

*The following **MUST** be submitted with an application for building permit, as applicable to appropriate jurisdiction:*

- Building Permit Application and Project Specification Sheet
- Drawings - 2 sets for residential, 3 sets for commercial (must be sealed for commercial projects of any size) *or* Specification Sheet (i.e. deck, pole barn) filled out at applicable.
- 2 copies of site plan (drawn to scale showing lot dimensions, size & location of proposed & existing structures with distances from property lines, all public & private easements and the location of the water meter for new homes).
- Inspection Requirements & Miss Dig Notice signed by applicant.
- Energy Code Worksheet - go to www.energycodes.gov/rescheck to complete an online calculation form.
- Sewer Contractor Information. Liability requirements:
 - Permit Bond for \$10,000
 - Personal liability insurance coverage for \$1 million
 - Property damage insurance coverage for \$1 million
 - Aggregate insurance coverage for \$2 million
- Drive permit from the appropriate jurisdiction, unless the road is private.
- Copies of well & septic permit, if necessary and/or applicable.
- Soil erosion permit or exemption/waiver from appropriate jurisdiction.
- Site address from Zoning/Assessing/Equalization, as applicable, if lot is not in a platted subdivision.
- Proof of ownership (i.e. Recorded Warranty Deed or Land Contract, Property Transfer Affidavit or written permission from land owner of record authorizing construction on the site.

DESIGNATED INSPECTION LINE: 517-277-0700



INSPECTION REQUIREMENTS & MISS DIG NOTICE

**DEWITT TOWNSHIP BUILDING DEPARTMENT
DIRECT NUMBER: (517) 668-0278
FAX NUMBER: (517) 669-6496
www.dewitttownship.org**

Please be advised of the following regulations regarding building permits:

1. To receive an inspection within 48 hours, this office requires a 24 hour notice.
2. All inspections must be called for by Address or Permit Number.
3. The applicant or applicant's agent will be held responsible for calling for the required inspections as indicated on the application form.
4. It is a violation of the Michigan Building Code and Sec. 42-31 of DeWitt Township's Zoning Ordinance to occupy any structure without a Certificate of Occupancy.
5. Pursuant to Act 53 of 1974, you are responsible to provide notice to all affected parties as to any excavations which could potentially endanger any underground utility facilities. Said notice is required to be given not less than three full business days (72 hours), excluding Saturdays, Sundays and holidays, before beginning any work. Please contact "Miss Dig" at 811 or www.missdig.net.

This certifies that I have read and understand the above:

Signature: _____ Date: _____

This plot/site plan form, when used, must show and specify the following:

- 1) Location of proposed construction on the property and all existing structures.
- 2) Setback dimensions of all structures from property line and road rights of way; front, side and rear. The distance between structures and overhead utility line locations should also be shown.
- 3) Easements that prevail, survey pin or monument locations and drainage flows (indicate by directional arrows).
- 4) Underground utility service locations (i.e. sewer, water, gas & electric). "Miss Dig" is required to be notified prior to any excavations and will locate utilities by calling toll free 1-800-482-7171.
- 5) Existing and proposed building uses.
- 6) Roads must be labeled and the direction of true north should be indicated on the plan.