

NORTHFIELD TOWNSHIP MICHIGAN

NORTHFIELD TOWNSHIP BUILDING DEPARTMENT

When applying for a **Building Permit** for a new structure or addition to an existing structure, residential or commercial, the following documents are required:

- 1 Approved Zoning Compliance
- 2 Approved Address Application (new construction):
Northfield Township, reviewed and approved by Northfield Twp. Fire Department. \$40 fee.
- 3 Tax Parcel Number: (located on deed)
- 4 Washtenaw County Permits for: Well and Septic - (required prior to issuance of building permit)
Washtenaw County Health Department: 734 222-3800
Northfield Township Sewer: Contact Sewer Billing at 734 449-2880 x 14 for Tap In fee
Plumbing permit is also required - Licensed contractor is not required. Keep pipes exposed until after inspection. (required prior to issuance of building permit)
Approval certificate must be issued prior to certificate of occupancy.
- 5 Washtenaw County Permit for: Soil Erosion (required prior to issuance of building permit)
Approval certificate must be issued prior to certificate of occupancy.
Washtenaw County Soil Erosion: 734 222-3978
- 6 Public Road Driveway & Culvert Permit (if road extension is required):
(required prior to issuance of building permit)
Washtenaw County Road Commission: 734-761-1500
- 7 Driveway Inspection and Approval: Issued by Township Building Dept.
(Driveway must be inspected and approved prior to issuance of building permit).
Post Address at Site. Driveway engineering standards attached. \$50- fee
- 8 MDEQ Permit (if applicable): Wetlands. MDEQ: 517-780-7690
- 9 Building Permit: Requires two sets of Construction Prints. (Builder/H.O.= up to 3,500)
(Architect/Engineer = over 3,500 need sealed & stamped MI License Plans) (11x17 Size)
If property is located in Flood Plain-Elevation Certificate is required
- 10 Construction Plans should include the following: All dwellings, utility runs, position of roads
commercial equipment layout, and other construction of an existing or proposed project site.
Commercial plans must be sealed. Energy Calculations required for new homes.
- 11 All trade permits including Electric, Plumbing, and Heating, if needed.
Rough trade inspections must be approved before rough building inspections can
be completed and all trade permits must be finalized before final building inspections
can be completed. (Contractor must be State of Michigan Licensed)
- 12 Commercial Buildings will receive certificate of occupancy when final site plan is approved
All other structures will receive a certificate of occupancy when all applicable documents
are received and inspections are complete
- 13 If Applicable-Sewer Tap Permit plus Plumbing Permit fee of \$75.00 is required.