

CITY OF ORCHARD LAKE VILLAGE

HOW TO OBTAIN A RESIDENTIAL BUILDING PERMIT

Before construction may begin, construction plans must be approved and a building permit issued through the Building Department. This requirement applies not only to new construction, but also to any other work that physically alters any structure or is regulated by the 2015 Michigan Residential Building Code and/or City Ordinances.

Your first step in obtaining a building permit will depend on the type of construction proposed. Please select the appropriate choice below:

**NEW SINGLE FAMILY RESIDENCES OR ADDITIONS OVER
750 SQUARE FEET**

1. Submit four (4) copies of a site/grade plan which **must be prepared by a licensed registered surveyor** (a mortgage survey will not be accepted) and includes the following:
 - A) Existing and proposed grades at 25' intervals or by 2' contours on the property and around the building.
 - B) Existing and proposed grades within 50' of the property at 25' intervals or 2' contours.
 - C) Proposed first floor, brick ledge, lowest level and garage floor grades.
 - D) Dimensions to be shown:
 - 1) Site boundaries including exterior dimensions or building and any other structures existing or proposed, i.e. decks, patios, pools etc.
 - 2) Proposed setbacks
 - 3) Lakeside setback of adjacent building (see example c)
 - 4) Roadside setback of adjacent buildings (see example B)
 - E) Footprint of adjacent buildings within 500'.
 - F) Property description.
 - G) Tree survey showing location and size of 3" DBH or larger trees on site and trees proposed to be removed.
 - H) Right-of-ways and any easements and location of proposed utilities.
 - I) Proposed drainage pattern.
 - J) Location of HVAC units.

- K) Proposed driveway (stone base required during construction).
 - L) Culvert location if applicable.
 - M) Grading, soil erosion and sedimentation control plan. Must indicate all soil erosion and sedimentation control measures, direction of existing and proposed site drainage, bench marks. Soil erosion control measures must be in place prior to issuance of permit. Soil Erosion permit obtained through the Oakland County Drain Commissioners Office.
2. Submit \$600.00 site plan review deposit at the time of application. You will be billed for costs incurred in excess of the deposit or any remaining balance from the deposit will be refunded to you. This fee does not include the building plan review or any other costs that may be associated with the building permit.
 3. Submit three (3) complete sets of blueprints for the building. **Plans must be sealed by a licensed registered architect or engineer**, (in accordance with Act No. 495.) If area is 3,500 square feet or more plans must include the following:
 - A) Proposed and existing elevations on each side of the structure. The building must be measured from the proposed grade, if greater than 1' over the existing, to the roof top on each side. (See Example D.)
 - B) Floor plans showing location and size of all rooms.
 - C) Foundation Plan
 - D) Structural Plans- location & size of all structural members, i.e. floor joists, size, spacing, headers, roof systems, etc.
 - E) Electrical Plan – if ampacity is more than 400 amps or house is greater than 3,500 square feet
 - F) Truss or rafter information
 - G) Door/window schedule
 4. Permit Application Completed.
 5. Permit Application Fee \$100.00 (form available from City).
 6. Plan Review Fee \$150.00.
 7. City Engineer Review Fee \$220.00.
 8. Tree Removal Permit Fee \$50.00.
 9. Subdivision Association approval of proposed construction.
 10. Schedule of completion (form available from City).
 11. Energy Worksheet (form available from City).

ADDITIONS (UNDER 750 SQ FT), POOLS, DECKS AND ACCESSORY BUILDINGS WITHIN 20% REGULATION

The 20% regulation requires that all new construction that is within 20% of meeting or exceeding any setback requirement or regulation must submit the following:

1. Five (5) copies of a survey which **must be prepared by a licensed registered surveyor** (mortgage survey will **not** be accepted) and includes the following:
 - A) Existing and proposed grades around the construction area.
 - B) Grades at abutting property areas.
 - C) Dimensions to be shown:
 - 1.) Site boundaries
 - 2.) Proposed and existing setbacks
 - 3.) Footprint of adjacent buildings
 - 4.) Lakeside setback of adjacent buildings if applicable (see example C).
 - 5.) Roadside setback of adjacent buildings if applicable (see example B).
 - D) Property description
 - E) Bench mark
 - F) Right-of-ways
 - G) Drainage pattern (erosion controls may be required).
 - H) Location of HVAC units.
 - I) Location and size of all trees on site. Proposed removal.
2. Submit \$600.00 dollars Site Plan Review deposit at the time of application. You will be billed for costs incurred in excess of the deposit and any remaining balance from the deposit will be refunded to you.
3. Submit three (3) complete sets of blueprints for the new construction.
4. Permit Application Completed.
5. Permit Application Fee \$100.00 (form available from City).
6. Plan Review Fee \$150.00.
7. City Engineer Review Fee \$220.00.
8. Tree Removal Permit Fee \$50.00.
9. Subdivision Association approval of proposed construction.
10. Schedule of completion (form available from City).
11. Energy Worksheet (form available from City).

THE 20% REGULATION

The 20% regulation requires that all new construction that is within 20% of meeting or exceeding any setback requirement or regulation must submit the information noted above. The following information is required if the proposed construction is not within the 20% regulation:

1. Two (2) copies of site/grade plan which should include the following:
 - A) Existing and proposed grades (if there are no changes to the

existing grade, please indicate so.

- B) Finish grades at adjacent buildings (if there are going to be changes in the grade).
 - C) Dimensions to be shown:
 - 1. Site boundaries
 - 2. Proposed and existing setbacks
 - 3. Lakeside setback of adjacent buildings if applicable (see example C).
 - 4. Roadside setback of adjacent buildings if applicable (see example B).
 - 5. Location and size of all trees on site. Proposed removal.
- 2. Two (2) complete sets of blueprints for the new construction.
 - 3. Permit application (form available from City).
 - 4. Permit application for proposed tree removal (\$50.00 fee).
 - 5. Subdivision association approval of the proposed construction.
 - 6. Schedule of completion (form available from City).

A Building Permit does not cover the Plumbing, Electrical or Mechanical work. Separate permits must be obtained for this work.

Building, electrical, Plumbing and Mechanical Inspections are required and must be scheduled during construction.

As-built drawings or survey is required for every construction project. If the project increases the footprint by 750 square feet or more, then the as-built survey must be sealed by a licensed registered surveyor.

All foundations must be verified and approved by the City Building Official prior to any rough construction taking place.

Upon final approval of a new residence a Certificate of Occupancy will be issued upon written request (form available from City). It is unlawful to occupy a home without a Certificate of Occupancy.

A Building Bond is required for all construction sites and the amount of the Bond is determined by the Building Official. All Building Bonds will be returned upon written request (form available from City), after the construction has received a final approval from the City. The Building Bond will be forfeited if a new home is occupied before a Certificate of Occupancy is issued or if a written request has not been received within six (6) months of final approval.