



A GUIDE FOR
**RESIDENTIAL ACCESSORY
STRUCTURES**

IN THE CITY OF MADISON HEIGHTS

COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
300 W. THIRTEEN MILE ROAD
MADISON HEIGHTS, MI 48071
(248) 583-0831 Fax (248) 588-4143

WWW.MADISON-HEIGHTS.ORG

INTRODUCTION

Residential Accessory Structures

The Building Division of the City of Madison Heights Community Development Department has prepared this handout to assist you in the process of building a residential accessory structure within our City.

This handout contains important information that will help you understand the building permit and construction process from application to completion. We have included details for areas that have generated confusion or delays in the past.

When your permit application is submitted it will go through a three-step review process.

1. A **Plot Plan Review** covers the work related to the property, such as drainage, sidewalks, driveways, as well as utility locations and connections.
2. A **Zoning Ordinance Review** is performed to verify that your accessory structure will meet the lot coverage, setback, height and size requirements for your zoning district.
3. A **Building Plan Review** covers all the construction code requirements that apply to your construction drawings.

Submitting a complete set of plot plans and construction drawings containing all the necessary information will expedite the review process. Details of these requirements are included in this handout. The permit applicant will be notified if the information provided does not meet zoning ordinance, plot plan or building code requirements.

This guide contains a summary of our current procedures and requirements, so we urge you to read through it completely. It may save you valuable time in building your accessory structure. **It is a guide only and is not intended to be all inclusive.**

We hope this handout is helpful and we encourage you to provide us with any suggestions you may have as we continue to work toward improving our development process.

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HOW TO USE THIS HANDOUT

This handout is set up to allow you to quickly reference specific areas of interest. The titles of the information provided in each section are listed below along with an explanation of what is contained on that sheet with a page number for quick reference.

BUILDING CONSTRUCTION SECTION

Codes Currently in Effect..... Page 7

A list of the current codes that will apply to your project.

Application to Completion..... Page 8

This is intended to be your general guide through the complete process. It provides information on the application requirements, permits, inspections, Certificate of Occupancy and bond refund.

Building Permit Fees Page 10

A list of all the fees related to building an accessory structure.

Inspection Requests Page 13

Contains details required for requesting an inspection, making sure your job is ready for inspection, the time inspections are done and what the inspection tags mean.

Construction Requirements Page 14

Explanation of the standard building construction required and some of the common items the inspector checks for during the inspection. This should be used as a guide by builders and homeowners, during construction.

ZONING AND GRADING SECTION

Important Information Page 18

An explanation of when a Tree Removal Permit is required.

Setback Requirements Page 18

A sheet to help you determine where your house can be located on your property.

Building Height Page 20

A detail sheet showing how the height of a house is calculated.

Plot Plan Requirements Page 21

A list of the items that are required to be shown on the plot plan. This list should be given to your plot plan preparer. Please take time to make sure your drawings are complete. Plot plans that contain all the necessary information and details will expedite the review process.

Sample Plot Plan Page 22
A sample plot plan is enclosed.

Contractor Registration Requirements Page 23
A list of requirements for registering and obtaining permits.

BEFORE YOU BUILD

These issues should be checked at the beginning of your project. They can affect the type, location, cost and length of time it takes to build your Accessory structure.

Is a Permit Required? The Michigan Residential Code requires building permits for all residential accessory structures over 600 square feet in gross area. The Madison Heights Municipal Code requires a ratwall on all structures, regardless of size, unless they are considered *portable* under the ordinance. A concrete permit is required for a ratwall on all accessory structures under 200 square feet unless they are considered portable. *Portable* is defined as being able to be moved by one person without tools or equipment. Portable sheds must be placed on a concrete driveway slab, or elevated on a open foundation. Permits are required for all electrical, plumbing, or mechanical work regardless of building size.

Size The maximum combined size of all detached accessory structures on your lot may not exceed forty percent of the required rear yard. To compute the maximum allowed multiply the width of your yard by 35 and multiply that total by 0.4. The resulting number is the maximum square feet of accessory structures permitted. (Example for a 40 foot wide yard - $40 \times 35 = 1400$. $1400 \times 0.4 = 560$. 560 is maximum square feet allowed)

Location Accessory structures can not be built in front yards, in easements, or on vacant lots.

Permit Process Allow time for the permit process. Plan review time varies depending on the Building Department's work load.

County or State Roads Are you adding or moving a driveway? If your house will be located on a County or State road, a drive approach permit is required from the Road Commission for Oakland County or the Michigan Department of Transportation.

Setbacks The Zoning Ordinance contains minimum dimensions required between your house and the property lines. See "Setback Requirements" page 20.

Existing Foundation If rebuilding on an existing foundation, the existing foundation system must be capable of supporting the loads, and be of the proper depth and width, as prescribed in the current building code. If your foundation is not adequate, additional work may be required to ensure the new structure is properly supported. A structure can not be constructed on an existing wood deck unless the deck was designed to support the additional loads.

Drainage Will the existing yard drainage be affected by the accessory structure? All changes to the drainage pattern must be shown on the plot plan.

Deed Restrictions Your subdivision may have deed restrictions that apply. The City of Madison Heights cannot enforce deed restrictions, however we encourage you to verify any deed restrictions that may apply to your project.

These are some of the common items that may cause delays in the permit process. If your project is beyond the scope of this handout, additional requirements may be necessary. Please call the Building Department at (248) 583-0831 if you have any questions.

PHONE DIRECTORY
CITY OF MADISON HEIGHTS

Office Hours: Monday Friday (except holidays) 8:00 a.m. 4:30 p.m.

