
PERMITS, ADDRESSES, AND INSPECTIONS

SANILAC COUNTY CONSTRUCTION CODE DEPARTMENT
60 WEST Sanilac County
COURTHOUSE ANNEX – 210
SANDUSKY, MICHIGAN 48471

This information has been produced by the Construction Code Department as a way of letting the public know what information is required, and the procedures that must be followed when making application for a permit (building, electrical, plumbing, mechanical). It also outlines the procedures, requirements and the times during construction or installation when inspections are required and necessary. To the best of our knowledge and belief all information contained is accurate and correct at the time of publication.

It is your responsibility as the holder of a permit (building, electrical, plumbing, mechanical) to have the knowledge of all the appropriate building and other related codes for the project you plan to undertake. The Construction Code Department's responsibility is to inspect your work and verify its compliance with the code. Inspectors cannot tell you how to do the work or solve problems with the construction, electrical wiring, plumbing or mechanical systems. Inspectors will answer any specific code questions or tell you if what you have done or propose to do will meet the appropriate code. It is not the inspector's responsibility to inform you of all the applicable building, electrical, plumbing or mechanical codes for your project. **YOU MUST BE KNOWLEDGEABLE OF THE CODES AND IT IS YOUR RESPONSIBILITY TO MEET THOSE REQUIREMENTS.**

If you do not know the codes or are not capable of completing the project in a timely manner it may be beneficial for you to hire a licensed contractor to perform the work. This may prevent expensive mistakes or loss of time. Please note that when signing **A PERMIT APPLICATION** you are signing a statement indicating that you know the code requirements and laws relating to the project you propose to undertake.

All building permits are required to have periodic inspections. If the project is not started and you do not have an inspection within six (6) months (this does not include the site inspection) your permit may be cancelled. If, after your project is started, it is stopped for any reason for more than six (6) months your permit may be cancelled.

All plumbing and mechanical permits are required to have periodic inspections. If the project is not started and you do not have an inspection within six (6) months your permit may be cancelled. All equipment for which a permit has been issued must be inspected and approved. Any portion of equipment that is intended to be concealed by any permanent portion of the structure shall not be concealed until it has been inspected and approved. Equipment shall not be put into normal operation until it has had a final inspection and been approved. The only

exception is replacement equipment. Replacement equipment may be installed before a permit has been issued, but an application for a permit and a request for an inspection must be made within two (2) days after the equipment has been installed or before it is to be concealed.

All electrical permits are required to have periodic inspections. If the project is not started and you do not have an inspection within six (6) months your permit may be cancelled. All equipment for which a permit has been issued must be inspected and approved. Any portion of equipment that is intended to be concealed by any permanent portion of the structure shall not be concealed until it has been inspected and approved. Equipment shall not be put into normal operation until it has had a final inspection and been approved. The only exception is replacement equipment. Replacement equipment may be installed before a permit has been issued, but an application for a permit and a request for an inspection must be made within two (2) days after the equipment has been installed or before it is to be concealed.

The information requested by this office at the time of application for a permit is required by law under the Michigan Construction Act (M.C.L.A. 125.1523). We are also required by law to keep this information, and all other pertinent documents (including all inspection information) in the County's possession for as long as the building or structure stands.

An application for a permit may be made Monday through Friday (except legal holidays) at the Construction Code Department Office in the Sanilac County Courthouse at 60 West Sanilac, Courthouse Annex-Room 210, Sandusky, Michigan 48471 between the hours of 8:00 A.M. and 4:30 P.M.

The Construction Code Department requires all inspections to be scheduled by the **PERMIT HOLDER** (in the case of replacement equipment, the owner of the property) and the request must include the permit number, whether it is a building, electrical, plumbing or mechanical permit, the permit holder's name, and the address of the construction site. It must also include the city, village or township and a telephone number where the contact person may be reached during inspection hours.

