



## ITEMS REQUIRED TO BE SUBMITTED FOR A BUILDING PERMIT FOR A NEW ONE OR TWO FAMILY RESIDENTIAL DWELLING

1. **Building Permit Application** – A fully completed building permit application shall be submitted. Incomplete applications will not be processed. The applicant will be notified of the incomplete application. When a fully complete application is received the application processing will begin.
2. **Contractor Registration Form** - A fully completed contractor registration form shall be submitted by all contractors performing work in Grand Haven Charter Township. Homeowners performing work in accordance with the Home Affidavit on the Building Permit Application are not required to submit a contractor registration form. Incomplete forms will not be processed. The applicant will be notified of the incomplete form. When a fully complete contractor registration form is received the form processing will begin.
3. **Proof of Ownership** – copy of **Deed, Contract** or **Agreement**
4. **Site Address** – copy of the site address assigned by the Grand Haven Charter Township Fire/Rescue Department
5. **Certificate of Survey** - unless the property is part of a **NEW** platted subdivision, PUD or site condominium – then a copy of the approved development plan showing the specific lot is required. **ANY AND ALL EASEMENTS MUST BE INCLUDED ON THE SURVEY.**
6. **A Detailed and Dimension Site Plan** - (to scale) showing where the proposed house is to be located. Include ALL setback dimensions from each side, front and rear lot lines to the furthest house projection. If there are any easements on the parcel, the setbacks shall be clearly provided from the EDGE of the easement(s). The driveway must also be included on the site plan. Any proposed retaining walls must be shown with their locations and heights.
7. **Ottawa County Permits and MDEQ Permits** – All of the required permits listed on the “Required Ottawa County Permits” and the “Do I Need an MDEQ Permit?” pages shall be submitted.
8. **Driveway Permit** – by the Grand Haven Charter Township Fire/Rescue Department if the driveway will be longer than 100’ in length.

**9. Michigan Energy Code Compliance** - Must show proposed compliance with the 2015 Michigan Energy Code (2015 MEC). Clearly indicate which of the 4 possible approaches are being used to demonstrate compliance. The 4 approaches are: Prescriptive, UA Trade-off, Performance, and ERI. All approaches must demonstrate compliance with the chosen approach requirements and mandatory requirements listed in the 2015 MEC. The construction documents shall note all thermal envelop materials, air leakage materials, lighting equipment (at least 75% high efficiency), and mechanical equipment to be use in the proposed project. ACCA manual S, manual J, manual D calculation documents shall be submitted for the proposed heating and cooling equipment. Need to submit the name and certification documentation of the independent 3<sup>rd</sup> party that will be performing the blower door testing. All new conditioned residential structures are required to submit documentation demonstrating compliance with the air leakage requirements of the 2015 MEC.

\* Need to note how whole house mechanical ventilation requirements will be complied with.

**10. Roof Loading Data Sheet** – A fully completed roof loading data sheet or preliminary roof truss drawings show the roof loading shall be submitted.

**11. Two (2) complete sets of PERMANENT DRAWINGS (no reverse drawings)** to include:

- a. **Elevations** of Front, Rear, Both Sides – showing the projected Finished Grade Lines. Show how the minimum 6” drop in the first 10’ from the foundation will be achieved. Show foundation depth below final grade and foundation projection above final grade. Show height and location (with setback dimension) for any proposed retaining walls.
- b. **Foundation** drawing showing locations and sizes and depths for all footings (footings shall be sized per the 2015 MRC footing tables), walls, brick ledges, pads, beam pockets, drains, and foundation anchor bolts. Show location, quantity, and sizes for all reinforcing rods. Show how foundation will be waterproofed. Show the vapor barrier for under concrete floors. For masonry fireplace show complete foundation details and specifications.
- c. If using **brick, stone, or adhered Masonry Veneer** show all details including the location of flashing and weep holes, air space, waterproof membrane type, etc. For adhered masonry veneer provide the mfg’s installation instructions or the appropriate details from the Masonry Veneer Manufacturers Association Installation guide.
- d. **Floor Plans** of each floor with all dimensions – LABEL each room (or space) as to use at the time an occupancy permit will be issued (no “FUTURE” uses, or labels like “UNFINISHED BEDROOM”, etc.).
- e. **Smoke and Carbon Monoxide Alarm** locations must be shown on the floor plans.
- f. Include details and specifications of any **decks, balconies, porches, cantilevers**, etc. Show footing sizes, footing depth below final grade, post sizes and heights, beams sizes and spans, beam to post connection details, joist sizes and spans, ledger board size and specific attachment method the house include fastener size and spacing, ledger board flashing method details, lateral restraint device details, guardrail post type, size and attachment method to structure, guardrail infill details, stairway detail including landings, guardrails, handrails, and lighting
- g. **CROSS SECTIONAL DRAWING** shall show each specific detail and dimensions from the footings up to the roof peak(s). Include all wall heights and basement finished ceiling heights.

**12. Specifications** to include:

- a. Show and label the **attic access(s)**
- b. Show and label how the **house-garage separation** and opening protection will be achieved
- c. Show and label how the **garage floor** will be drained
- d. Show and label all **door** sizes
- e. Show and label all **landing** locations and sizes
- f. Show and label all interior and exterior **stairway** locations and details. Including landings, tread rise and run, headroom, handrail location, lighting, and guardrails.
- g. Show and label all bathroom **exhaust fans**.
- h. Show and label **HVAC** equipment and water heater.
- i. Indicate how whole house mechanical **ventilation** requirements will be complied with.
- j. Show and label any and all **egress windows**. If using a window well, provide all details.
- k. Show and label all glazing that is required to be **safety glass**.
- l. Note how **windows** with sill height more than 6' above exterior grade will comply with the window fall protection requirements
- m. Provide all **lumber sizes, species and grade**. If using engineered wood products, provide manufacturer name and specifications.
- n. Provide all **header sizes, beams sizes** and jack stud or supporting post specifications
- o. Indicate what **wall bracing method** will be used on the home, also indicate what wall bracing method will be used on the wall around the garage door openings.
- p. If there are any '**narrow corners**' (less than 48" wide per 602.10) provide complete alternative details and specifications.
- q. For pre-engineered roof and floor trusses, a copy of the **truss drawings** shall be provided prior to installation and include live & dead loads & any special bracing requirements.
- r. Any other product that is manufactured (i.e.: house wraps, cultured stones, I-joists, etc.) shall have the specific **manufacturer installation instructions** and **code evaluation reports** provided **prior to installation**.
- s. Provide type & thickness of roof, wall, and floor **sheathing**.
- t. Indicate the exact type of **Weather Resistant Barrier** (e.g. Tyvek, Typar, Green Guard, etc).
- u. Indicate all **flashing locations** (trim projections, stone caps, deck ledgeretc).
- v. Provide type and locations of **roof venting**.
- w. Provide roof **underlayment and shingle type**.
- x. Show the location & minimum amount of **ice & water shield** to be utilized.
- y. Note what type and the location of the **roof flashings** that will be used. (continuous, step , and Kickout flashing)