<u>DEPARTMENT</u>	<u>PHONE</u>	<u>FAX</u>
Treasurer	(248) 583-0846	(248) 837-2620
Assessing.....	(248) 583-0820	(248) 588-4143
Building	(248) 583-0831	(248) 588-4143
City Clerk.....	(248) 583-0286	(248) 588-0204
Engineering	(248) 583-0831	(248) 588-4143
Fire Prevention.....	(248) 588-3605	(248) 588-3604
Planning	(248) 583-0831	(248) 588-4143
Public Service.....	(248) 589-2294	(248) 589-2679
Water/Sewer Billing.....	(248) 583-0845	(248) 837-2620

City Website: www.madison-heights.org All applications and handouts are available for download on the web site.

OUTSIDE AGENCIES; PERMITTING AGENCIES

Ameritech (telephone).....	800-244-4444
Cable:	
Comcast Cablevision	800-COMCAST
Wide Open West	800-848-2278
Consumers Energy.....	800-477-5050
Detroit Edison.....	800-477-4747
Michigan Department of Environmental Quality.....	800-662-9278
Michigan Department of Transportation.....	248-483-5100
Michigan Department of Natural Resources.....	734-953-0241
MISS DIG	800-482-7171
Oakland County Customer Service.....	248-858-0720
Oakland County Drain Commission.....	248-858-1105
Oakland County Health Department.....	248-858-1280
Road Commission for Oakland County	248-858-4804

IMPORTANT INFORMATION

The building section of this handout contains important information to help you understand the process of building an accessory structure in the City of Madison Heights.

The information is presented in a start-to-finish sequence to guide you as you progress through your project.

The following information is provided:

Codes Currently in Effect Page 7

A list of the current codes that will apply to your project.

Application to Completion Pages 8

This is intended to be your general guide through the complete process. It provides information on the application requirements, permits, inspections, Certificate of Occupancy and bond refund.

Building Permit Fees Page 10

A list of all the permit fees related to building an accessory structure..

Inspection Request Page 13

Contains details required for requesting an inspection, making sure your job is ready for inspection, the time inspections are done and what the inspection tags mean.

Construction Requirements Page 14

Explanation of the standard building construction required and some of the common items the inspector checks for during the inspection. This should be used as a guide for builders, superintendents and homeowners during construction.

Please take the time to review this information. It may save you valuable time in building your accessory structure.

CODES CURRENTLY IN EFFECT

for the City of Madison Heights

Building:

Residential: Michigan Residential Code 2015

Plumbing: Michigan Plumbing Code 2015

Mechanical: Michigan Mechanical Code 2015

Electrical: Michigan Residential Code MRC 2015

Energy: Michigan Energy Code 2009

The Michigan Residential Code and the Michigan Energy Code can be purchased from:

State of Michigan
Department of Labor and Economic Growth
Building Code Division
(517)241-9313

The codes noted above have been adopted by the City of Madison Heights Municipal Code, Section 6-16 through 6-111.

APPLICATION TO COMPLETION

A General Guide Through The Complete Process

1. Information required for permit application

- A. **Building Permit Application**
Applicant or authorized agent signature required
- B. **Application and Permit Fees**
See "Building Permit Fees" page 10.
- C. **Plot Plan Three Sets**
See "Plot Plan Requirements" page 21.
- D. **Construction Drawings Two Sets**
Construction drawing must contain the following:
 - Floor plan.
 - See sample floor plan on page 14.
 - Size and location of all doors and windows.
 - Size of door and window headers.
 - Size, spacing, direction and type of roof framing.
 - Full dimensions of the structure.
 - Wall Section.
 - All details must be included
 - See sample wall section page 15.
 - Elevations
 - Include front and side elevations.
 - See sample elevations on page 16.

Owners may submit a permit application for work on property that is, or will be, on completion, their place of residence.

Be advised: Any contractor, hired by the owner who furnishes \$600.00 or more, in labor or materials, must be licensed in accordance with the State of Michigan Residential Builders Laws.

Note: All information noted above must be submitted with the building permit application. All forms to be filled out completely.

2. Registration of Builders License

Builders must be currently registered with the City of Madison Heights to submit a permit application.

All registrations expire on May 31st.

Builders not currently registered can register at the time of application by providing the following:

The original or a copy of your builders license.

Registration fee of \$15.00.

Contractor Registration form.

The form must have an original signature by license holder.

The form must be notarized (if not presented by license holder).

3. Plans Reviewed and Approved

Building and plot plans are reviewed for compliance to City codes and ordinances.

Plans are reviewed in the order they are received based on the application date. Plan review time

varies depending on the Building Department's work load.
Plans that contain all the necessary information and details will expedite the review process.
The permit applicant will be notified if the information provided does not meet zoning ordinance, grade or building code requirements or if any additional information is necessary.

4. Permit Ready

The applicant should contact the Department after the period specified when the application was dropped off to see if the permit is ready to be picked up.
All remaining permit fees are due at the time of issuance.
Permit fees can be paid by cash or check.
The building permit must be issued within 6 months of the application date or the application will be canceled.
Permits that have no activity for more than 6 months will be canceled.

5. Plumbing, Mechanical and Electrical Permits may be required and can be obtained after the building permit has been issued.

When all the required permits are obtained, construction may begin. Revisions to the building or grade after issuance of the building permit will require re-submittal and approval.

The following items must be installed and maintained throughout the construction process:

- Street address and job card posted & clearly visible from the street.
- Street and public sidewalks must be kept clean.
- Temporary soil erosion control.
- All construction materials and debris must be contained on your property.

6. Footing and Sand Inspection

After footing is dug, base compacted and forms are set.
See "Inspection Request" - page 13.
Approved plans must be on site.
These inspections may be done separately, with a \$70.00 additional charge, depending on your construction sequence.
Common items the inspector looks for are:
Location of structure.
Property line must be clearly marked to verify the distance between the property lines and the structure.
Footing installed in accordance with the approved plans.
All vegetation must be removed from the floor area.
4-inch minimum base of compacted sand, gravel or crushed stone is required.
Forms must be installed 6 inches above grade.
Size of floor must match approved plot plan.

