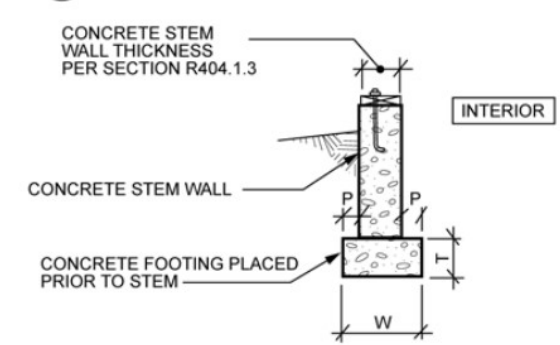
2 THICKENED SLAB-ON-GROUND FOOTING AT BEARING WALLS OR BRACED WALL LINES  
SCALE: NOT TO SCALE



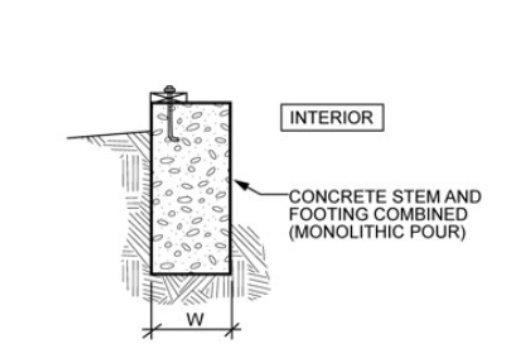
3 SLAB-ON-GROUND WITH MASONRY STEM WALL AND SPREAD FOOTING  
SCALE: NOT TO SCALE



4 BASEMENT OR CRAWL SPACE WITH MASONRY WALL AND SPREAD FOOTING  
SCALE: NOT TO SCALE



5 BASEMENT OR CRAWL SPACE WITH CONCRETE WALL AND SPREAD FOOTING  
SCALE: NOT TO SCALE



6 BASEMENT OR CRAWL SPACE WITH FOUNDATION WALL BEARING DIRECTLY ON SOIL  
SCALE: NOT TO SCALE

For SI: 1 inch = 25.4 mm.

W = Width of footing, T = Thickness of footing and P = Projection per Section R403.1.1

**NOTES:**

- a. See Section R404.3 for sill requirements.
- b. See Section R403.1.6 for sill attachment.
- c. See Section R506.2.3 for vapor barrier requirements.
- d. See Section R403.1 for base.
- e. See Figure R403.1.3 for additional footing requirements for structures in SDC D<sub>0</sub>, D<sub>1</sub> and D<sub>2</sub> and townhouses in SDC C.
- f. See Section R408 for under-floor ventilation and access requirements.

FIGURE R403.1(1)  
PLAIN CONCRETE FOOTINGS WITH MASONRY AND CONCRETE STEM WALLS IN SDC A, B AND C<sup>a, b, c, d, e, f</sup>

## **INSPECTION REQUIREMENTS FOR BUILDING, ELECTRICAL, MECHANICAL & PLUMBING**

**PERMIT APPLICATIONS:** All permits are issued by the Lyon Township Building Department. Applications for Building, Electrical, Mechanical and Plumbing permits are available at the Township Offices or downloadable on the Township website. For more information, contact our Building Official, Robert Amor, 989-387-5052.

**BUILDING INSPECTIONS:** The following three (3) inspections are required unless modified by the Building Inspector. 24-hour notice preferred. **Call our Building Inspector Robert Amor (989) 387-5052** with your name, project address, permit number, type of inspection, and a return phone number to schedule the inspection.

- **FOOTINGS / FOUNDATIONS:** This inspection must be completed PRIOR to pouring concrete.
- **ROUGH FRAMING:** This inspection must be completed BEFORE any structure is covered and AFTER electrical, plumbing, and mechanical rough inspections are approved.
- **FINAL:** To be scheduled after the project is complete. This is required for a Certificate of Occupancy.

**ELECTRICAL INSPECTIONS:** Two (2) inspections, rough and final, are required unless modified by the Electrical Inspector, Bruce Dean. All Electrical Inspections are scheduled for Mondays or Wednesdays. **To schedule an inspection call (989) 387-5052 by 5:00 PM Wednesdays** with your name, phone number, project address, permit number, and type of inspection.

**MECHANICAL and PLUMBING INSPECTIONS:** Two (2) inspections, rough and final, are required unless modified by the Mechanical / Plumbing Inspector. Larry Dantzer is our Mechanical / Plumbing Inspector. All Mech/Plumb Inspections are scheduled for Thursdays. **To schedule an inspection call (989) 387-5052 by 5:00 PM Wednesdays** with your name, phone number, project address, permit number, and type of inspection.

