AURELIUS TOWNSHIP

1939 S. Aurelius Road · Mason, Michigan 48854-9729 (517) 628-2093 · Fax (517) 628-3989 · www.aureliustwp.org

PROCEDURES TO BE FOLLOWED TO SECURE A BUILDING PERMIT:

Step 1. Apply for and secure a PERMIT TO INSTALL WATER SUPPLY WELL AND/OR ON-SITE SEWAGE TREATMENT SYSTEM from the Ingham County Health Department, 5303 S. Cedar Street, Lansing, MI 48910, phone (517) 887-4312

Apply for and secure an approved **DRIVEWAY PERMIT** and a **CULVERT PERMIT** from the Ingham County Road Department, 301 Bush Street, Mason, MI 48854, phone (517) 676-9722.

Apply for and secure a **SOIL EROSION WAIVER** from the Ingham County Drain Commissioner's office. Enclosed form can be returned by e-mail to jlynn@ingham.org or by mail to P.O. Box 2020, 707 Buhl Street, Mason, MI 48854.

Contact Township office for **HOUSE NUMBER** information. The Building Permit will not be issued until you have a house number.

- Step 2. SITE ADDRESS and LOT NUMBER (if applicable) shall be posted on a wood board, 24 x 24 inches, at the front edge of the site before site inspection can be completed. STAKE OUT THE BUILDING ON THE LOT for site inspection.
- Step 3. Present the following to the Township office:
 - 1. A copy of the legal description of the lot and proof of purchase of land
 - 2. A set of building plans for approval
 - 3. A site plan for building in order to be approved by the zoning administrator
 - 4. A culvert permit and receipt for payment from Ingham County Road Commission
 - 5. A PERMIT TO INSTALL WATER SUPPLY WELL AND/OR ON-SITE SEWAGE TREATMENT SYSTEM from the Ingham County Health Department
 - 6. A building information and assessing worksheet (included in this packet)
 - 7. A signed building permit application addendum (included in this packet)
 - 8. A signed property line verification form (included in this packet)
 - 9. Final approval from the Ingham County Health Department for well & septic
 - 10. Copy of the builder's license.
- Step 4. When all the above have been satisfactorily completed, a building permit may be secured at the Aurelius Township Hall, 1939 S. Aurelius Road, Mason, between 10 a.m. and 3 p.m., Tuesday through Friday. Charges will be made as follows:

\$.30 per square foot as determined by the building inspector (\$100 minimum fee)
Garage attached or detached \$150
Barn \$150

Step 5. A permit, which is also your receipt, should be prominently displayed at the site for the use of the Building Inspector. All inspections will be strictly enforced.

A \$50 FEE WILL BE CHARGED IF YOU ASK FOR AN INSPECTION AND YOU ARE NOT READY!

If you have questions about filling out any forms or completing the process, call our office at 517-628-2093.

Revised 9-2-21

BUILDING PERMIT LOT AND DWELLING STANDARDS

- 1. MINIMUM LOT AREA: No building or structure shall be established on any parcel less than two (2) acres in area.
- 2. MINIMUM LOT WIDTH: The minimum lot width shall be one hundred and sixty five (165) feet having principal frontage on a street.
- 3. MAXIMUM LOT COVERAGE: The maximum lot coverage shall not exceed twenty-five (25) percent.
- 4. YARD AND SETBACK REQUIREMENTS:
 - i. Front Yard: Eighty-three (83) feet from the centerline of a public street or roadway.
 - ii. Side Yard: Twenty (20) feet except in the case of a corner lot where the side yard on a public street side shall not be less than the setback required for the front yard.
 - iii. Rear Yard: Thirty-five (35) feet.
 - iv. In any case, no structure housing livestock, or for storage of feed or manure shall be located any closer than 50 feet to a lot line.