7. Rough Mechanical Inspection

Required if installing heat in structure.

8. Underground Electrical Inspection (may be done during the rough inspection)

After wire or conduit is installed and all underground electrical work is completed
Must be inspected before covering

Proper materials must be used. Contact the electrical inspector if you have questions. (248) 583-0831.

Wiring from house to the structure must be at least 18 inches below grade
All work must comply with the Michigan Residential Code

9. Final Electrical Inspection

After all electrical equipment, switches, plugs, covers and fixtures are installed and operational.

A minimum clearance of 3' is required between the roof and all electrical service wires.

A rough electrical inspection is required if interior walls will be covered.

Proper operation of ground fault circuit interrupters are checked, along with proper breaker size.

The inspector may need access to the inside of the house to complete the inspection.

An adult must be present for the inspector to enter the house.

A separate underground inspection can be requested prior to the rough inspection for an additional fee of \$70.00 per inspection. This fee must be paid prior to the inspection.

10. Final Building Inspection

After all final trade inspections are approved and the structure is completed.

A rough building inspection is required prior to final building inspection if the interior walls will be covered.

Approved plans must be on site

Common items the inspector looks for:

Height of the structure must be 14 feet or less

All exterior siding, trim and painting must be completed

Grading must be in accordance with the approved plot plan

Grade must slope away from structure

A 6-inch clearance is required between the ground and untreated wood siding, sheathing and wall construction.

Treated bottom plate must be installed

Proper framing and header sizes are required

Anchor bolts must be installed

Truss drawing must be on site (if used)

Proper installation of roof trusses and all bracing, including all uplift connectors

Step from service door to grade must be less than 7 3/4 inches

PERMIT FEES

1.0 ELECTRICAL, MECHANICAL & PLUMBING PERMIT FEE SCHEDULE

1.1 All permits shall be assessed a non-refundable application fee of \$30.00.

1.2 The Permit Fees for any electrical, mechanical or plumbing permit shall be \$70.00 per inspection. One inspection and the application fee are required on all permits. Permit renewals shall be \$35.00. Permit fees are non-refundable after work has started and non-transferable.

1.3 Contractor registration fee shall be \$15.00 for electrical (all categories), mechanical and plumbing contractors.

1.4 Permits for new construction shall be for the minimum number of inspections required in

Section 3.

- 1.5 An investigative fee equal to the amount provided for in Section 1.2, shall be assessed if a permit was not obtained prior to commencement of work.
- 1.6 A fee of \$70.00 per inspection shall be charged for the re-inspection of all failed inspections.

2.0 BUILDING, MOVING, DEMOLITION AND SIGN PERMIT FEE SCHEDULE

- 2.1 All permits shall be assessed a non-refundable application fee of \$30.00.
- 2.2 The Permit Fees for building permits shall be an application fee plus the applicable permit fee. One inspection and the application fee are required on all permits. Permit renewals shall be \$35.00. Permit fees are non-refundable after work has started and non-transferable.
- 2.3 A fee of \$70.00 per inspection shall be charged for the re-inspection of all failed inspections.

Building Permit Fees Residential Alterations, Additions and Accessory Structures

Accessory structures, remodels, repairs, alterations, and other small jobs based on improvement cost as follows:

\$30.00 non-refundable application fee plus permit fees as follows:

<u>Improvement Cost</u>	<u>Fee</u>
\$0.00 to \$1,000.00	= \$70.00
\$1001.00 up	= \$70.00 + \$6.30 per thousand or fraction thereof, over \$1000.00

Plan review fee when required = \$55.00
Certificate of Occupancy including replacement certificates = \$25.00

Temporary Certificate of Occupancy All Construction

Single-family residential - \$325.00 plus bond of \$500.00 per incomplete item or 100% of cost, whichever is greater.

All temporary certificates are 90 days maximum with one renewal.

Demolition

All permits shall be assessed a non-refundable application fee of \$30.00.

Permit Fees:

\$210.00(Includes pre and post demolition and final site inspection. Additional inspections \$70.00 each. The inspector shall estimate the number of visits required).

Contractor registration fee:

Registration	\$15.00
Performance Bond	\$5,000.00 (Note: Bond required for all demolition permits including homeowner permits.)

Moving Buildings

All permits shall be assessed a non-refundable application fee of \$25.00.

Permit Fees:

\$135.00 (Includes pre and post move safety inspection. Additional inspections \$60.00 each. The inspector shall estimate the number of visits required)

Contractor registration fees:

Annual Registration	\$15.00
Performance Bond	\$5,000.00

Code Inspections

\$70.00 per inspection/per inspector

Special Inspections

Inspector required on site full time \$70.00 per hour.

Additional/Add-on Inspections, All Permits

\$70.00 per inspection

Appeal Boards

Construction or Property Maintenance Board of Appeals \$250.00.

2.4 Except as noted above, contractor registration fee shall be \$15.00.

2.5 An investigation fee equal to the permit fee shall be assessed if a permit was not obtained prior to commencement of work.

INSPECTION REQUESTS

Accessory Structures

All inspections **MUST** be called to the Inspection Request Line (248) 583-0831

You will be asked for the following information:

- The street address of the job site.
- Your name and/or the company name.
- The permit number.
- The type of inspection requested.

Inspections called in before 4:30 p.m. that have been verified, and have no fees due, will be scheduled for the next day between 9:30 a.m. and 3:30 p.m. (1:30 and 3:00 for plumbing/mechanical). You may call the inspector the morning of the inspection to schedule a specific time. Inspections will be done Monday through Friday. Re-inspection fees apply to all failed inspections, missed appointments and lock-outs. Re-inspection fees must be paid prior to scheduling the re-inspection. We do not enter occupied structures without the owner, or their representative, present.

