

NORTHFIELD TOWNSHIP MICHIGAN

Requirements for Obtaining Building Permits

All building permits must be either accompanied by a Zoning Compliance Permit or have previously received Zoning Compliance

- Zoning Compliance Certificate / Permit
- Copy of plan review approval letter. Building plan review must be approved prior to a building permit being issued. This includes any Planning Commission, Zoning Board of Appeals, Internal Staff review approvals, and detailed engineering review (if applicable)
- Building Permit Application
- Minimum of two sets of plans that include the following (residential)
 - Foundation and Floor plans
 - Roof and wall section
 - Building Elevations
 - Site Plan
 - Provide method of compliance with the “Michigan Uniform Energy Code”
- Address Application issued by the Fire Department (applications are available in the Township office – supporting documents required w/application.) **An Address is Required prior to filing for any permits – Township or County**
- Tax Code Number
- Well and Septic Permits for New Construction – A Certificate of Approval must be issued by the Health Department prior to final inspection. (Washtenaw County Health Department 734-222-3800).
- Public Road Driveway and Culvert Permit (Washtenaw County Road Commission – 734-761-1500)
- Driveway inspected and approved by the Fire Department. See engineering standards for driveway design. Driveway must be inspected and approved prior to the issuance of building permit. A \$50.00 fee is required by the Fire Department for a driveway inspection. Call the Building Department to schedule a driveway inspection. Post the address at the site.
- Two sets of Construction Prints – and – Energy Calculations
- Two sets of Site Plot Plans with all setbacks, property lines and dimensions delineated.
- Sewer Tap (if in sewer district) – Contact the Township Clerk (734-449-2880)
- Soil Erosion Permit – Washtenaw County Soil Erosion – 734-222-3978
- MDEQ Permit – if near wetland – Contact – 517-780-7904
- **Electric Plumbing and Heating Permits are Separate from the Building Permit**
- **Please Note that a certificate of approval for well and septic is required for a final Certificate of Occupancy.**

Homeowner Permit Policy: A Homeowner Permit Policy Form (attached) is required when the homeowner is acting as the general contractor, even though a licensed builder may be significantly involved. It is the homeowner’s responsibility to correct any code violations, even if the builder or any other person actually did the work. The homeowner can be held liable for any injury which occurs on the job. In the event of an occurrence beyond the builder’s control which causes the builder to be unable to complete the work; the homeowner will be legally responsible for completion of the job.

- A Basement Improvement Affidavit is required to recognize if a basement space is habitable or nonhabitable space and will only contain storage, bathroom, or utility spaces.
- See Northfield Township Fee Schedule attached or you may call our Building Department at 734 449-5000 if you have any further questions or would like to schedule an inspection.

NORTHFIELD TOWNSHIP BUILDING DEPT FEE SCHEDULE ADOPTED

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All building permits include a \$25 non-refundable application fee: plus a \$7 per thousand of the construction value, and \$50 per inspection fee. Plan Review is separate.

Minimum construction value shall be established by applying 70% of the most recent ICC Building Valuation Data (BVD) square foot construction cost tables. For minor improvements not included in BVD tables the following construction values will be applied:

Basement Finishes	\$20 per SF
Concrete Flat work	\$ 5 per SF
Porches with roof	\$20 per SF
Porches/Decks without roofs	\$13 per SF
Screened Porches/Gazebos	\$20 per SF
R3 Accessory structures w/o concrete floor (add \$2 per SF for composite decking)	\$15 per SF

Building permits **do not** cover the associated installation or changes to electrical, mechanical or plumbing work. Separate trade permits are required.

Plan Review Fees:

New Residential R3-per unit (Single Family, Duplex's & Townhouses) \$60 minimum covers the first hour.

Minor Plan Reviews or Revisions: \$30 minimum

Commercial Plan Reviews: \$132 per hour \$60 minimum

Zoning Compliance May Also Be Required

Applicant is responsible for all plan review cost incurred by the Township even if the project is cancelled.

Soil Fill: \$500.00 / Resubmittals \$400.00

Greater than 300 cubic yards and/or greater than 1 acre in area and all excavation and removal operations other than mineral mining operations, farm ponds and landscaping ponds.
Northfield Township Zoning Ordinance, Section 36-707.

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Other Building Permits	Northfield Fee
Demolition Residential Accessory Building	No Charge
Hot Tub/Spa/Above Ground Pool	\$75
Structure Moving *(not modular home)	\$115
Modular Home(site built improvements not included)	\$75
Change of Use Permit	\$125
Industrial/Commercial Annual Trade Permit (Quarterly Inspections)	\$225
Barrier Free ramps for one and two family dwellings	No Charge
*(Performance bond required)	

Inspection Fees	
Initial and any additional inspections	\$50
Re-Inspection	\$45
Special Inspections (after business hours, weekends, holidays)	\$100
Code Compliance Inspection (no permits pulled/rental prop)	\$50
Code Compliance Inspection (w/certificate) or (request written letter)	\$75
Building Safety/Liquor Inspection	\$100

Other Charges	
Violation notice of working without required permits	\$45
Posting of Stop Work order	\$45
Special Inspection Reports	\$50 per hour
Permit Renewal (requested in writing, only renewed twice)	\$25
Residential Certificate of Occupancy (remodel,additions,renewals,replacements)	\$25
Residential Temporary Certificate of Occupancy (wanting to move in home not completed)	\$75
Commercial Certificate of Occupancy (remodel,additions,renewals,replacements)	\$100
Commercial Temporary Certificate of Occupancy and Renewals*	\$100

Performance Bonds

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Residential Temporary Certificate of Occupancy Bond (per Item)	\$500
Commercial Temporary Certificate of Occupancy Bond (minimum)	\$1,000
Demolition Bond – (performance, letter of credit from bank, personal check)	\$5,000
Structure Moving Bond	\$5,000
Sales Trailer/Construction Trailer Bond	\$500
Applicant Performance Bond**	\$500

** The applicant performance bond is required for each permit issued to an applicant that has been notified and has failed to act in good faith to complete expired uncompleted permits in the Township.

Refund of Fees:

Prior to the permits expiration date, the applicant may submit for a refund. The request must be in writing and all fees will be refunded except: (the application fee and 25% of the permit fee plus \$50 for each inspection already completed).

License Registration Fees:

(once per license cycle)

Fee:

Builders License	\$15
Maintenance/Alteration Contractors License	\$15
Mobile Home Installers license	\$15
Plumbing Contractor	\$15
Mechanical Contractor	\$15
Electrical Contractor	\$15
Sign Contractor	\$15
Fire Alarm Contractor	\$15

Electrical Permit Fee Schedule:

Application fee (non-refundable)	\$25
Per inspection fee	\$50

Plumbing Permit Fee Schedule:

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Application fee (non-refundable)	\$25
Per inspection fee	\$50

Mechanical Permit Fee Schedule:

Application fee (non-refundable)	\$25
Per inspection fee	\$50

One trade inspection provides 30 minutes of on-site inspection time. Inspections that run over 30 minutes will be charged for an additional inspection.

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