DWELLING STANDARDS: Any building, mobile home, pre-manufactured unit or single titled unit which is designed and used exclusively for residential purposes and placed on private property must meet the following standards:

- 1. MAXIMUM HEIGHT REQUIREMENTS:
 - a. For dwelling and non-farm structures, height shall not exceed thirty-five (35) feet
 - b. For general and specialized farm buildings and structures, height shall not exceed ninety-five (95) feet.
- 2. MINIMUM BUILDING FLOOR AREA:
 - a. No residential dwelling unit shall have less than one thousand (1000) square feet of floor area, exclusive of garages or basements.
- 3. ROOF PITCH AND OVERHANG:
 - a. Minimum roof pitch of 4/12.
 - b. Minimum overhang of twelve (12) inches.
- 4. REMOVAL DEVICES:
 - a. Wheels, blocks, skids, jacks, undercarriages, or towing mechanism must be removed or otherwise concealed from view by skirting.
- 5. FOUNDATIONS:
 - All structures shall be placed and secured on a permanent fortytwo (42) inch frost free foundation. All anchorage devices shall cover an area not less than the perimeter of the structure and be constructed in accordance with applicable building code regulations.
- 6. MINIMUM BUILDING FLOOR AREA: No residential dwelling unit shall have less than one thousand (1000) square feet of floor area, exclusive of garages or basements. (ord. no 11 rev. eff. July 20, 1980: amend. By ord. No. 19 eff. August 19, 1981 further amend. May, 1984: amend. eff. March 2, 1994).

BUILDING PERMITS INFORMATION ONLY – NOT ALL INCLUSIVE

Address numbers and the building permit must be posted on the property and visible from the road before any excavation or construction is started. If not posted, the inspection will not be completed, and a re-inspection fee will be charged.

PLAN REVIEW – Full set of prints with details from the footings up to the roof.

- * Footing, foundation and backfill height
- * Floor Joist type and size beam detail
- * Exterior wall detail
- * Roof detail
- * Energy code compliance (example: res-check)

INSPECTIONS

- * Footings to be completed before concrete is poured but after all forms are up and trenching is done. Interior jack post forms must also be ready.
- * Backfill inspection after damp proofing, drain tile, pea stone and fabric is installed. No backfill.
- * Frame Inspection after all trade inspections are completed and approved but before any insulation is installed. All fire blocking must be completed. Truss spec sheets must be on the job site.
- * Insulation Inspection
- * Blower Door Test
- * Final Inspection after all trade inspections are completed and approved.

Things to be aware of for a FINAL:

- Insulation in the attic will be inspected. A ladder must be on the job site and the access to the attic uncovered. Markers in the attic shall be provided every 300 sq. ft.
- All steps, handrails, and guardrails must be in place and meet code requirements. Handrails must be "graspable" per code. A flat 2 x 6 or 4 <u>does not meet code</u>.
- All footing deck holes shall be inspected before footings are poured.
- Risers are measured from the top of the threshold.
- Address numbers must be posted on the dwelling.
- Sidewalks to be installed where required.
- Grading to be completed and must slope away from the foundation.

^{*} Any certificates required for the energy code (i.e. HERS) will be submitted before the final inspection is completed.

AURELIUS TOWNSHIP 517-628-2093

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

All permit applications must be accompanied by detailed construction and site plans. Multi-Family and all Commercial plans must be signed and sealed by a State of Michigan, Registered Architect, or Engineer.

APPLICANT TO COMPLETE PAGES 1 THROUGH 3

I. LOCATION OF BUILDING									
STREET ADDRESS OF CONSTRUCTION:									
CITY ZIP			AURELIUS TOWNSHIP			HAM COUNTY			
				IDENTIFICATION					
			A. O	WNER OR LESSEE	E				
NAME				ADDRESS		ı			
CITY		STATE		ZIP		PHONE			
EMAIL ADDRESS									
		В.	ARCH	HITECT OR ENGIN	IEER				
NAME				ADDRESS					
CITY	CITY STATE			ZIP		PHONE			
LICENSE NUMBER			EXPIRATION DATE						
			C.	CONTRACTOR					
NAME				ADDRESS					
CITY STATE			ZIP		PHONE				
FAX NUMBER				EMAIL ADDRESS	3				
LICENSE NUMBER				EXPIRATION DA	TE				
FEDERAL EMPLOYER ID NO OR REASON FOR EXEMPTION									
WORKERS COMP INS	SURANCE	CARRIER OF	REA	SON FOR EXEMP	MOIT				
MESC EMPLOYER NO	OR REAS								
		01.	TYP	E OF IMPROVEME	INT				
A. DESCRIBE IMPROV	/EMENT								
☐ New building	☐ Additio	'n	ПΑ	lteration	□ Repair		☐ Wrecking		
☐ Mobile Home	☐ Founda	ation only	□Р	re-manufacture	☐ Relocation		□ Fence		
□ Pool □ Shed □ D		αD	eck	☐ Other					