A request to cancel inspections must be called in to the Building Department at (248) 583-0831 before 9:00 a.m. on the day of the requested inspection.

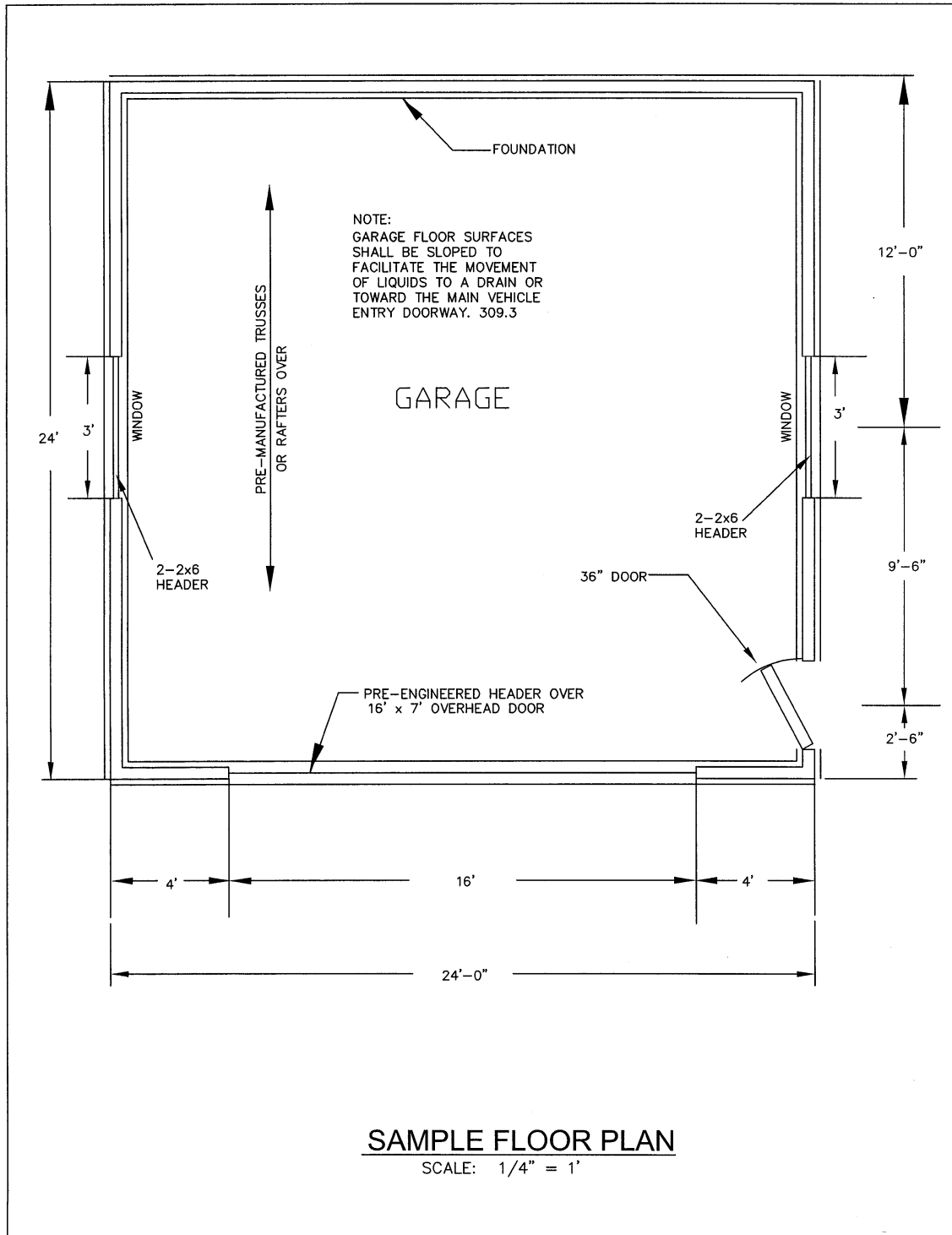
Make sure your project is ready for the inspection. No inspection will be done and a \$70.00 re-inspection fee may be charged if the following items are not completed or in place:

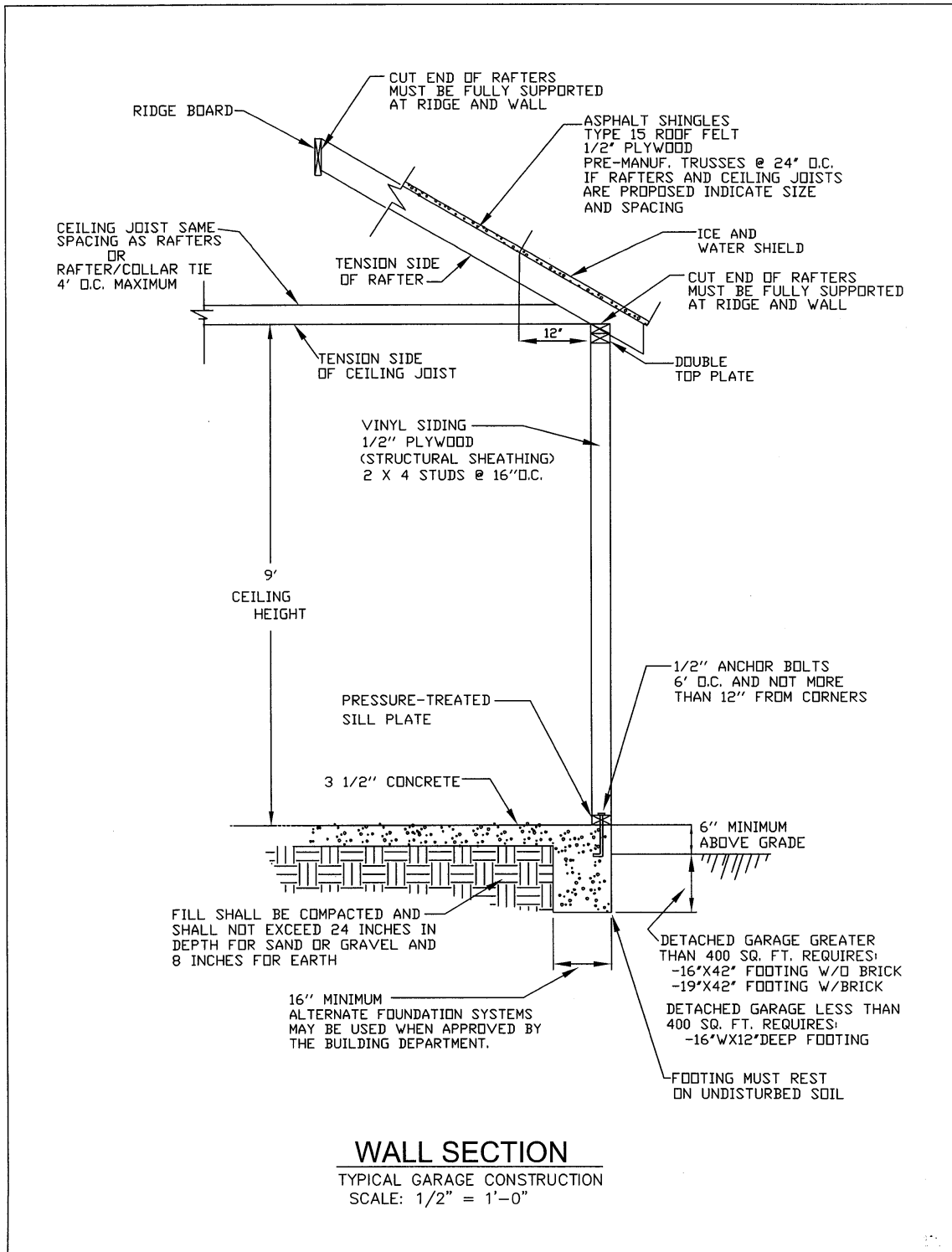
- Provide safe access to the job site and throughout the area to be inspected.
- An adult must be present if the building is occupied.
- Approved plans and truss drawings must be on site.
- Job must be ready for inspection.
- Street address and lot number posted and visible from street.
- Temporary soil erosion control properly installed and street clean.
- All construction materials and debris must be contained on your property.

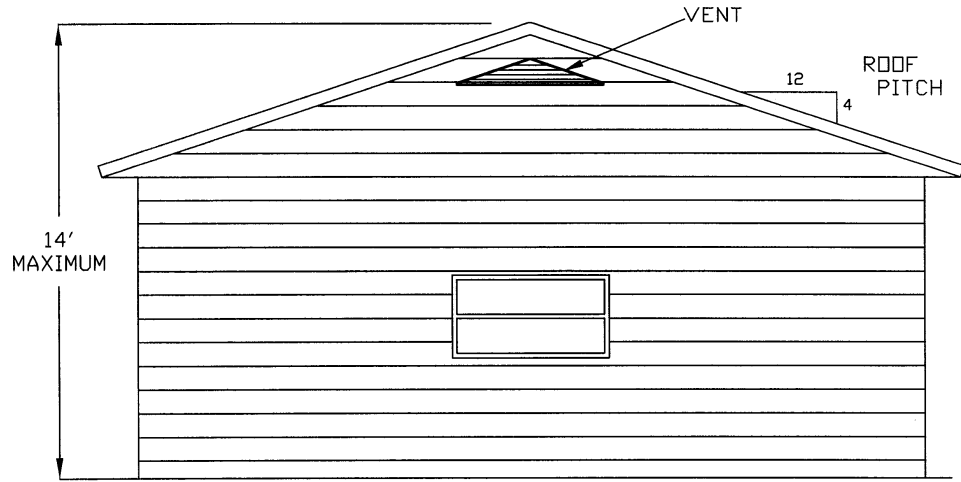
Inspection tags, or signatures on the job card, will be left on site after each inspection has been completed.

- Green Tag or signed job card - Inspection approved.
- Red Tag - Inspection not approved. A list of deficiencies will be provided that must be addressed before calling for a re-inspection. A \$70.00 re-inspection fee will be charged. Inspections must be approved before proceeding with the next phase of construction.

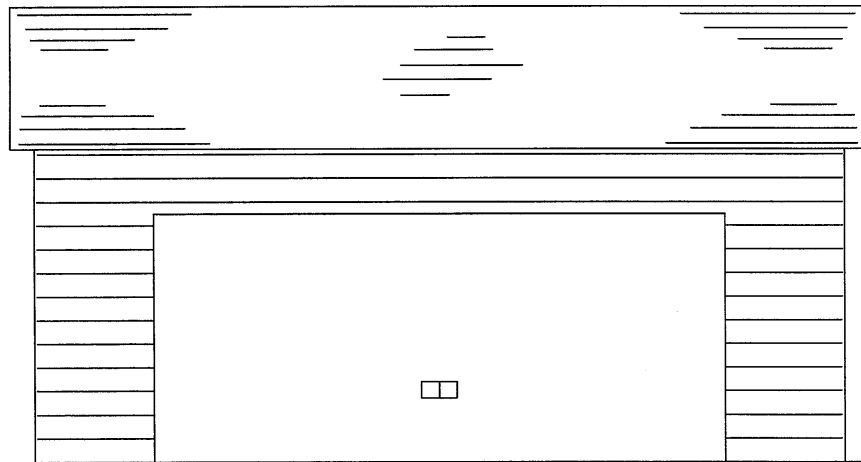
It is your responsibility as the permit holder to check the job site for the inspection results. Please read the information on all inspection tags and deficiency lists. If you have any questions regarding this information, call (248) 583-0831 between 8:00 a.m. and 9:30 a.m. or between 4:00 p.m. and 4:30 p.m. to speak with the inspector. (1:00 and 1:30 for plumbing/mechanical.)







