

# **COMMERCE TOWNSHIP BUILDING DEPARTMENT PERMIT REQUIREMENTS**

In order for us to adequately review and approve your building projects for compliance with various codes and ordinances, it is necessary for you to provide certain documentation. Failure to accurately and completely finish plans could result in rejection and the need to re-do and resubmit revised copies. Different types of projects may require different information but the basic needs are set fourth below:

## **RESIDENTIAL STRUCTURES:**

- Two (2) copies of a site plan showing all lot sizes, elevations, easements, flood plain contours, setbacks to structures and/or facilities (septic, well, etc), road locations, wetlands, over head wires, etc. drawn to scale.
- A Copy of your septic approval, if applicable
- Two (2) complete sets of building plans showing structural elevations, sections, floor plan, material used in construction, window and door sizes and dimensions of areas. In order to properly assess your project compliance, these plans must be complete, accurate, properly detailed and drawn to scale. (Additions must include proposed work and attached rooms)
- Subdivision approval if needed
- Energy Code form (additions and new homes)
- Soil Erosion application if needed

## **RESIDENTIAL ACCESSORY STRUCTURES:**

- Accessory structure less than 200 Sq. Ft. does not require a building permit but must comply with required setbacks. A zoning review and an inspection must be obtained before construction
- For structures 200 sq ft and above, site plans & plans conforming to above must be submitted in duplicate

## **NON-RESIDENTIAL PERMITS:**

- Site Plan Review is necessary in most cases and these requirements are available at the Planning Department
- A registered architect or engineer in compliance with ACT 299 of P.A. of 1980 as amended, must draw and seal all drawings
- This requirement may be waived on minor/non-structural work; check with Building Director

## **CODES FOLLOWED:**

- CURRENT STATE CODES
- 2012 INTERNATIONAL PROPERTY MAINTENANCE CODE
- ENFORCEMENT OF ENERGY CONSERVATION AND BARRIER FREE DESIGN RULES, AS DICTED BY THE STATE OF MICHIGAN

Making sure that all documents are accurate, readable and contain all information, can save a substantial amount of time and labor.

Other ordinances, laws and governmental agencies may be involved in your project, especially if the land is near water. We will advise you of these facts when your plans are reviewed.

If you have any questions on the permit application, procedures, someone in the Building Department will by happy to assist you.

## **ZONING ORDINANCE REQUIREMENTS UNDER ORDINANCE 3.000**

This is not a complete list of Ordinance requirements, but is meant to answer the most common questions.

### **RESIDENTIAL ZONING**

Yards:

- Front 25' minimum
- Waterfront- 25' minimum, but may vary up to 50' maximum depending on how the adjacent homes are set back.
- Rear 35' minimum
- Sides 14' total, 4' minimum
- 10' separation between homes

### **MAXIMUM HEIGHT**

- 2 ½ Story, 35'

### **MINIMUM LOT SIZE**

- Zone R-1A, 20,000 Sq. Ft., 100 Ft. width
- Zone R-1B, 12,000 Sq. Ft., 70 Ft. width
- Zone R-1C, 10,000 Sq. Ft., 60 Ft. width
- Zone R-1D, 7,200 Sq. Ft., 50 Ft. width

### **MINIMUM FLOOR AREA** - ( Per unit in square feet)

	<b><u>R-1A</u></b>	<b><u>R-1B</u></b>	<b><u>R-1C</u></b>	<b><u>R-1D &amp; R-2</u></b>
One (1) story in height	1,500	1,200	1,050	900
One and One-half (1 ½)	1,800	1,500	1,300	1,100
Two (2) story in height	1,900	1,750	1,550	1,300

### **ACCESSORY STRUCTURES** - Free standing garages and portable tool sheds can be constructed providing:

- Cannot be in any front yard, unless waterfront (contact the building department)
- Cannot be over one story (14') in height, mid-peak
- Cannot be closer than 3' to any side yard or rear yard
- Cannot be closer than 10' to any main building
- Cannot occupy more than 25% of a required rear yard or 20% of a non-required rear yard
- Cannot exceed 900 square feet, or square footage of primary residence, whichever is less

There may be other codes, zoning requirements, flood plain requirements, wetland requirements, etc. which may apply to your situation, but the items listed will probably answer most of the frequently asked questions.

If you have a specific question, contact the Building Department.