IV. PROPOSED USE OF BUILDING									
A. RESIDENTIAL									
☐ Two or More Family No. Of			Hotel, Motel No. Of units Other Use			☐ Attached Garage ☐ Detached Garage			
B. NON-RESIDENTIAL									
☐ Amusement ☐ Parking Garage ☐ Office, Bank, Professional ☐ Store, Mercantile	urch, Religion vice Station olic Utility ks, Towers	n ☐ Hospita ☐ School,			ial al, Institutional , Library, Educational				
NONRESIDENTIAL - Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industriaal plant. If use of existing is being changed, enter proposed use.									
V. SELECTED CHARACTERISTICS									
	A. P	RINCIPAL T	YPE OF FR	AME					
☐ Masonry, Wall Bearing ☐ Reinforced Concrete		☐ Wood Frame ☐ Structured Steel			☐ Other Type				
	B. PRINCIPAL TYPE OF HEATING FUEL								
□Gas □ Oil		□ Electrici	ty □ Coal □ Other T			☐ Other Type			
	C. T	PE OF SEV	VAGE DISPO	DSAL					
SEWER CONTRACTOR			☐ Public or Private Company ☐ Septic System						
	Т	YPE OF WA	TER SUPPL	Υ					
WATER CONTRACTOR			☐ Public or Private Company ☐ Private Well						
		E. MECI	HANICAL						
MECHANICAL CONTRACTOR									
☐ AIR CONDITIONING			□ ELEVATOR						
F. ELECTRICAL CONTRACTOR					_				
G. PLUMBING CONTRACTOR									
H. DIMENSIONS									
Total Floor Area (square feet) Floor Area: 1 st & 2 nd floor 3 rd - 10 th floor 11 th - above floor	Total Land Area (square feet) Number of Stories Total Height								
I. N	UMBER (OF OFF-STE	REET PARKI	NG SPA	CES				
Total Spaces Enclosed Total Spaces Per Residential Unit			Total Spaces Outdoors Handicapped Parking						

Zoning Certificate Application

	Rear Lot line	
	Front Lot Line and Road Ri	ght of way
Name:	Telephone #:	*Office Use only – Do not write in this box* Zoning District
Address:		Lot Size Lot Use
Setbacks: 20ft off sides, 35ft of 165 Ft of Dimensions of Structure	offront of Principal residence* off back, 10 ft from other structure Road Frontage	Setbacks: Front Rear Side Building Size: Health Dept Approved Soil Erosion Waiver
Services III Control of	are required to be shown on the plot	plan as they apply to the property
 North arrow All property lines and dimer Proposed streets and drivey All existing/proposed building Distance from side and rear 	nsions vays ng and structure sizes property lines to all existing and prop	
7. Distance from the proposed	construction to existing building/stru	ctures Approved \square
		Denied

Date

Aurelius Township Zoning Administrator

AURELIUS TOWNSHIP 1939 S. AURELIUS ROAD MASON, MI 48854 (517) 628-2093

Property Line Verification

City	State	Z
	City	City State

Revised February 2004
G:\PERMITS\property line verification.doc

BUILDING PERMIT APPLICATION ADDENDUM

Building Permit No Parcel No
Contractor's Name
Contractor's AddressPhone
Owner's Name
Owner's Address Phone
I(owner)
understand that I will not be able to occupy my dwelling until an occupancy permit has
been issued. If I do occupy the dwelling without an occupancy permit, I will be subject
to:
Upon conviction thereof, be fined not more then Five Hundred (\$500) dollars
or imprisoned for not more than ninety (90) days, or both, and in addition
shall pay all costs and expenses involved in the case. Each day such violation
continues shall be considered a separate offense. (Aurelius Township
General & Zoning Ordinances, 15.480, Sec. 605)
Owner Signature Date
Contractor Signature Date