SIDE ELEVATION



FRONT ELEVATION

SAMPLE ELEVATIONS

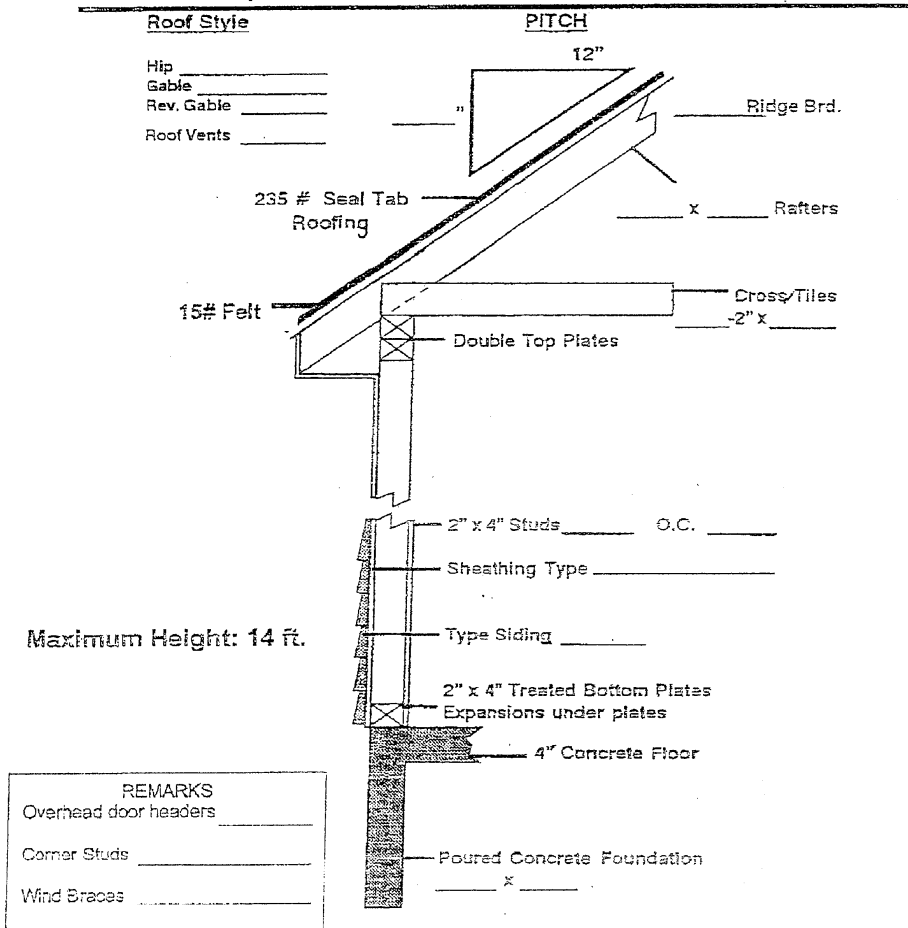
SCALE: 1/4" = 1'

CITY OF MADISON HEIGHTS
 COMMUNITY DEVELOPMENT DEPARTMENT
 BUILDING DIVISION
 (248) 583-0831

Free Standing Accessory Buildings

Name _____ Address _____
 Phone _____

Must submit with application.



IMPORTANT INFORMATION

The Zoning and Grading section of this handout contains important information to help you submit a complete plot plan for an accessory structure in the City of Madison Heights.

The following sheets of information are provided:

Setback RequirementsPage 18

A sheet to help you determine where your house can be located on your property.

Building HeightPage 20

A detail sheet showing how the height of a house is calculated.

Plot Plan RequirementsPages 21

A list of the items that are required to be shown on the plot plan. This list should be given to your plot plan preparer. Please take time to make sure your drawings are complete. Plot plans that contain all the necessary information and details will expedite the review process.

Sample Plot PlanPage 22

A sample plot plan is enclosed.

Please take time to review this information. It may save you valuable time in building your new home.

The Zoning and Grading Section is a general guide provided in a format that is more "user friendly" to help you apply the ordinance requirements to your project. The actual ordinance language may contain additional requirements or exceptions.

SETBACK REQUIREMENTS

How Close Can I Build To My Property Line?

The distance between your accessory structure and your property line is called "setback." The Zoning Ordinance outlines specific requirements for minimum setbacks depending on the zoning district you live in. Find your zoning classification in the chart below to determine the setback requirements for your area. If you need further assistance, contact the Building Department at (248) 583-0831.

Zoning District	Front Setback	Side Setback	Rear Setback
R-2	35(e)	2	35
R-3	35(e)	2	35

The following exceptions may apply to the above setback requirements.

- (1) Where the accessory building is structurally attached to a main building, it shall be subject to, and must conform to all regulations of this Ordinance applicable to main buildings except the rear yard setback.
- (2) In residential districts accessory buildings and structures shall not be erected in any required yard, except a rear yard.

- (3) In the R-1, R-2, R-3 and R-T districts, accessory buildings shall not exceed one (1) story or fourteen (14) feet in height. The combined floor area of all accessory buildings on a lot or parcel shall not exceed forty (40) percent of the required rear yard.

