



Building Services Department

309 E. Chicago Blvd.

Tecumseh, MI 49286

Phone (517) 424-6547 Fax (517) 423-3610

How to Obtain a Residential Building Permit

Before any construction can begin, construction plans must be approved and a building permit issued through the Building Service Department.

This requirement applies to all new construction and any work that physically alters a structure or exceeds \$500.00 dollars in construction cost. It also covers any other work regulated by the current Michigan Residential Code along with any additional City Ordinances that may apply.

Your first step in obtaining a building permit will depend upon the type of construction you are proposing. Please select the appropriate choice below:

A. Additions, alterations and accessory buildings (over 200 sq. ft.):

1. Submit two (2) copies of drawings and/or blueprints. The plans should contain all elevations, floor plan, and foundation information. Include electrical drawings, heating/cooling layouts and plumbing layouts if applicable. One copy will be retained by the Building Services Department and one returned to the applicant.
2. One copy of plot/site plan and building permit application
3. A clear copy of state of Michigan Residential Builders License unless applicant is the homeowner.

B. New Single Family Residential

1. Submit four (4) copies of site grade elevation, which has to be prepared by a **licensed registered surveyor or engineer**. Copies will be distributed as follows: (1) copy to the Department of Public Works, (1) copy to be retained by the Building Services Department, (2) copies returned to the applicant.
2. Submit two (2) complete sets of blue prints or drawings for the proposed building. The plans shall contain the following, regardless of the portion to be completed by the applicant, all plans must be complete, no exceptions.
 - A) Four (4) side elevations
 - B) Floor plan
 - C) Foundation plan

- D) Mechanical plans – electrical, heating, cooling, plumbing and heat study (if applicable).
 - E) Detail drawing, wall sections, floor and window schedules
 - F) Truss and/or rafter information (truss drawings must be sealed by a Michigan Design professional)
 - G) Prints to be distributed as follows:
 - (1) one copy retained by the Building Services Department
 - (2) one copy returned to the applicant
3. Submit the following to the building services department for review:
- A) Completed application
 - A) Two (2) sets of identical prints or drawings
 - B) Four (4) sealed site grade elevations, no copies accepted
 - C) Property I.D. Number available through the city of Tecumseh tax assessor's office.
 - D) Street address, which is issued by the city of Tecumseh Building Services Office. Address request application should be submitted 72 hours prior to application for building permit to insure address availability. Applications without an address will not be accepted.
 - E) A clear and valid copy of the State of Michigan Residential Builders License except when the applicant is the homeowner.
4. Apply and pay for water and sewer tap fees, water meter deposit and sewer line inspection fees.

NOTE*** The Building Permit DOES NOT cover plumbing, electrical, heating and air conditioning permits. It covers items shown on the submitted and approved prints or drawings. Inspections are required for these items. A Certificate of Occupancy is required upon completion. It is unlawful to occupy a home without a Certificate of Occupancy.

**Requirements Sheet Site Drainage Plan
Single Family Residential Building Sites**

The attached sheet shows a typical site drainage plan.

All plans must bear the seal of a Civil Engineer or Land Surveyor registered to practice in the State of Michigan.

Elevations to be shown (U.S.G.S Datum)

Existing and proposed grades around perimeter of lot.

Existing and proposed grades at building corners.

Proposed first floor.

Finish grades at adjacent buildings.

Sidewalks

Ditch lines

Road Centerline and edge

Surrounding area 100 feet beyond site limits (contours in 1 foot intervals or elevations to 0.1 feet on a grid of 50 feet or less, as required).

Dimensions to be shown

Setbacks and side yards of adjacent buildings

Proposed setbacks and side yards

Site boundaries

Additional information to be shown

Property description

Bench Mark (U.S.G.S. Datum)

Right of Way width

Type and width of road surface

Proposed drainage pattern

Proposed driveways and drainage grades

Location and size of sanitary sewer

Location and size of storm sewer

Location and size of water main