AURELIUS TOWNSHIP BUILDING INFORMATION AND ASSESSING WORKSHEET

NAME					DATE			PERMIT NUMBER							
ADI	DRESS														
PAF	RCEL NUMBE	R			PHONE NUI	MBE	R								
TYPE 3. ROOF								10. FLOOR SUPPORT							
Single Family Gable			Gable		Gambrel Hip				Joists "X " "O.c						
	Other				Mansard		Flat			Unsupported Length Ft					
Wood Frame									Sill I	Sill Plate Yes No					
Year Built Remodeled									Cen	Center Support					
Number of Rooms				Insulation		Roof Pitch:			11.	11. HEATING AND AIR CONDITIONING					
	Basement				Chimney typ	e					Gas		Oil		Electric
	1st Floor				Overhang		nt/Other	Size)		Wood		Steam		Other
	2nd Floor			4. 1	NTERIOR						Forced Air		Forced Warm	ı Wa	ter
	Baths				Drywali		Plaster	Г	Paneled	П	Heat Pump		Air		Water
Total Bedrooms Trim and Decoration					ion				Cen	tral Air Conditi	ioning				
1. E	EXTERIOR				Ex-ordinary		Ordinary		Minimum	12. 1	Electric				
	Wood, Shingl	le		Doo	rs	Solid		Hardcore		Amps Service	e				
Aluminum, Vinyl			5. F	5. FLOORS (Indicate Type of Floor)					13. Plumbing						
Brick			Kitcl	Kitchen Floor Other Floors					Number baths						
Block			6. C	6. CEILINGS					Ceramic Tile Floor Wainsco				Wainscot		
	Stone				Drywall		Plaster		Tile		tub alcove		exhaust fan		extra lav
	Insulation			Suspended		Other				extra stool		separate sho	wer		
2. WINDOWS		7. E	7. EXCAVATION					fiberglass ba	th un	it		jacuzzi			
	Many		Large	Base	sement sf Crawl Space s			sf		water softener			owned		leased
	Average		Average	Slab	sf		Height to jois	sts ft		water heater					
	Few		Small	8. E	ASEMENT					gallons electric gas				gas	
	Wood Sash				Block		Poured		Wood	14. WATER AND SEWER					
	Metal Sash			9. E	ASEMENT F	INIS	Н				well		septic		
	Vinyl Sash			Wall	Wall Finish					mound system gallons				gallons	
	Double Hung			Floo	r Finish					15. BUILT-IN ITEMS					
	Horizontal Sli			Ceili	ng Finish						oven		range		microwave
Casement				Walkout						intercom		disposal		dishwasher	
			\neg	Insulation						cen vacuum		wood stove		compactor	
	Storms and S	сгее	ns							hood	hood/fan vented yes no				no
	Patio Doors						39			Chimney			1 sty.		inside
													2 sty.		outside
											Fireplace		Foundation		Pre-Fab
EST	IMATED COS	T:											Free Stand		Hearth

AURELIUS TOWNSHIP BUILDING INFORMATION AND ASSESSING WORKSHEET

	PERMIT #										
NAME:	DA	DATE									
ADDRESS	РН	PHONE									
CITY	STATE					ZIP					
PARCEL NUMBI											
POLE BARNS	EDS				EXTERIOR						
Size:				:by	/			Woo	d		
Concrete Ap	proach		Woo	d Frame				Alum	ninum		
Finished			Meta	al Prefab				Vinyl			
Insulated			Othe	er				Othe			
ROOF								•			
GABLE	HIP		GAMBREL N			MANS	NSARD FLAT				
									= 7)		
					SIZ	SIZE		RAGE	CARPORT		
Eavestrough				Many				Sizeby			
Asphalt Shin	gles			Average		Average		Year	Built		
Other			Few Small			Small		Attached or Separate			
Insulation			Wood Sash				Doors				
Overhang			Metal Sash				Automatic Doors				
PORCHES/DEC	KS		Vinyl Sash				Common Wall				
VVidth			Double Hung				Wall Finish				
Depth			Casement				Ceiling				
Туре			Storms and Screens				Concrete Approach				
Covered?			Patio Doors					Size	by		
PORCHES/DECK	(5		PORCHES/DECKS								
Width			Width					SIZE			
Depth			Depth								
Туре			Туре					EST	COST		
Covered?			Covered?								

