Building Permit Issuance requires submission of the following information as listed below prior to issuance:

- Building Permit fees are determined and paid for after review by the Building Inspector. You will be notified after the Building Permit is ready to be issued.
- Permits will be reviewed for approval and issued within 5 to 10 business days.

Application Forms

- 2 copies of a survey or drawing of the property to scale, including:
  - All property lines & dimensions
  - All existing & proposed structures including sizes & distances to property lines & other such structures
  - All existing & proposed easements & utilities

- 2 copies of plans of the following items:
  - For All Residential Construction:
    - A drawing of the footprint of the building including:
      - Exterior and interior wall locations and sizes
      - Wall opening locations, and sizes of windows, doors, closets, hallways, etc…
      - Structural member sizes and spans for all openings including headers, lintels, beams, joists & rafters, etc…
    - A drawing of a cross sectional view of the building construction, including:
      - Footing depth (min. 42" below grade) and sizes, including drainage methods if required.
      - Crawlspace, or basement wall details, including beams, treated wood girders & sill plates, vapor barriers, insulation, ventilation, access, etc…
      - Floor member spans and sizes & including floor coverings
    - Wall details including stud sizes, spans, insulation, interior & exterior wall covering material
    - A Michigan Energy Code statement of compliance if heat is to be provided to the structure
    - Location of all required smoke and carbon monoxide detectors (Interconnected smoke detectors and carbon monoxide installation is required for all residential units where permits are required)
    - Emergency Egress Windows are required to be installed in all residential bedrooms & basements. The size depends on the floor at which the exit is located.
  - For All Commercial Construction: (This includes all Non-Residential construction)
    - All of the information listed above is required to be submitted on sealed plans from a licensed Architect or Engineer in compliance with the current Michigan Building Code, as well as a significant amount of additional information required in the code & too lengthy to include here.

- 2 copies of all pre-manufactured, fabricated, or engineered specifications for items such as trusses, fireplace units, swimming pools, flammable material requiring protection such as foam insulation, etc…

- A copy of the contract including the actual costs, or documentation of the total material & labor costs (Minimum actual costs are based on the 2010 August Building Valuation Data Table provided by the International Code Council in the absence of sufficient information to establish a rational value as determined by the Building Official)

Inspections:

- When to Call:
  - Please be advised Port Huron Township Building Department has Part-time inspectors and you must call for inspector’s hours. They are subject to change from time to time.
  - Please call the Township Office, telephone numbers are listed on your building permit at least 48 hours (two days) in advanced (due to part-time inspector) to schedule an inspection. It is the permit holders’ responsibility to call for inspections, prior to the construction being covered.

- Foundation Inspections:
  - Site Review – this is to show the location of the structure in relation to the site plan which was approved (prior to excavation)
  - Footing – Prior to placing concrete in piers, trenches and formwork
  - Backfill – Prior to backfill and after the footings, walls, waterproofing and drain tile are installed

- Rough Inspection:
  - The Rough inspection is to be made after the roof, all framing, fire stopping, bracing, electrical, mechanical and plumbing rough inspections are in place and before the insulation in installed.

- Final Inspection:
  - The Final inspection is to be made upon completion of the building or structure and before occupancy occurs.

Additional Requirements for the Issuance of Specific Permits:
**Deck and Porch:**
- The plans should include the location of the post and spacing between them, as well as the types of material, such as treated or weather proof lumber, the specific sizes of supporting beams and joists (2x6, 2x8, etc.), matching step heights not exceeding 8 ¼ inches, hand and guardrails with max spacing of spindles at < 4”.
- Inspections required:
  - Post Holes
  - Final
**** Helpful hints: Decks over 30” inches in height above grade must have min 36” high guard railings and constructed of treated material.

**Additions:**
- The required plans should include Plumbing, Mechanical and Electrical. (These permits are applied for separately). As well, the following are mandatory:
  - A Michigan Energy Code statement of compliance
  - Location of all required smoke and carbon monoxide detectors (interconnected smoke detector and carbon monoxide installation is required for all residential units where permits are required)
  - Truss Spec’s
- The plot plans need to include measurements of all distances of existing and proposed structures to the property lines and other such structures.
  - Inspections required:
    - Footing
    - Rough (Plumbing, Mechanical & Electrical)
    - Rough Framing
    - Insulation
    - Final (Plumbing, Mechanical & Electrical)
    - Final Building and Grade

**Demolitions:**
- Copies of wrecking clearances
  - Semco
  - Edison
  - Water Department
- Inspections required:
  - Final (Lot must be cleared of all debris, footings and basement walls and etc…. and clean top soil and graded)

**Swimming Pools:**
- Two Copies of Plot Plans - Showing all measurements the location of pool including to property line, dwellings, easements and all overhead electrical lines.
- The literature of the pool (for example, type, make, model, gallons of water and depth)
- Copy of Filter system
- Construction plans for the pool
- Indicate and including fences, ladders, alarms and gates (where’s applicable)
  - All pools must meet AG106 entrapment protection
- Information on the pool heater and the installation requirements from the manufacturer.
- All pools must be wired to meet the Electrical Code
  - Inspections required:
    - Electrical Trench and then Final
    - Pool Final

**Signs:**
- Two copies of Plot Plans of Sign Location, measurements to property line, structures, easements
- Existing signage (pictures) measurements
- Proposed signage all measurements
- Any structural supporting members for signage will require sealed plans by an Architect or Engineer.