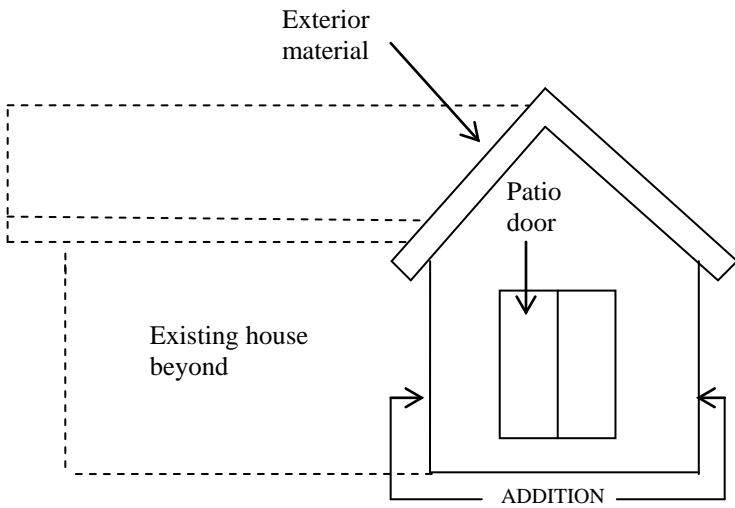
**Copies of the Zoning Ordinance are available at the Planning Department or may be viewed at [www.commercetwp.com](http://www.commercetwp.com)**

## BUILDING PERMIT APPLICANTS

- Is Application filled out **completely**?
- Is Application **properly** signed?
- Do you have Subdivision Approval? (If required)
- Have you enclosed a copy of your Septic Approval? (If required)
- Do your plans show septic and well location (drawn to scale), if applicable?
- Is soil erosions permit required?
- Is Flood Plain area identified? (If applicable)
- Do your setbacks meet requirements?
- Does your house (if applicable) meet minimum requirements for size?
- Do you have average setback from lake on homes on both sides? (Lakefront property)
- Are your construction plans to scale and dimensioned as to window sized, room sizes, door sizes; complete as to insulation R-Values, sizes, spans, materials used, etc.
- **Scales**
  - Site : 1'20'
  - Structural and floor plans : 1/4" = 1'
  - Elevations : 1/8" = 1'
- Assemble your plans in two (2) complete sets
- Any wetlands should be identified on plans
- If you would pre-check your plans using the above criteria, you will catch the most common issues, which cause temporary or permanent rejection of submittals and possibly save several days of review time