SECTION 1029 EMERGENCY ESCAPE AND RESCUE

1029.1 General. In addition to the means of egress required by this chapter, provisions shall be made for emergency escape and rescue in group R as applicable in section 101.2, classrooms greater than 250 feet² (23.2 m²) in group E, and group I-1 occupancies. Basements and sleeping rooms below the fourth story above grade plane shall have at least 1 exterior emergency escape and rescue opening in accordance with this section. Where basements contain 1 or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement. The opening shall open directly into a public street, public alley, yard, or court.

Exceptions:

- 1. In other than group R-3 occupancies as applicable in section 101.2, buildings equipped throughout with an approved automatic sprinkler system in accordance with section 903.3.1.1 or 903.3.1.2.
- 2. In other than group R-3 occupancies as applicable in section 101.2, sleeping rooms provided with a door to a fire-resistance-rated corridor having access to 2 remote exits in opposite directions.
- 3. The emergency escape and rescue opening may open onto a balcony within an atrium in accordance with the requirements of section 404, provided the balcony provides access to an exit and the dwelling unit or sleeping unit has a means of egress that is not open to the atrium.
- 4. Basements with a ceiling height of less than 80 inches (2 032 mm) shall not be required to have emergency escape and rescue openings.
- 5. High-rise buildings in accordance with section 403.
- 6. Emergency escape and rescue openings are not required from basements, classrooms, or sleeping rooms which have an exit door or exit access door that opens directly into a public street, public alley, yard, egress court, or to an exterior exit balcony that opens to a public street, public alley, yard, or egress court.
- 7. Basements without habitable spaces and having not more than 200 square feet (18.6 square meters) in floor area shall not be required to have emergency escape and rescue openings.

R408.30421

1029.2 Minimum size. Emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet (0.53 m²).

Exception: The minimum net clear opening for grade-floor *emergency escape and rescue openings* shall be 5 square feet (0.46 m²).

1029.2.1 Minimum dimensions. The minimum net clear opening height dimension shall be 24 inches (610 mm). The minimum net clear opening width dimension shall be 20 inches (508 mm). The net clear opening dimensions shall be the result of normal operation of the opening.

1029.3 Maximum height from floor. Emergency escape and rescue openings shall have the bottom of the clear opening not greater than 44 inches (1118 mm) measured from the floor.

- 1029.4 Operational constraints. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with Section 1029.2 and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening. Where such bars, grilles, grates or similar devices are installed in existing buildings, smoke alarms shall be installed in accordance with Section 907.2.11 regardless of the valuation of the alteration.
- **1029.5** Window wells. An emergency escape and rescue opening with a finished sill height below the adjacent ground level shall be provided with a window well in accordance with Sections 1029.5.1 and 1029.5.2.
- 1029.5.1 Minimum size. The minimum horizontal area of the window well shall be 9 square feet (0.84 m²), with a minimum dimension of 36 inches (914 mm). The area of the window well shall allow the *emergency escape and rescue openings* to be fully opened.
- 1029.5.2. Ladders or steps. Window wells with a vertical depth of more than 44 inches (1118 mm) shall be equipped with an *approved* permanently affixed ladder or steps. Ladders or rungs shall have an inside width of at least 12 inches (305 mm), shall project at least 3 inches (76 mm) from the wall and shall be spaced not more than 18 inches (457 mm) on center (o.c.) vertically for the full height of the window well. The ladder or steps shall not encroach into the required dimensions of the window well by more than 6 inches (152 mm). The ladder or steps shall not be obstructed by the *emergency escape and rescue opening*. Ladders or steps required by this section are exempt from the *stairway* requirements of Section 1009.

SECTION R 309 GARAGES AND CARPORT

R309.1 OPENING PROTECTION. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and residence shall be equipped with solid wood doors not less than 1 3/8 inches (35mm) in thickness, solid or honeycomb core steel doors not less than 1 3/8 inches (35mm) thick, or 20 minutes fire-rated doors.

P302.5 DUCT PENETRATION. Ducts in the garage and ducts penetrating the walls or ceilings separating the dwelling from the garage shall be constructed of a minimum No. 26 gage (0.48mm) sheet steel or other approved material and shall have no openings into the garage.