After inspection is completed, the inspector will leave an **INSPECTION NOTICE** and/or **STICKER** at the job site indicating the status of the inspection and whether or not any corrections are needed. The Michigan Construction Code requires that this department keep a copy of all inspection records with the permit file. If an inspection is conducted and the inspector determines that corrections will need to be made or additional work needs to be performed, the permit holder will be responsible for all corrections or additional work and for scheduling a re-inspection. If an inspection cannot be completed and approved and a re-inspection must be scheduled, a re-inspection fee may be charged to the permit holder. If a re-inspection has been charged, the re-inspection fee must be paid before or at the time of re-inspection (see re-inspections in the **REQUIRED INSPECTIONS** section). Re-inspection requests will be scheduled like any other inspection request.

**THE FOLLOWING INFORMATION IS REQUIRED IN WRITING AT
THE TIME AN APPLICATION FOR A BUILDING PERMIT IS MADE**

1. Code A properly and completely filled out application, provided by this department.
2. Zoning approval is required from your City, Village or Township Zoning Administrator.

3. If sanitary facilities (bathroom/s) are being included or bedrooms are being added in the construction project, a review of your existing facilities or a septic and/or well permit are to be reviewed by the Sanilac County Health Department. (810-648-2150...Ext.#124)
4. If you are changing the use or installing a new driveway, you will need a driveway permit from the city, village, county or state authority having jurisdiction over the road right of way. If you are building on an approved **PRIVATE ROAD** please ask for a copy of Article 14.28 of the Sanilac County Land Development Code (you must comply with all requirements in this article). The Sanilac County Construction Code staff or the Sanilac County Community Development staff can help you with any questions you may have.
5. **A SCALED** site plan (needed for Community Development Department also) showing property lines (with dimensions). Show the exact location and dimensions of all building(s) (existing and proposed) and their distance from each property line and each other. The plan shall give the distance from one of the property corners to the nearest section or quarter section line (**IN FEET**). The plan shall also specify the scale of the drawing (any acceptable engineering scale) and **NORTH** will always be shown as the top of the sheet.
6. Two copies of the building plans. The plans shall give proper dimensions and be drawn to **SCALE** (1/8" or 1/4" per foot **ONLY**). The plans shall include giving room sizes and uses, rear, all sides and front elevations and at least one(1) foundation-wall-roof cross section. Drawings for Commercial and Industrial Buildings are required by law to be sealed by either a Professional Engineer or Architect registered in the State of Michigan. Commercial and Industrial Buildings may require more detailed drawings.
7. All persons making application for a Building Permit for a Commercial or Industrial Building that may require **SPECIAL INSPECTIONS** under Section 1705 of the Michigan Construction must also submit the following:
 - A. A list of all materials and/or duties that may require special inspections.
 - B. A summary of all inspections to be performed.
 - C. The names of all agencies and individuals that will be performing the special inspections. You must also supply a resume describing the agencies and special inspector's credentials.
8. A copy of the legal description of the parcel and a property code number. If the property is a recent split, you will also need to provide a copy of a certified recorded boundary line survey and a recorded deed or land contract showing proof of ownership. The survey must show the original parcel and all new splits. All splits must be approved **IN ADVANCE** by the Sanilac County Equalization Department.
9. A letter from the deed holder giving consent to start construction if the applicant is not the deed holder of the property on which the construction will take place.
10. A copy of a signed contract between the applicant and a licensed contractor if the contractor is making application for the permit or if the owner makes application and designates a contractor.
11. If the building permit is for a Manufactured Home with a basement we will need two sets of

detailed drawings for the basement (unless the manufactured house has a unified floor system) provided by a Professional Architect or Engineer registered in the State of Michigan.

12. If the building permit is for a Manufactured Home on a frost free foundation we will need two copies of the manufacturer's tie down specifications and drawings.