### **FOR OTHER PERMITS & INSPECTIONS:**

**Sanitation Permits:**

Health Department  
PO Box 739  
Prudenville, MI 48651  
Phone: 989-366-9166

**Soil Erosion Permits:**

Drain Commissioner  
500 Lake St  
Roscommon, MI 48653  
Phone: 989-275-7861

**Driveway Permits:**

Roscommon County Road Commission  
820 E. West Branch Rd.  
Prudenville, MI 48651  
Phone: 989-366-0333

**Miss Dig:**

1-800-482-7171

**Consumers Energy:**

1-800-882-6808

## Application for Building Permit

Lyon Township Building Department  
7851 W Higgins Lake Dr  
Roscommon, Michigan 49615  
Phone: (989) 821-9694

Authority: 1972 PA 230
Completion: Mandatory to obtain permit
Penalty: Permit will not be issued

Robert Amor, Building Inspector: (989) 387-5052

**Applicant to Complete All Items in Section I, II, III, IV, V, and VI**

**Note: Separate Applications Must Be Completed for Plumbing, Mechanical and Electrical Work Permits**

<b>I. PROJECT INFORMATION</b>					<input type="checkbox"/> HOMEOWNER <input type="checkbox"/> CONTRACTOR		
SITE ADDRESS			CITY		VILLAGE/TOWNSHIP		
PROPERTY TAX NUMBER			SECTION	TOWN		RANGE	
<u>Direction to site:</u>							
<b>II. IDENTIFICATION</b>							
<b>A. OWNER – MAILING ADDRESS</b>		E-mail _____			Fax # _____		
NAME			MAILING ADDRESS				
CITY			STATE	ZIP CODE		TELEPHONE NUMBER	
<b>B. ARCHITECT OR ENGINEER</b>		E-mail _____					
NAME			ADDRESS				
CITY			STATE	ZIP CODE		TELEPHONE NUMBER	
LICENSE NUMBER						EXPIRATION DATE	
<b>C. CONTRACTOR</b>		E-mail _____			Fax # _____		
NAME			ADDRESS				
CITY			STATE	ZIP CODE		TELEPHONE NUMBER	
BUILDERS LICENSE NUMBER						EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION							
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION							
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION							
<b>III. PLAN REVIEW</b>							
<b>A. PLAN REVIEW REQUIRED</b>							
Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued.							
Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear the architect's or engineer's seal and signature, unless less than 3,500 s.f. residential living space or less than \$15,000 contemplated expenditure for public projects (MCL 339.2011).							
Revised 10-19-2023							

**IV. PROPOSED USE OF BUILDING**

**A. RESIDENTIAL**

- |  |   |  |   |  |
|--|---|--|---|--|
| 1. <input type="checkbox"/> ONE FAMILY<br><input type="checkbox"/> PERMANENT<br><input type="checkbox"/> VACATION<br><input type="checkbox"/> SPEC | 3. <input type="checkbox"/> ADDITIONS       | 7. <input type="checkbox"/> MODULAR                            | 10. <input type="checkbox"/> RELOCATION       | 13. <input type="checkbox"/> POLE BUILDING |
| 2. <input type="checkbox"/> TWO OR MORE FAMILY<br>NO. OF UNITS _____   | 4. <input type="checkbox"/> ALTERATIONS     | 8. <input type="checkbox"/> MOBILE YEAR _____<br>MAKE _____    | 11. <input type="checkbox"/> FOUNDATION ONLY  | 14. <input type="checkbox"/> OTHER _____   |
|  | 5. <input type="checkbox"/> ATTACHED GARAGE | 9. <input type="checkbox"/> HOTEL, MOTEL<br>NO. OF UNITS _____ | 12. <input type="checkbox"/> DECKS<br>PORCHES | 15. <input type="checkbox"/> DEMO OF _____ |
|  | 6. <input type="checkbox"/> DETACHED GARAGE |  |   |  |

**PLEASE CHECK OFF FOUNDATION TYPE!**

15. Existing \_\_\_\_\_ Slab \_\_\_\_\_ Crawl space \_\_\_\_\_ Base /unfin \_\_\_\_\_ Part fin \_\_\_\_\_ Base/finished \_\_\_\_\_ Post \_\_\_\_\_