NOTE: To compute the maximum allowed multiply the width of your yard by 35 and multiply that total by 0.4. The resulting number is the maximum square feet of accessory structures permitted. (Example for a 40 foot wide yard - $40 \times 35 = 1400$. $1400 \times 0.4 = 560$. 560 is maximum square feet allowed)

- (4) No detached accessory building shall be located closer than ten (10) feet to any main building nor shall it be located closer than two (2) feet to any side or rear lot line with eaves no closer than one (1) foot to any lot line.

In those instances where the rear lot line is coterminous with an alley right-of-way, the accessory building shall not be closer than one (1) foot to such rear lot line. In no instance shall an accessory building be located within a dedicated easement right-of-way.

- (5) No detached accessory building in R-1, R-2, R-3, R-T, R-M, B-1, B-2, B-3, or O-1 and P-1 Districts shall exceed one (1) story or fourteen (14) feet in height.

Accessory buildings in all other districts may be constructed to equal the permitted maximum height of structures in said districts, subject to Board of Appeals review and approval.

- (6) When an accessory building is located on a corner lot, the said lot line of which is substantially a continuation of the front lot line of the lot to its rear, said building shall not project beyond the front yard line required on the lot in rear of such corner lot. When an accessory building is located on a corner lot, the side lot line of which is substantially a continuation of the side lot line of the lot to its rear, said building shall not project beyond the side yard line on the lot in the rear of such corner lot and in no case shall the entrance to a garage be less than ten (10) feet from a street line.

- (7) When an accessory building in any Residence, Business or Office District is intended for other than the storage of private motor vehicles, the accessory use shall be subject to the approval of the Board of Appeals.

- (8) All accessory buildings which are used as garages shall have paved driveways from the street to the garage. The paved driveway shall be a minimum of nine (9) feet wide unless otherwise approved by the Community Development Department. The Community Development Department shall base its determination upon such factors as the narrowness, shallowness, shape or area of a specific piece of property, topographical conditions, or extraordinary or exceptional conditions of the property by which the strict application of this ordinance would result in a practical difficulty; however, such practical difficulty shall not be self-created by the property owner. All driveways and garages shall be paved with asphalt or concrete and drained in accordance with the requirements of and upon approval of the City Engineer.

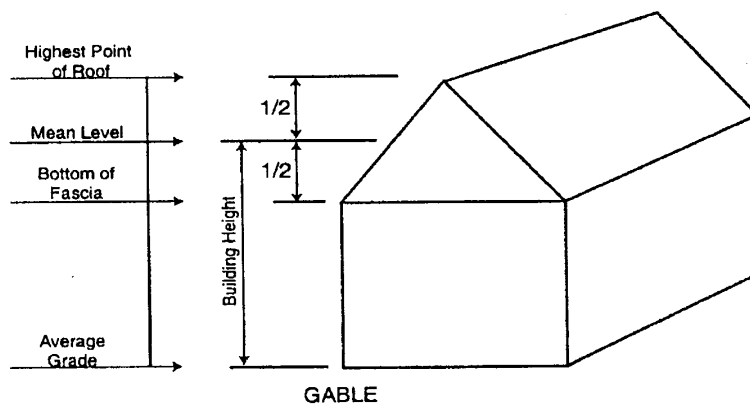
- (9) All accessory structures, including, but not limited to, decks, porches and gazebos, may not encroach into the front, rear or side yard setbacks except as otherwise set out in this ordinance. Further, all accessory structures, including, but not limited to, decks, porches and gazebos, must be in compliance with zoning ordinance provisions concerning the maximum percentage of lot coverage.

Please contact the Building Department if you need additional information.

BUILDING HEIGHT

How Do You Calculate the Building Height?

Building height: Is the vertical distance, measured from the established grade to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and to the average height between eaves and ridge, gable, hip and gambrel roofs; and to the average height between the lowest point and the highest point on a shed roof where a building is located on sloping terrain, the height may be measured from the average ground level of the grade at the building wall.



Where buildings have multiple or conflicting roof styles, the most restrictive method applies.

Average Grade shall mean a reference plane representing the average of the finished ground level adjoining the building at all exterior walls.

Maximum Building Height of Structures

R-2 and R-3 Single-Family Residential 14 feet

PLOT PLAN REQUIREMENTS

Note: Photocopier enlargements of subdivision site plans or plats will not be accepted. Residential site plans may be a minimum of 11 x 17 inches.

Residential Accessory structures

A site plan of the parcel or lot is required for all residential construction which involves construction of, an addition to, or a change in, the number, size or shape of, any structure(s). Structures include such things as outbuildings, pools and fences in addition to houses. The site plan must show the following:

1. STANDARD DRAFTING REQUIREMENTS

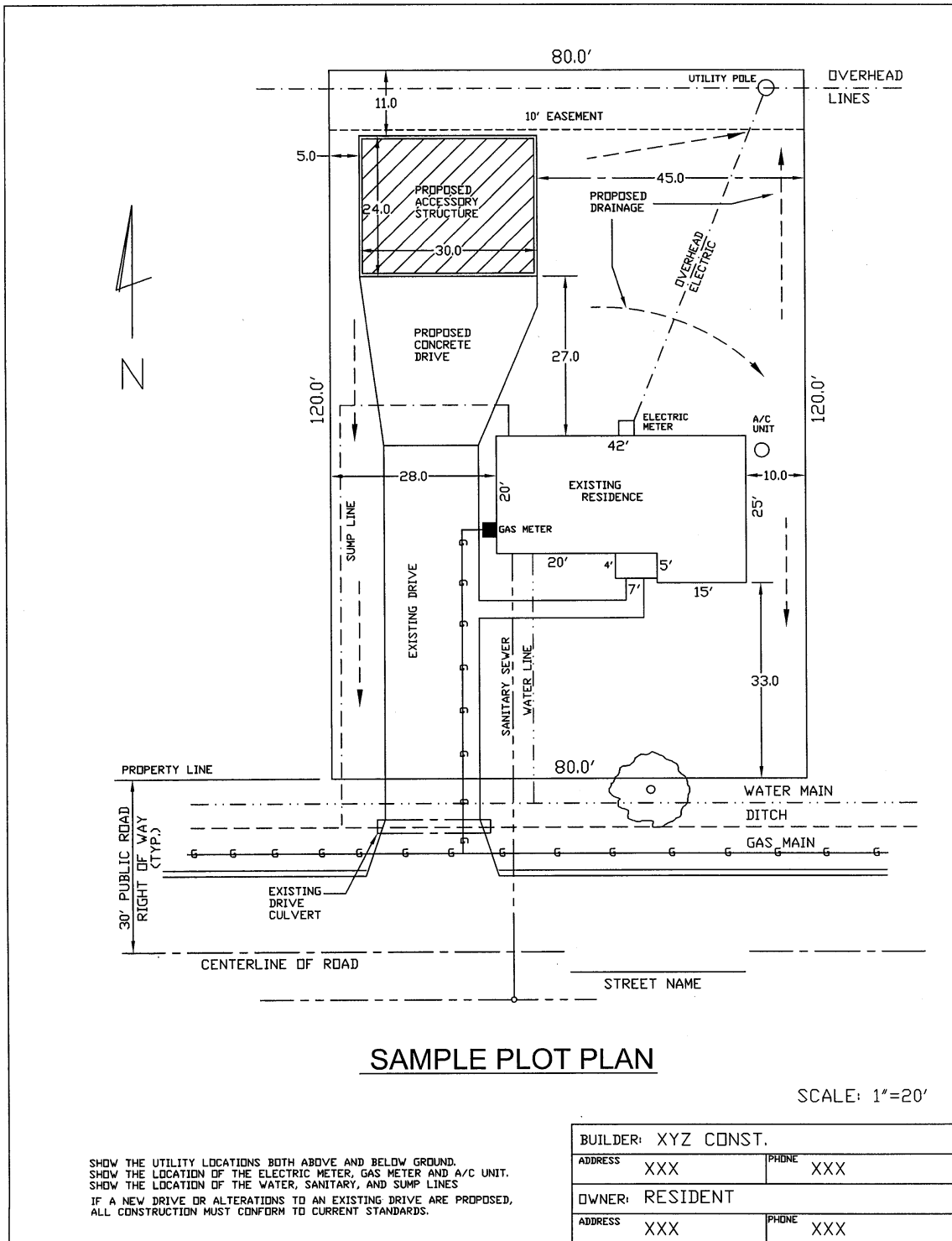
- a. North arrow.
- b. Graphic Scale.
- c. Lot dimensions .
- d. Legal description.
- e. Legend.

2. EXISTING CONDITIONS

- a. All structures, houses, garages, driveways, shed's, etc., on site (if any).
- b. Dimensions of all structures and distance between structures.

3. PROPOSED CONDITIONS

- a. Location and dimensions (size) of structures, garage, drive way.
- b. Drainage pattern by arrows.
- c. Location and dimensions of all easements on the property.
- d. Provide exact lot dimensions and all setbacks from all sides of the house, measured at 90 degree angles to the property lines. Setbacks must comply with ordinance requirements.



CONTRACTOR REGISTRATION REQUIREMENTS

Contractor Type	Registration Fee		Information Required for Registration
Building	\$15.00	*	Contractor Registration Form, signed originally by Licensee
		*	State Residential Builder's License
		*	Driver's License, MESC Number, Federal ID Number
Concrete	\$15.00	*	Contractor Registration Form, signed originally by Licensee
		*	Certificate of Liability Insurance.
		*	Driver's License, MESC Number, Federal ID Number
Bond required to work in the ROW by Builders or Concrete contractors		*	Right-of-Way Bond in the amount of \$5000 on City form. Bond must be stamped, sealed, and witnessed. Homeowner Bond \$1000
Demolition	\$15.00	*	Contractor Registration Form, signed originally by Licensee
		*	Driver's License, MESC Number, Federal ID Number
		*	Certificate of Liability Insurance.
Bond is required to be posted for clean-up by Builders or Demolition contractors		*	Demolition Bond required in the amount of \$5000 on City form. Bond must be stamped, sealed, and witnessed.
Electrical	\$15.00	*	Contractor Registration Form, signed originally by Licensee
Fire Alarm		*	Electrical Contractor's License
		*	Driver's License, MESC Number, Federal ID Number
Sign Specialty		*	Sign Specialty also requires the Sign Specialist License.
Mechanical	\$15.00	*	Contractor Registration Form, signed originally by Licensee
Fire Suppression		*	Mechanical Contractor's License
		*	Driver's License, MESC Number, Federal ID Number
Moving of Buildings	\$15.00	*	Contractor Registration Form, signed

			originally by Licensee
		*	Surety Bond required in the amount of \$5000.
		*	Certificate of Liability Insurance.
Plumbing	\$15.00	*	Contractor Registration Form, signed originally by Licensee
		*	Plumbing Contractor's License
		*	Driver's License, MESC Number, Federal ID Number
Sign Erector	\$15.00	*	Certificate of Liability Insurance.
Underground	\$15.00	*	Contractor Registration Form, signed originally by Licensee
		*	Certificate of Liability Insurance.
		*	Driver's License, MESC Number, Federal ID Number
Bond required to work in the ROW		*	Right-of-Way Bond in the amount of \$5000 on City form. Bond must be stamped, sealed, and witnessed.
Authorization letters must be originally signed notarized documents. No photo copies will be accepted.			