



VILLAGE OF NEW HAVEN BUILDING DEPARTMENT REQUIREMENTS FOR OBTAINING BUILDING PERMITS

RESIDENTIAL STRUCTURES:

(One And Two Family Residential With Less Than 3,500 Square Feet)

- Building Permit/Plan Review Application
- Minimum of two (2) sets of plans drawn to scale, with all required dimensions that include the following:
 - Foundation And Floor Plans
 - Roof And Wall Section
 - Building Elevations
 - Site Plan And Elevation Survey (A survey is required for all vacant parcels)
- Also:
 - Septic Permit (if necessary) from Macomb County (586) 469-5235
 - DEQ Permit For Building In Flood Plain A (if necessary) (586) 753-3700
 - Soil Erosion Permit from Macomb County (586) 469-5327 (If digging within 500' of any water or disturbing more than one acre of land)
 - Elevation Certificate (for anyone located in a Flood Plain)
- All of the above must be submitted with Building Permit Application and Plans
- A \$35.00 Plan Review Fee must be paid when submitting Building Application and Plans
- See the following page for all required inspections

COMMERCIAL STRUCTURES:

(Including One And Two Family Residential With More Than 3,500 Square Feet)

- Building Permit/Plan Review Application
- Two (2) sets of plans and specifications with **original signature and seal** of an architect or engineer registered in the State of Michigan

MOBILE AND PREMANUFACTURED HOMES:

- Building Permit/Plan Review Application
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation
- Site Plan and Survey
- For Michigan approved premanufactured units; (2) copies of the Building System Approval as approved by the State of Michigan Construction Code Commission as meeting the State Construction Code (Public Act 230 of 1972 and Public Act 371 of 1980)
- For mobile home units, two (2) copies of the approvals by the United States Department of Housing and Urban Development Mobile Home Construction and Safety Standards (24 CFR 3280)
- Show Egress Stairway – Pre Fab or Site Built
- Manufacturers Installation Instructions
- A \$35.00 Plan Review Fee must be paid when submitting Building Application and Plans

INSTRUCTIONS FOR COMPLETING APPLICATION:

Page 1 of the application: Complete all applicable sections. Note section II (c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3 of the application: Only complete section VI. Must be completed by the permit applicant and **signed**.

BUILDING PERMIT FEES:

Building permit fees may be obtained from the Village of New Haven Building Department by calling (586) 749-5301 Ext. 214.

WHEN TO CALL FOR AN INSPECTION:

Please fax an inspection request at least 24 hours prior to the time you need an inspection. The fax number is (586) 749-3408. A minimum of six (6) building inspections are required on most structures. It is the permit holders' responsibility to call for inspections.

The following is a sample of the minimum inspections required for a building permit. Plumbing, Electrical, and Mechanical permits/ inspections will also be required.

RESIDENTIAL NEW SINGLE FAMILY HOME

Footings – Performed when excavation is complete and all forms, rails, reinforcing rod are in place. There should be no standing water or cave-ins present.

Backfill – Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Masonry/Flashing – Before the installation of masonry veneer, and after the installation of base course flashing.

Stone or Sand – Before concrete floor is poured in basement and attached garage. May be performed once all underground utilities, if applicable, have been approved. Approved sub-base is required.

Rough - Will only be performed once the electrical, mechanical, and plumbing rough inspections have been approved. The roof and all framing should be complete, the exterior structure weather tight, and this should be done before the insulation is installed.

Insulation – Performed when all insulation is in place. If blown-in, must have certificate of R-value signed by contractor.

Final – Will only be performed once electrical, mechanical, and plumbing final inspections have been approved. All interior items must be complete in order to obtain a Temporary Certificate of Occupancy. Final Certificated of Occupancy will only be issued when all interior and exterior items are complete and approved, including the grade. No portion of area under construction to be occupied before final inspection.

DETACHED GARAGE

Garage Trench – Performed when excavation is complete and all forms, rails, reinforcing rod are in place. There should be no standing water or cave-ins present.

Final – To be made upon completion of the structure.

DECK

Post Holes – Performed after post holes are dug, and before posts are set in place.

Final – To be made upon completion of the deck.

SHEDS

Footings – Performed when excavation is complete and all forms, rails, reinforcing rod are in place. There should be no standing water or cave-ins present.

Or

Post Holes – Performed after post holes are dug, and before posts are set in place.

Final – To be made upon completion of the shed.

- **The building inspector will return one copy of the plans to the applicant after he has marked such copy either approved or disapproved, and attested to the same by the signature on such copy.**
- **The building department will retain one copy of the plans similarly marked.**
- **Project must be started within the first six (6) month of building permit issue date.**
- **Inspections are required at least every 180 days (6 months).**

**POSTED ADDRESS, POSTED BUILDING PERMIT, AND ALL APPROVED BUILDING PLANS
MUST BE KEPT ON CONSTRUCTION SITE FOR INSPECTIONS**