

# Western Washtenaw Construction Authority

## Building and Trade Permits and Inspections

### Policies and Procedures

Where permits are required:

These activities shall not commence without a permit being issued.

1. Construct or alter a structure
2. Construct an addition
3. Demolish or move a structure
4. Make a change of occupancy
5. Install or alter any equipment which is regulated by this code
6. Move a lot line which effects an existing structure”

In accord with the above, building permits are required for all new construction projects from small sheds to new homes, additions, pole barns, swimming pools and commercial buildings. All new roofs either tear off or shingle over will require a permit. New windows and siding require permits. Most remodeling work will require permits. Any electrical work including new services, rewiring, additional wiring, underground wiring requires permits. Mechanical HVAC work will require permits. Furnace replacement, Air conditioning, duct replacement, new gas lines, etc. shall have a permit and be inspected. New plumbing must have permits and be inspected.

Normal maintenance and or repairs do not require permits. If in doubt please call our office and confirm that a permit is not needed.

How to make application for a permit:

Permit applications are available in the office and must be filled out completely including directions, costs, descriptions of work etc. **Building permits** must be accompanied by 2 copies of complete plans and specifications along with the zoning approval form. The plans must be signed and approved by the zoning official. Plans must be legible, drawn to scale and include applicable site plans, floor plans, elevations, cross sections, and foundation plans to clearly show what is being built and enough materials listed to show how. Material lists will not be accepted in lieu of acceptable plans. Residential structures over 3500 sq. ft. and all commercial work must be signed and sealed by a State of Michigan registered architect or engineer. One copy of the plans will be returned as a SITE COPY and must be available to the inspectors on site. The homeowner or a licensed contractor may apply for permits.

Licensed State of Michigan Contractors must be registered with our department. Registrations will include your insurance and workman's compensation information along with a copy of your licenses. Masters licenses must be included for electrical, plumbing and mechanical registration.

**Manchester, Bridgewater and Freedom Townships, Manchester Village**  
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Homeowners doing their own work must sign a homeowner affidavit stating they accept all the responsibility and liability as if they were acting as a contractor.

Permits with complete information will be issued as soon as possible. State Law allows for 7 to 10 working days for a response to an application. Plan ahead. To eliminate delays ensure you include all required information along with phone #'s where you can be reached. Permits may be mailed in. Please allow 7 – 10 days for mail and processing. Do not commence work until the permit is posted on site.

### Inspection scheduling:

Inspections must be scheduled 1 day prior to the requested inspection. Inspections may be requested in person or by phone. After hours messages and inspection requests may be left, but do not assume the inspection is scheduled unless you receive a phone call from our office confirming the inspection.

Required information for scheduling inspections will be project address, township, persons name requesting the inspection along with contact phone #, permit #, type of inspection and date requested.

Inspection times will not be given out by staff. If you have a situation that is time critical (footings etc.) contact the inspector the day prior to inspection. All effort will be given to accommodate your needs, however no guarantees apply in this regard, and is strictly at the discretion of the inspector. Weekend or after hours inspection may be requested but is at the discretion of the inspector and an additional fee will be involved.

Disapproved inspections will require the payment of a reinspection fee. \$55.00 will be collected before another inspection is scheduled.

### Certificate of Occupancy:

A Certificate of Occupancy will be issued upon successful completion of your building project. All final inspections must be completed and approved. A Certificate of Approval (not just water samples) from the County Health Department must be received where required. Diligence in submitting water tests may reduce the time spent waiting for results. Any additional inspection fee's must be paid. If all items are in order the Certificate may be issued on site with a final building inspection. State Act 230 allows 5 days for a department to issue the Certificate. Temporary Certificates may be issued for 30 or 45 days. Temporary Certificates are not to be used for extensive work to be completed after moving into a structure.

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