**B. NON-RESIDENTIAL**

- |  |  |  |
|--|--|--|
| 7. <input type="checkbox"/> ASSEMBLY     | 11. <input type="checkbox"/> HAZARD      | 15. <input type="checkbox"/> UTILITY     |
| 8. <input type="checkbox"/> BUSINESS     | 12. <input type="checkbox"/> MERCANTILE  | 16. <input type="checkbox"/> TOWERS      |
| 9. <input type="checkbox"/> FACTORY      | 13. <input type="checkbox"/> RESIDENTIAL | 17. <input type="checkbox"/>             |
| 10. <input type="checkbox"/> INSTITUTION | 14. <input type="checkbox"/> STORAGE     | 18. <input type="checkbox"/> OTHER _____ |

**SCOPE OF WORK:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**V. SELECTED CHARACTERISTICS OF BUILDING**

**SERVICE AMPS** \_\_\_\_\_

**A. PRINCIPAL TYPE OF FRAME**

1.  MASONRY, WALL BEARING    2.  WOOD FRAME    3.  STRUCTURAL STEEL    4.  REINFORCED CONCRETE    5.  OTHER

**B. PRINCIPAL TYPE OF HEATING FUEL**

6.  GAS    7.  OIL    8.  ELECTRICITY    9.  COAL    10.  OTHER    11. HTG/ BTU \_\_\_\_\_

**C. TYPE OF SEWAGE DISPOSAL**

12.  PUBLIC OR PRIVATE COMPANY    13.  SEPTIC SYSTEM – NUMBER OF BEDROOMS \_\_\_\_\_

**D. TYPE OF WATER SUPPLY**

14.  PUBLIC OR PRIVATE COMPANY    15.  PRIVATE WELL OR CISTERN    16. # OF PLBG FIXTURES \_\_\_\_\_

**E. TYPE OF MECHANICAL**

17. WILL THERE BE AIR CONDITIONING?  YES  NO    COOLING BTU \_\_\_\_\_    18. WILL THERE BE FIRE SUPPRESSION?  YES  NO

**F. DIMENSIONS/DATA**

		WIDTH	LENGTH	SQ. FT.
19. NUMBER OF STORIES	_____			
20. USE GROUP	_____			
21. CONST. TYPE	_____			
22. NO. OF OCCUPANTS	_____			
	23. FOUNDATION AREA			
	DWELLING – 1 <sup>ST</sup> FLOOR	_____	_____	_____
	DWELLING – 2 <sup>ND</sup> FLOOR	_____	_____	_____
	GARAGE/POLE BLDG	_____	_____	_____
	DECKS	_____	_____	_____
	PORCHES	_____	_____	_____

**VI. APPLICANT INFORMATION**

**APPLICANT IS RESPONSIBLE FOR ALL WORK ON JOB, PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION. APPLICANT MUST SIGN BELOW.**

NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE

I HEREBY CERTIFY THAT 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.

**SIGNATURE OF APPLICANT**

**DATE**

**VII. LOCAL GOVERNMENTAL AGENCY COPIES OF PERMITS REQUIRED.**

**ENVIRONMENTAL CONTROL APPROVALS**

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> YES <input type="checkbox"/> NO				
B - SOIL EROSION	<input type="checkbox"/> YES <input type="checkbox"/> NO				
C - FLOOD PLAN ELEVATION	<input type="checkbox"/> YES <input type="checkbox"/> NO				
D - DEQ PERMIT	<input type="checkbox"/> YES <input type="checkbox"/> NO				
E - SEPTIC SYSTEM	<input type="checkbox"/> YES <input type="checkbox"/> NO				
F - VARIANCE GRANTED	<input type="checkbox"/> YES <input type="checkbox"/> NO				
G - OTHER	<input type="checkbox"/> YES <input type="checkbox"/> NO				

**VII. FOR DEPARTMENT USE ONLY**

Building Permit FEE : \_\_\_\_\_

Land Use Permit FEE : \_\_\_\_\_

**TOTAL FEES:** \_\_\_\_\_



X. SITE OR PLOT PLAN - FOR APPLICANT USE

**Site Plans requirements:** distance from the proposed New Building to lot lines, location to any existing buildings, dimensions of all construction items, indicate the lot dimensions, and indicate North.

**IF ADDRESS NEEDED - GO TO WEBSITE:**

**<https://www.roscommoncounty.net/315/Address-Issuance>**

**All Documents may be emailed in pdf form to [accucode@pm.me](mailto:accucode@pm.me)**

**NOTE:** Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. (MRBC R105.5, MBC 105.5)