**THE FOLLOWING INFORMATION IS REQUIRED IN WRITING AT THE
TIME AN APPLICATION FOR A MECHANICAL PERMIT IS MADE**

1. An application that has been properly and completely filled out, supplied by this department. Under state law, the only person that shall make application for a mechanical permit is the person that is going to actually do the work, for example:
 - A. A homeowner that is going to do the work themselves on their own single family dwelling. A homeowner may not take out a permit if they hire a contractor.
 - B. A Mechanical Contractor licensed by the State of Michigan.

**THE FOLLOWING INFORMATION IS REQUIRED IN WRITING AT THE
TIME AN APPLICATION FOR A PLUMBING PERMITS IS MADE**

1. An application that has been properly and completely filled out, supplied by this department. Under state law, the only person that shall make application for a plumbing permits is the person that is going to actually do the work, for example:
 - A. A homeowner that is going to do the work themselves on their own single family dwelling. A homeowner may not take out a permit if they hire a contractor.
 - B. A Plumbing Contractor licensed by the State of Michigan.

**THE FOLLOWING INFORMATION IS REQUIRED IN WRITING AT THE
TIME AN APPLICATION FOR AN ELECTRICAL PERMIT IS MADE**

1. An application that has been properly and completely filled out, supplied by this department. Under state law, the only person that shall make application for an electrical permit is the person that is going to actually do the work, for example:
 - A. A homeowner that is going to do the work themselves on their own single family dwelling. A homeowner may not take out a permit if they hire a contractor.
 - B. An Electrical Contractor licensed with the State of Michigan.

ADDITIONAL INFORMATION

At the time an application is made or before the building permit has been issued, the Construction Code Department may inform the permit applicant that additional permits or information will be required from other governmental agencies.

**THE FOLLOWING MUST BE COMPLETED PRIOR TO CALLING FOR A
SITE INSPECTION AND ISSUANCE OF THE BUILDING PERMIT**

1. On all construction sites a sign must be placed near the main entrance to the property (at the

end of the driveway) near the road-right-of-way with the permit holder's name and permit number. The sign shall be a minimum of 4 (four) square feet and at least 3 (three) feet above the ground.

2. Identify the location of the building(s) and/or addition(s) on the property by inserting stakes at the proposed building corners. The construction stakes must be at least 2 (two) feet above the ground and marked with survey tape, paint or other suitable material, and be labeled for identification. A lot boundary location shall be established by a Licensed Surveyor for all new lots established after April 23, 1996. The stakes used to establish the lot boundary shall be 3 (three) feet above the ground and marked with survey tape, paint or other suitable material, and be labeled for identification.

ASSIGNMENT OF ADDRESSES

All addresses for Sanilac County are issued by the utility companies:

Detroit Edison Company : 1-989-872-6107

Thumb Electric Company: 1-800-327-0166

THE FOLLOWING PROCEDURES MUST BE USED WHEN CALLING FOR AN INSPECTION

1. Inspections may be scheduled by calling the Construction Code Department at (810)648-4664 Monday through Friday, between the hours of 8:00 A.M. and 4:30 P.M.
2. The Construction Code Department requires all inspections to be scheduled by the **PERMIT HOLDER** (in the case of replacement equipment the owner of the property) and the request must include the permit number, whether it is a building, electrical, plumbing or mechanical permit, permit holder's name, and the address of the construction site. It must also include the city, village or township, section and a telephone number where the contact person may be reached during inspection hours.
3. If you wish to schedule an inspection through our fax line, you must provide the following information: the permit number, the name of the permit holder, the address of the construction site, whether it is a building, electrical, plumbing or mechanical inspection and the type of inspection you are requesting, such as footing, frame, rough, etc., and a telephone

number where the permit holder may be reached during inspection hours. (If you do not provide all of the required information, the inspection request will not be honored.) These inspections will be placed in the next available slot. It is also important that you designate one person to call for all inspections this will help avoid missed or duplicate inspections.

4. Most inspections will be completed within three (3) business days after the request is received. During abnormally busy times of the year the inspection time could be up to five (5) business days.
5. If access roads and/or driveways are not passable because of the weather or other conditions, please let our office know at the time of the inspection is requested.