



# NEW HOME CHECK SHEET

(Site Built or Manufactured)

## Clare County Community Development Department

225 W. Main St., P.O. Box 438, Harrison, MI 48625 • Office: 989.539.2761

Fax: 989.539.8877 • [www.clareco.net](http://www.clareco.net)

"Our goal is to provide a safer place to live, work and play"


### APPLICANT MUST SUBMIT:

- Site Plan:** A *SCALED* site plan, required by PA230 and Clare County Community Development Department, showing all property lines (with dimensions). The site plan must show the exact location and dimensions of all buildings (existing and proposed) and their distance from each property line and each other. It must also show the drive way location and give a dimension to the nearest side property line. The site plan shall also specify the scale of the drawing (any acceptable engineering scale) and the top of the drawing shall always be North.
- Proof of Ownership/Legal Description:** A copy of the legal description of the parcel and an approved property code number is required for all permits.
- Septic and/or Well Permit/Review:** For all new buildings, and buildings that are adding bedrooms, or other additions (including porches), accessory buildings (pole barns, garages, sheds, etc.), swimming pools (above and below ground) or other structures occupy additional land area must have a review of the existing sanitary facilities or a letter of commitment from a municipal water is required. If the building has a well and/or septic system, documented final approval of the well and/or septic system Health Department will be required before an occupancy certificate is issued. *Contact the District Health Department at 989.539.6731.*
- Signed Contract:** If the property owner is going to hire a general contractor we will need a copy of the signed contract between the general contractor and the property owner. The contract does not have to include any monetary information.
- Zoning Referral:** You will need to contact the Zoning Administrator in your township for approval prior to submitting the Building Permit Application. Also, applicant must submit a copy of the permit with the Building Permit Application.
- Driveway Permit:** 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 where the driveway is, or will be located. The County Community Development staff can help you with any questions you may have. *You can contact the County Road Commission at 989.539.2151.*
- Soil Erosion Permits:** Any soils being disturbed that is larger than 1 acre, or within 500 feet of a lake, pond, natural stream, river, open county drain, or within a wetland, the Clare County Soil Erosion Commissioner must approve a site management plan that addresses both the quantity and quality of runoff generated by the project. The Clare County Drain Commissioner (enforcement agent) requires a separate copy of the site plan that shows the type of soil, the location of hills, ditches, ponds, creeks, rivers, etc. It must also show the location of any water lines, sewer lines, drain fields, septic tanks, and wells. *Contact the Clare County Soil Erosion Commissioner at 989.539.6401.*
- Building Drawings:** 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, but are not limited to, a floor plan of each floor giving room sizes and uses, rear, all sides and front elevations, and at least 1 foundation-wall-roof cross section. Most commercial and industrial buildings will require more detailed information and may be required by law to be sealed and signed by either a Professional Engineer or Architect registered in the State of Michigan. Please see Section 1603 of the Michigan Building Code. Two sets of required building plans shall be legible and provided to this office.
- Building Permit Application:** A properly and completely filled out application, provided by this department. EVERYONE making application for a building permit for a new house must complete a Michigan Energy Code/New Home Affidavit, provided by this office. (Other requirements may also apply)
- Trade Permits:** If the new building includes any electrical, mechanical, and plumbing work, fixtures, wiring, or equipment you will need a permit for that work as well. See our Permits and Inspections Booklet for more details.


## NEW HOME CHECK SHEET (Site Built or Manufactured)

The following information is required for the second permit (installation of the housing unit)


---

-  \* 1. Signed Contract: 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.


---

  -  \* 2. Floor Plan: A copy of the manufacturer's floor plan.


---

  -  \* 3. Installers Registration: If the installer has not furnished this office with a copy of their State license and authorization for the applicant to secure permits, he must personally do so at the time of application.

---

  -  \* 4. Building Permit Application: A properly and completely filled out application, provided by this department. *(Other requirements may also apply)*

---

  -  \* 5. Trade Permits: The placement of a manufactured home will require an electrical, mechanical, and plumbing permit for the connection to, or the installation of any fixtures or equipment in the basement of manufactured home, see our *Permits And Inspections Booklet* for more details.
- 

If the manufactured home is to be installed in a park, the Michigan Building Code requires the licensed installer to obtain the permit (PA 230 of 1972, Sec 10(1) as amended). A permit may be obtained by the owner of the home under the following condition: The owner provides a notarized letter stating that the installer is responsible for the installation of the home and that the homeowner is acting as their agent to obtain the permit.

Michigan Approved Modular Housing (Formerly BOCA) shall be treated as a conventional home for permit purposes. We do not require a licensed builder to obtain the permit. The homeowner may obtain the permit if he wishes to supervise the construction or he may hire a licensed builder to act as the general contractor. Documentation from the State of Michigan must be submitted providing proof that the home has been state approved.

### **PERMIT EXPIRATION:**

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.