

Flushing Township
6524 N Seymour Rd,
Flushing Township, MI 48433
Ph: 810-659-0800 Fx: 810-659-4212
Office Hours: M-Th 8am-6pm (closed Friday)

**Requirements for Obtaining Building Permits
From the
Construction & Development Services Department**

Residential Structures

(One-and Two-Family Residential with less than 3,500 square feet of calculated floor area)

- Building Permit Application.
- Minimum of two (2) sets of plans that include the following:
Foundation and floor plans
Roof and wall section
Building elevations
Site plan
Provide method of compliance with the "Michigan Uniform Energy Code"

Commercial Structures

(Including One and Two-Family Structures with more than 3,500 square feet of calculated floor area)

- Building Permit Application
- Copy of plan review approval letter. Building plan review must be approved prior to a building permit being issued.

Mobile and Premanufactured Homes

- Building Permit Application
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation for Mobile Homes
- Site plan
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

Demolition of Structures

- Building Permit Application
- DEQ/LARA Notification of Intent Renovate/Demolish form (EQP 5661) (MIOSHA-CSH 142)
- Proof of Utility Disconnects (electrical, water, gas)

Instructions for Completing Application:

Page 1 of the application:

Complete all applicable sections. Note section II(C, D). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application:

Enter the information as required. (Type of improvement, use of structure, type of construction and Dimensions/Data)

Page 3, Section VI of the application:

The application must be signed by the owner and the applicant. (If the applicant is the owner only sign the application on the "Signature of Owner" line.

Section VII. This section must be completed by the local governmental agency (city/township etc.) for environmental control approvals (be sure that all local requirements A through I are approved).

- In certain jurisdictions, a land use permit may be substituted for zoning approval. Indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

Building Permit Fees

Building permit fees are based on the fee schedule adopted by the Flushing Charter Twp. December 22, 2017

They can be obtained online @ www.flushingtowship.com or by calling (810)-659-0800.

You will need to furnish the following information when calling:

- Total square footage of the structure.
- Use group (i.e., "R-3" use group for single family homes, "U" use group for detached garages, pole barns, etc.).
- Type of construction ("5B" for wood frame construction is typical for a residence, or "2B" construction ((non-combustible construction)) is typical for a commercial building).

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the plan review fee.

When to call for an inspection:

Please call the building inspector's telephone number listed on your building permit at least one (1) day prior to the time you need an inspection. Inspection requests made by 4:00 pm the previous day will be scheduled for the next business day. The work should be completed before requesting an inspection.

A minimum of five (5) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

1. **Foundation Inspection**

Prior to placing concrete in piers, trenches and formwork.

2. **Backfill Inspection**

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

3. **Rough Inspection**

The rough inspection is to be made after the roof, all framing, firestopping, bracing, and the electrical rough, mechanical rough, and the plumbing rough installations have been approved and before the insulation is installed.

4. **Insulation Inspection**

The insulation inspection is conducted after all insulation has been installed and before any finish work is installed.

5. **Final Inspection**

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

Expiration of Permit:

A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.