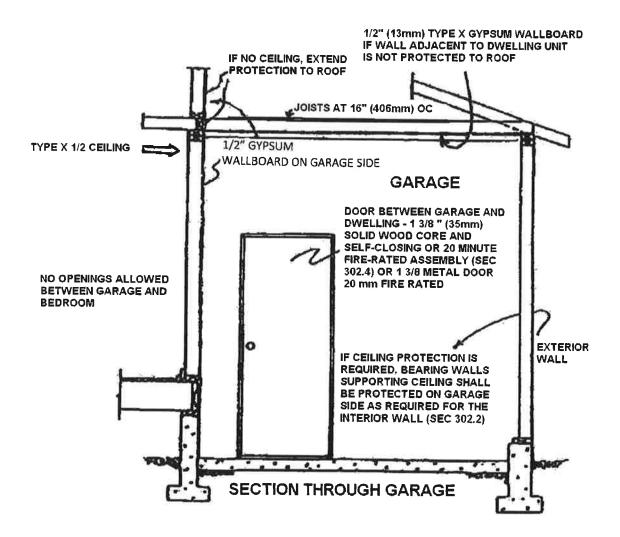


TABLE R302.6 DWELLING-GARAGE SEPARATION

SEPARATION	MATERIAL
From the residence and attics	Not less than 1/2-inch gypsum board or equivalent applied to the garage side
From habitable rooms above the garage	Not less than 5/8-inch Type X gypsum board or equivalent
Structure(s) supporting floor/ceiling assemblies used for separation required by this section	Not less than 1/2-inch gypsum board or equivalent
Garages located less than 3 feet from a dwelling unit on the same lot	Not less than 1/2-inch gypsum board or equivalent applied to the interior side of exterior walls that are within this area

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm. 2015 MICHIGAN RESIDENTIAL CODE

FIRE-WARNING SYSTEM

Dwelling units shall be provided with approved smoke detectors. A detector shall be installed in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area. When the dwelling unit has more than one story and in dwellings with basements, a detector shall be installed on each story and in the basement. In dwelling units where a story or basement is split into two or more levels, the smoke detector shall be installed on the upper level, except that when the lower level contains a sleeping area, a detector shall be installed on each level. When sleeping rooms are on an upper level, the detector shall be placed at the ceiling of the upper level in close proximity to the stairway.

In dwelling units where the ceiling height of a room opens to the hallway serving the bedrooms exceeds that of the hallway by 24 inches (610 mm) or more, smoke detectors shall be installed in the hallway and in the adjacent room.

Detectors shall be installed in accordance with approved manufacturer's instructions. When actuated, the detector shall provide an alarm that is audible within sleeping areas. (Sec. 310.9.1.4)

When the valuation of an addition, alteration or repair exceeds \$1,000 and a permit is required, or when one or more sleeping rooms are added or created in existing dwellings, the entire building shall be provided with smoke detectors located as required for new dwellings. This requirement is not applicable for repairs made to the exterior surfaces of the dwelling (Sec. 310.9.1.2)

In new construction, required smoke detectors shall receive their primary power from the building wiring when such wiring is served from a commercial source and shall be equipped with a battery backup. The detector shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than those required for over current protection. Smoke detectors may be solely battery operated when installed in existing buildings, or in buildings without commercial power, or in buildings which undergo alterations, repairs or additions regulated by the paragraph above. (Sec. 310.9.1.3)

EXIT

DOORS

At least one doorway from dwellings shall be of a size as to permit the installation of a door not less than 3 feet (914 mm) in width and not less than 6 feet 8 inches (2032 mm) in height. The door shall be so mounted that the clear width of the exit way is not less than 32 inches (813 mm). (Sec. 1004.6)

DOOR LANDINGS

There shall be a floor or landing on each side of all doors. The floor or landing shall be level, except for exterior landings which may have a slope not to exceed ¼ unit vertical in 12 units horizontal (2% slope), with the floor or landing not more than 1 inch (25 mm) lower than the threshold of the doorway. However, in private dwellings a door may open at the top step of an interior flight of stairs or at a landing, provided the door does not swing over that top step or landing (except that screen doors and storm doors may) and the landing is not more than 8 inches (203 mm) below the floor level. Then landing shall have a width not less than the width of the stairway or the width of the door.