**New Residential Structures:** In addition to the above required information, the following is also required: (One and Two Family Residential with more than 3,500 square feet require sealed plans by a licensed architect)
- Existing grade elevations and the proposed final elevations for Grade are to be included on the survey per Zoning Ordinance requirements.
- Two (2) Full Sets of Building Plans:
  - Detailed Building Plans
The Charter Township of Port Huron Building & Zoning Permit Application Information

- Including Sectional View (Wall Section)
- Footing Details
- Truss Specs (if applicable)
- Insulation Rating
- Windows (egress)
- Smoke Detectors

- If required also need the Following:
  - County Right of Way Permit (culverts)
  - Driveway Permit
  - Health Department (well and septic)
  - MDEQ – Michigan Department Environment Quality
  - Soil Erosion

** Any proposed residence with over 3,500 square feet of “habitable space” must have the plans sealed by a registered Architect or engineer with in the State of Michigan.

**Accessory Building (Detached Garage) & Sheds over 200 Sq. Ft.

- Truss Spec.'s or roof Details (If the building is to be heated it must meet the MI Energy Code requirements)
- Include any interior insulation – (Paper Faced and Foam insulation must be covered with drywall)
  - Inspections required:
    - Footing
    - Rough
    - Final

**** Helpful Hints: Setbacks are 10’ Feet from any dwelling (structure) and 5’ Feet from the lot lines and written permission must be provided to build on an easement. The maximum allowable height is 14’ to the middle point of the roof (grade to mid-span). NO more than TWO (2) accessory buildings are permitted. And no more than 25% of the required rear yard or a maximum of 1000 sq. ft. of all accessory buildings, whichever is less are allowed.

The use of the structure, and the definition, as found in the "Definitions" sections of the Zoning Ordinance will define the structure. The following will also apply as found in the Building Code.

- “Accessory Buildings and Structures” that do not exceed 200 sq ft will need to comply with the following:
  - A “Zoning Permit” application will be required to be submitted.
  - A Mortgage Survey, Property Survey or a Plot Plan Drawing will be required to be submitted with the location of all existing and proposed structures drawn to scale.
  - A “Floor” will need to be provided which will need to be, at minimum treated lumber or for the storage of vehicles or combustible liquids, approved non-combustible material, sloped to the door or main vehicle entry.
  - A ratwall or footing is recommended, but will not be required due to the fact that a building permit is not required per 2009 MRC Section 105.2 Work exempt from permit & an exception provided from the 42” requirement listed in R403.1.4.1 Frost Protection.

- “Accessory Buildings and Structures” that exceed 200 sq ft, up to 400 sq ft, and are constructed of other than light frame 2x4” construction (such as Post and Beam framing), with an eave height of 10 feet or less will need the following:
  - A “Building Permit” will be required per 2009 MRC Section 105.1 Required & 105.2 Work exempt from a permit.
  - An exception is provided from the 42” requirement listed in R403.1.4.1 Frost Protection.
  - A ratwall or footing of no less than 8” above and 24” below grade, is required per the direction of the Building Official for general animal control issues in Port Huron Township for general animal control issues, per the appendix “F” of the 2009 MBC. *

- “Accessory Buildings and Structures” that exceed 200 sq ft, up to 600 sq ft, and are constructed of light frame 2x4” construction, with an eave height of 10 feet or less will need the following:
  - A “Building Permit” will be required per 2009 MRC Section 105.1 Required & 105.2 Work exempt from a permit.
  - An exception is provided from the 42” requirement listed in R403.1.4.1 Frost Protection.
  - A ratwall or footing of no less than 8” above and 24” below grade, is required per the direction of the Building Official for general animal control issues in Port Huron Township for general animal control issues, per the appendix “F” of the 2009 MBC. *

* (Foundation anchorage requires a minimum of 7” of concrete for the bolting with 3” clearance of concrete below as well for protection of embedded metal)
“All other Accessory Building and Structures” exceeding these sizes, as listed above, require full Building Permits and full 42” Footings per Section R403.1.4.1 Frost Protection.

Temporary Structures

- **“Tents”**
  - “Tents” used as temporary structures for marriages and graduation parties, etc., will be considered temporary uses and require a zoning permit if they are erected for 14 days or more, depending on the use. (See Section 40.668)
  - Any “tents” that do not exceed 200 sq ft, that are used as accessory structures shall be considered temporary structures and will require a 6 month Zoning permit and be regulated as a temp structure under section 40-668, Temporary Structure, of the Ordinance.
  - Any “Tents” exceeding 200 sq ft will be considered an “Accessory Structure” and will require a building permit and be regulated for footings as listed above.
  - Also see section 105.7.14, Temporary Membrane Structures, Tents & Canopies, of the 2009 IFC for additional canopies.