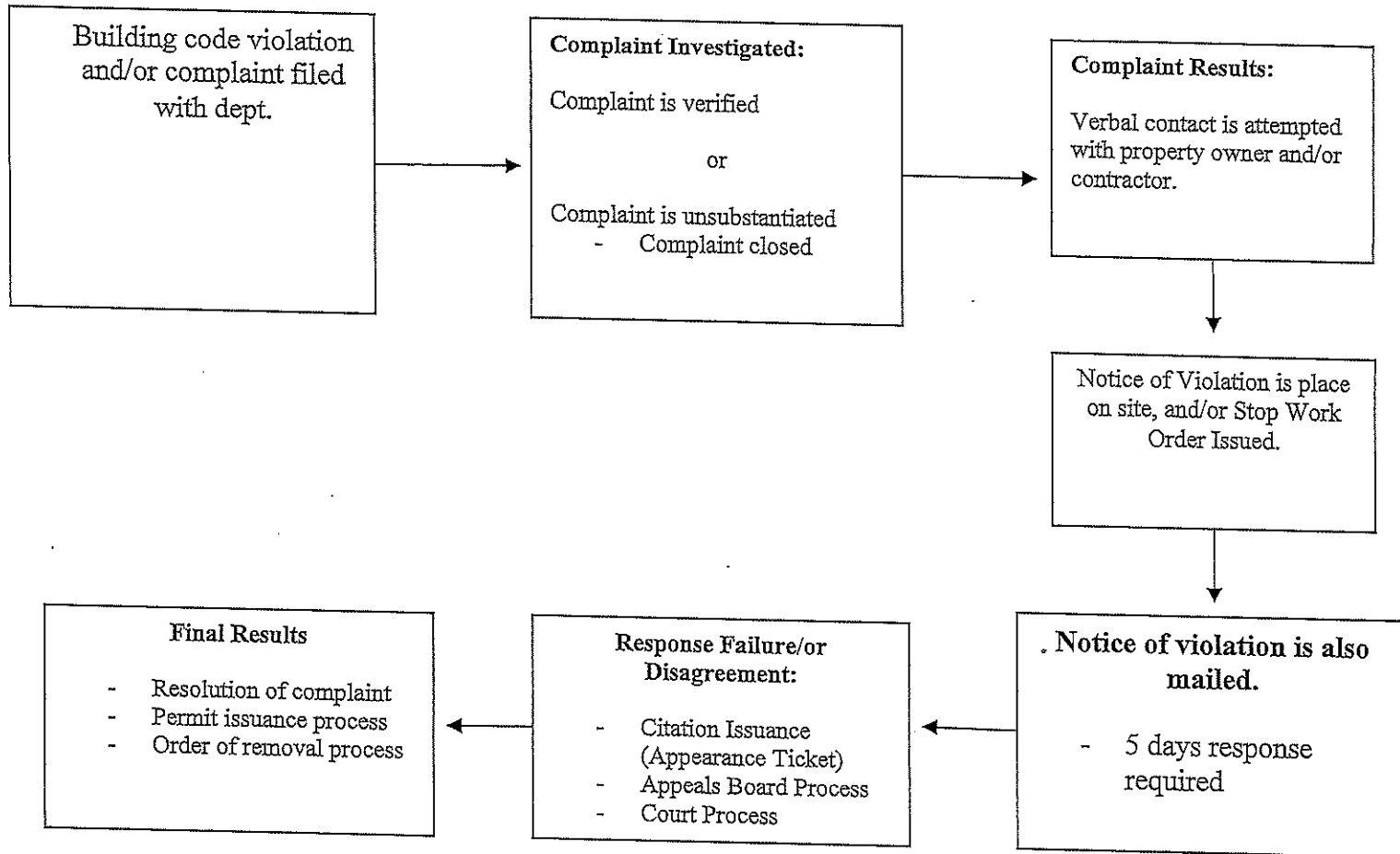
Certificate of Occupancy:

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy (in writing is preferred) upon the completion of the project.

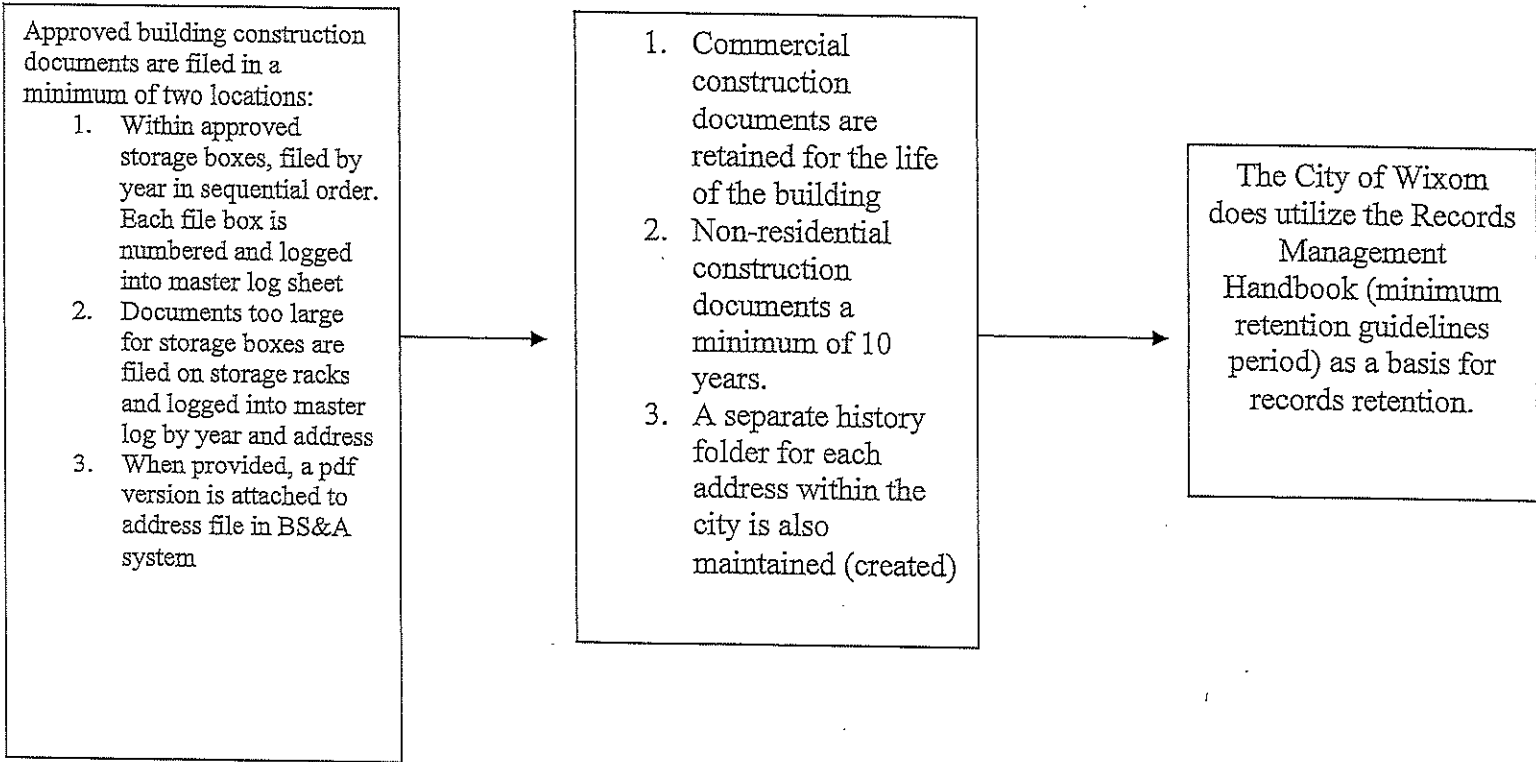
This request must include the building, electrical, mechanical, plumbing, boiler and elevator permit numbers (when applicable), and any required final inspection from the fire department.

