

DO NOT WRITE BELOW THIS LINE

PLAN REVIEW CHECKLIST – For Office Use Only

- _____ 1. Builder's License, current & registered. If registering license, enter fee on Application
- _____ 2. All I.D. Numbers & Insurance Name Section completed on Application
- _____ 3. Applicant's Signature on Application
- _____ 4. Proof of Ownership submitted.
- _____ 5. Street Number issued.
- _____ 6. Perk Test submitted (not over 2 years old)
 - _____ a.) If residential addition and increasing the number of bedrooms – do they have Health Dept. approval?
 - _____ b.) Sewer Tap Permit
- _____ 7. Driveway Approach Permit submitted, or receipt for same.
- _____ 8. Soil Erosion Permit submitted, or receipt for same (if on the water).
- _____ 9. Water Tap Permit submitted, or receipt for same (if tapping into public water supply system)
- _____ 10. Plot Plan submitted, and stamped by Zoning Department
- _____ 11. The Zoning District is entered on the Application
- _____ 12. If Zoning Board of Appeals Case, enter the Zoning Board Case Number on the application, and state below any specific directives given by ZBA.
- _____ 13. MUEC Review
- _____ 14. Two sets of Blueprints submitted for Residential/Three sets for Commercial
- _____ 15. Plans submitted are Approved, and are stamped and signed.
- _____ 16. Square Footage of new construction is figured and entered on Application.
- _____ 17. Valuation if figured and entered on Application
- _____ 18. Permit fees and Deposit are figured and entered on Application
- _____ 19. If Compliant Violation, enter Complaint Violation Number on Application, and check the permit fee to be doubled.

ADDITIONAL NOTES

CALCULATION OF PLAN REVIEW FEES

Fee Per Inspector \$

Inspectors to pay _____
For Pan Review: _____

Date Inspectors
Paid _____

Plan Review Wage for Inspectors \$ _____
Structural Plan Review Fee \$ _____
Misc. (_____) Review Fee \$ _____

Total Square Footage _____
Valuation \$ _____

PERMIT FEES & DESPOSITS

Base Fee \$ _____
Total Plan Review Fees \$ _____
Total Permit Fee Due \$ _____
Double Permit Fees _____
Complaint Violation \$ _____

Builders License Reg. Fee \$ _____
Permit Deposit \$ _____
Type _____ Group _____

Date Reviewed _____

Signed _____

The following are the names of the Highland Township Inspectors.
You may contact these men through the Highland Township Building
Department phone number: (248) 887-3791 Ext. #1

Township Office Hours
Monday thru Thursday: 8:30 a.m. to 5:00 p.m.
Friday only: 8:00 a.m. to 4:00 p.m.

JOE WEINBURGER
Building Official
Ordinance Department Supervisor

GREG CALME
Electrical Inspector

JAMES SAVAGE
Plumbing & Heating Inspector

**HIGHLAND TOWNSHIP
BUILDING DEPARTMENT**

HOMEOWNER PERMIT POLICY

The Michigan Licensing Law gives a homeowner an exemption to act as his or her own general contractor. His means that in the case of his or her own single-family residence, the homeowner may obtain a building permit for construction at his or her home. Even though a licensed or unlicensed builder may be significantly involved.

If you the homeowner choose to act as your own general contractor and obtain the require building permit, **please be aware of the following:**

AS THE PERMIT HOLDER, YOU, THE HOMEOWNER, INCUR ALL OF THE LIABILITY AND ALL OF THE RESPONSIBILITY THAT THE LICENSED CONTRACTOR WOULD NORMALLY ASSUME.

- The Township of Highland cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the building permit you obtained.
- It is your responsibility as **homeowner** to have a complete understanding of the current building code.
- You, the homeowner, are responsible to correct any code violations. Even if the contractor or any other person did the work, under the permit you obtained.
- You, the homeowner, could be held liable for any injury that occurs on the job, whether it is to a builder or subcontractor's employee.
- In the event of an occurrence beyond the builders control, which causes the builder to be unable to complete the work, you, the homeowner, will be legally responsible for completion of the job, under the permit you obtained.

I, _____ have read and understood the above information and still wish to obtain the required building permit.

Signature

Date

**ATTENTION PROPERTY OWNERS
OR
PLUMBING, HEATING AND ELECTRICAL CONTRACTORS**

It is unlawful for a property owner to pull a homeowner's plumbing, heating or electrical permit and not do the work themselves.

It is also unlawful for a plumber, heating contractor or electrician to work for a homeowner on the homeowner's permit. If contractors are working for homeowners they must obtain a permit in their company name in order to work on the job in question.

Please be advised that if the above statements are not adhered to, then tickets will be issued to the respective parties in violation.

Cordially,
Joseph F. Weinburger
Building Official
Ordinance Department Supervisor

HIGHLAND TOWNSHIP BULIDING DEPARTMENT

WORKSHEET FOR MICHIGAN UNIFORM ENERGY CODE
RESIDENTIAL PROJECTS

Job Address: _____ Submitted By: _____

Builder: _____ Phone Number: _____

Check Method of Compliance: Prespective _____ Systems Approach _____

Note: Systems Approach method requires an energy analysis comparison report.

- 1. Square feet of external wall _____
- 2. Square feet of fenestration openings _____
- 3. Percent fenestration of exterior wall opening _____
- 4. If fenestration opening exceeds 20% of gross wall area, indicate the specific trade-off option that will be used for compliance. _____
- 5. Indicate the percentage of exposed basement wall area (sq. ft. of exposed basement wall divided by sq. ft. of gross area of exterior walls. _____
- 6. Indicate the "R" value and type of insulation proposed for the use on basement walls exposed more than 7% of the gross area of exterior walls. _____
- 7. Submit documentation for certified or labeled "R" values of all fenestration products including windows, doors, and skylights. _____
- 8. Indicate the proposed insulation (include "R" value and thickness) _____

Wall _____ Heated Slabs _____

Ceiling _____ Unheated slabs _____

Floors over unconditioned spaces _____

- 9. At time of the insulation inspection, the insulation installer shall provide a certificate for blown-in or sprayed insulation that lists the following information:
 - The initial thickness
 - The settled thickness
 - The coverage area
 - The number of bags installed
 - The "R" value

**BELOW IS THE TABLE FROM
THE MICHIGAN UNIFORM ENERGY CODE RULES PART 10**

This will be useful for most homes built until the fenestration/openings exceed 20%. Then it will be necessary to choose one of the building trade-off options.

**Table 1074
Prescriptive Compliance Approach
Building Envelope Insulation Criteria**

Building Component	Zone 1	Zone 2	Zone 3
R 408.31074 Walls	R13	R15	R19
R 480.31075 Fenestration/openings Up to and including 15% gross exterior wall area	R1.9	R1.9	R1.9
Over 15% and including 20% gross exterior wall area.	R2.5	R2.5	R2.5
Over 20% gross exterior wall area	Refer to building envelope opening allowance trade-off options (R408.31083).		
R408.31076 Roof/ceiling Skylights follow fenestration requirements for R values and are limited to 10% of gross roof/ceiling area.	R30	R38	R38
R 408.31077 Floors over unconditioned spaces (including outdoor overhangs)	R21	R30	R30
R 408.31078 Slab-on-grade floors Unheated slabs	R5	R5	R5
Heated slabs	R10	R10	R10
R 408.31079 Crawl space walls	R5	R5	R5
R408.31080 Finished lower level walls	R5	R5	R5
R408.31081 Exposed basement walls (More than 7% of the gross exterior wall area).	R5	R5	R5

R 408.31074