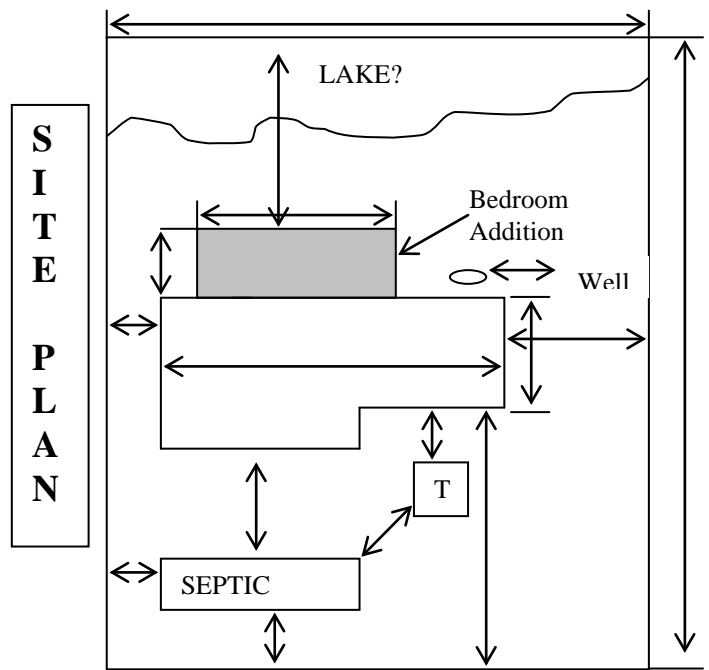
Thank you,

Building Department

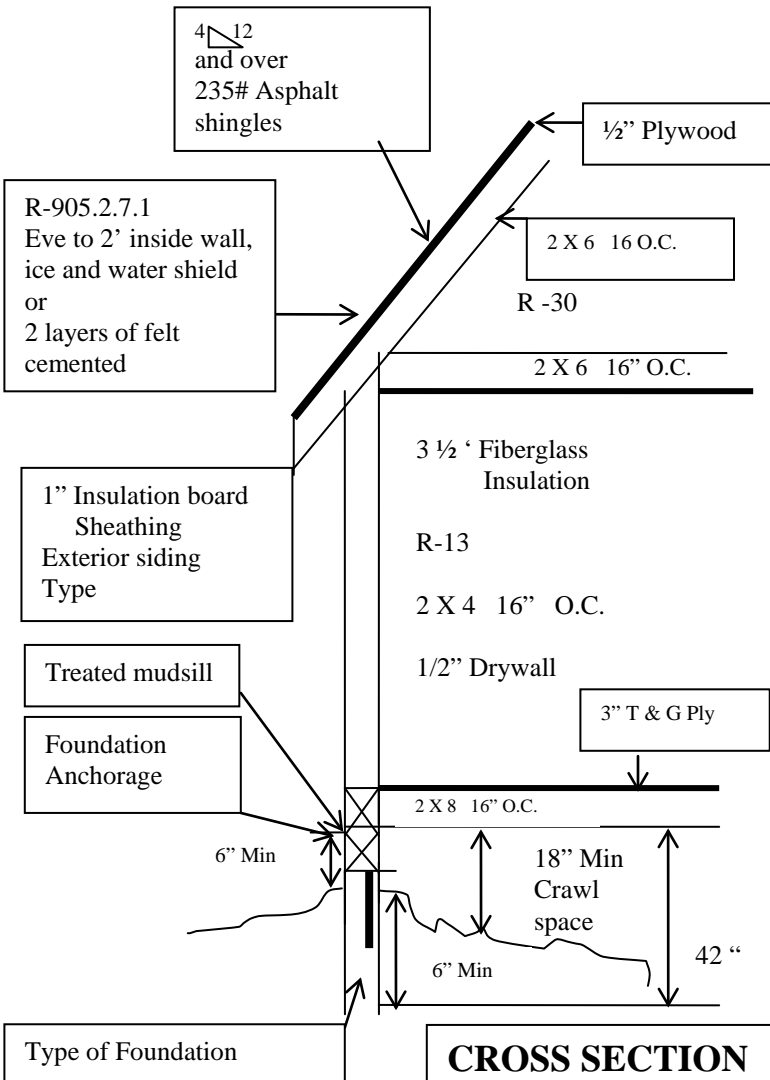


Typical Elevation  
More than one may be required

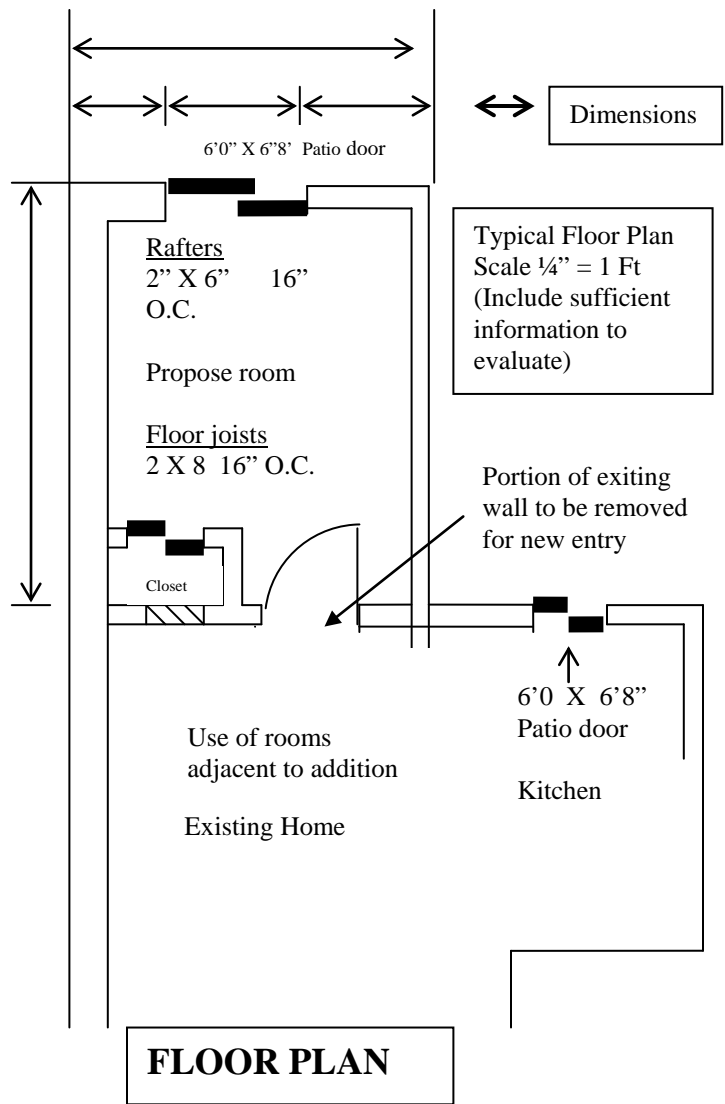
**ELEVATION**



↔ = Give dimensions Recommended scale 1' = 20"  
All situations differ from this plan  
**Show existing and proposed grades. Show Drainage.**



**CROSS SECTION**



**FLOOR PLAN**