A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances.

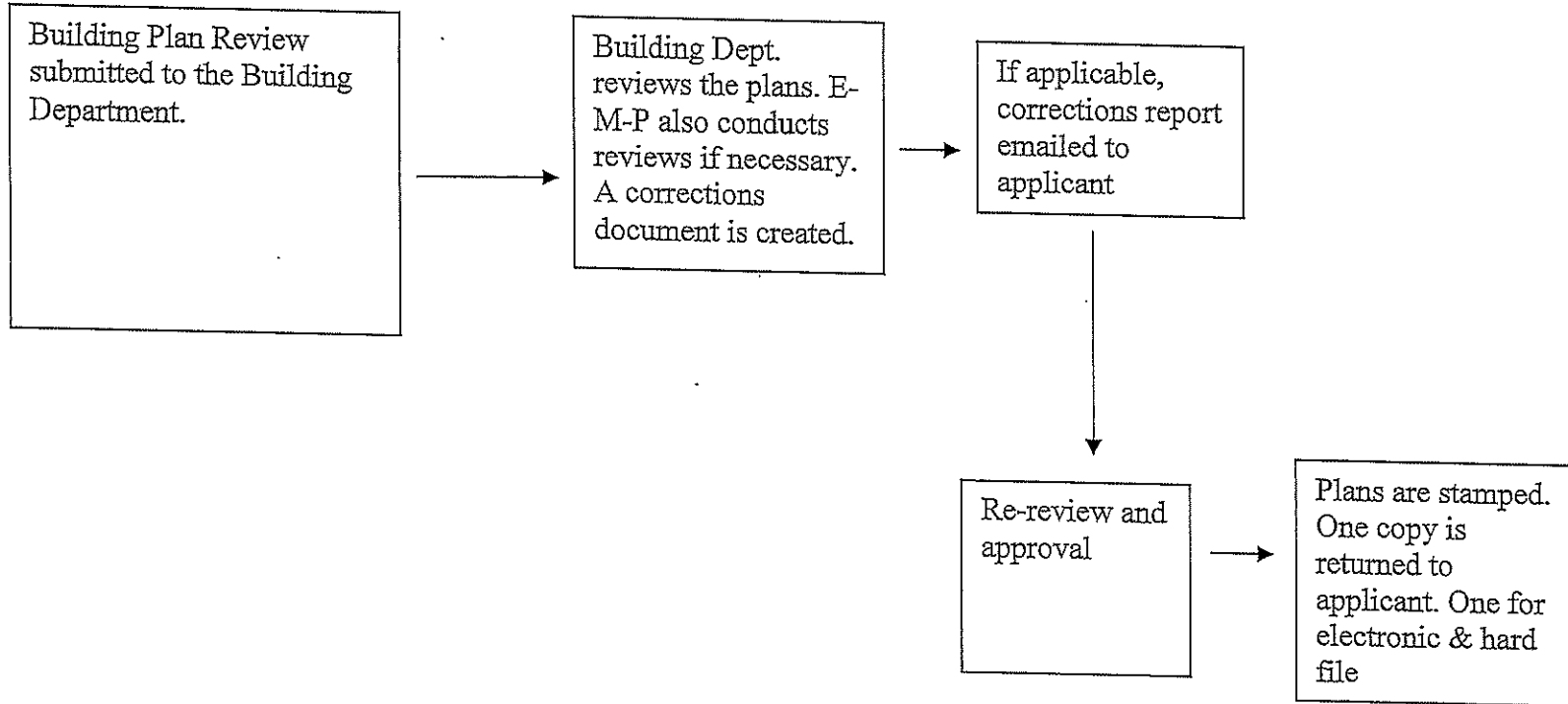
CITATION ISSUANCE



DOCUMENT RETENTION



RESIDENTIAL BUILDING PLAN REVIEW



INSPECTION RESULT DOCUMENTATION

