





**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**

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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 BUILDING DEPARTMENT

## WORKSHEET FOR MICHIGAN UNIFORM ENERGY CODE RESIDENTIAL PROJECTS

Job Address: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Builder: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Check Method of Compliance: Prescriptive \_\_\_\_\_ 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**

<b>Building Component</b>	<b>Zone 1</b>	<b>Zone 2</b>	<b>Zone 3</b>
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