



## Pittsfield Charter Township Department of Building Services

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## STATEMENT OF POLICIES, REQUIREMENTS, AND REGULATIONS

This document contains the policies, requirements, and regulations of the Pittsfield Township Department of Building Safety as they pertain to the review, issuance and/or inspection of site plans, building and trade permits, code inspections, and certificates of occupancy. It is not intended to be all inclusive and is subject to change at any time without notice.

### **CODES:**

Pittsfield Charter Township is responsible for the enforcement of the Michigan Building Codes as adopted by the State of Michigan. At the time of this publication this would include the: Michigan Building Code, Michigan Residential Code, Michigan Rehabilitation Code for Existing Buildings, Michigan Uniform Energy Code, Michigan Plumbing Code, Michigan Mechanical Code, and National Electrical Code.

### **PERMITS:**

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of any violation of any of the provisions of the code or any other ordinance of the jurisdiction.

Obtaining permits from this department may require some or all of the following material:

- » Zoning and Site Plan Approval
- » Construction Drawings
- » Building, Electrical, Mechanical or Plumbing License
- » Well and Septic Permit
  - Washtenaw County Environmental Health Approval or Waiver Form
- » Commercial Food Service Approval
  - Washtenaw County Health Approval 734.222.3800
- » Driveway Permit
  - Washtenaw Road Commission 734.761.1500
- » Payment of Required Fees

Requirements for these items are as follows:

### **1. Site Plans**

Photocopier enlargements of subdivision site plans will not be accepted. Residential site plans may be a maximum of **11 x 17 inches**. Others must provide one copy reduced to 11 x 17 inches along with the required sets to scale.

- A. Single Family Residential Construction - A site plan of the parcel or lot is required for all new residential construction and for all other residential construction which involves an addition to, or a change in, the number, size or shape of any

structure(s). Structures include such things as outbuildings, pools, and fences in addition to houses. The site plan must show the following:

- i. Finish floor elevation
- ii. Bottom of footing elevation
- iii. Elevation at lot corners and buildings
- iv. Grade contours for all subdivision lots
- v. The size and location of new construction and existing structures on the site and distances from lot lines
- vi. All easements on the property
- vii. Overall outside dimensions of the buildings

- B. Commercial, Multi-family, and Industrial Construction - New commercial, multi-family or industrial construction requires site plan approval by the Pittsfield Township Planning Commission. Additionally, any construction which involves an addition to, or a change in, the number, size or shape of any structure or landscaping also requires review of the amended site plan by the Commission. No permits will be issued until the site plan review is complete and signed copies of the approved or amended plan are received from the Planning Commission and approval from the Township Engineer.

## 2. Construction Drawings

Construction documents shall be drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed; and shows in detail that it will conform to the provisions of the code and relevant laws, ordinances, rules, and regulations, as determined by the Building Official. **Residential plans** for structures under 3,500 square feet of habitable space are not required to provide electrical, plumbing or mechanical plans. **One and two family residential plans** under 3,500 square feet of finished space may be submitted by a currently licensed Michigan Residential Builder or a qualified homeowner. **All other drawings must bear the countersigned seal of a Michigan registered architect or engineer.**

Two sets of construction drawings are required with one set being no larger than 11" by 17".

## 3. Building, Electrical, Mechanical, or Plumbing License

Anyone making an application for a permit must be **licensed** in the trade for which the permit is requested with the following exceptions:

- A. Commercial building permits (requires sealed plans)
- B. Qualified homeowners:

All residential builders, maintenance and alteration contractors, electrical contractors, mechanical contractors, plumbing contractors, fire protection contractors, alarm contractors, sign electrical contractors and mobile home installers **must register** with the Township prior to applying for permits. Registration requires the license holder to present his/her license, driver's license or proof of identification, federal identification number, workman's compensation carrier, M.E.S.C. number, and pay a registration fee.

## 4. Well and Septic Permits

In areas with private utilities, well and/or septic permits must be obtained from the Washtenaw County Health Department, and a copy of the permits must be submitted with the building permit application. 734.222.3800

#### 5. Driveway Permits

All new driveway construction, including subdivisions, requires a permit from the Washtenaw County Road Commission. A copy of the permit must be submitted with the building permit application. 734.761.1500

#### 6. Fees

All permit fees are established by resolution of the Township Board. The current fee schedule is available from the Building Department.

### **INSPECTIONS:**

Pittsfield Township provides inspection services through its Building Services Department for all required inspections except those requiring a licensed professional (surveyor or engineer). Services are provided by a combination of in-house and contract inspectors. All inspections are scheduled by the Pittsfield Township Building Services Department at 734.822.3103.

Inspections performed by in-house inspectors are done Monday through Friday between 10:00 AM and 4:00 PM. Electrical inspections are currently done by a contract inspector Mondays, Tuesdays, and Thursdays. **(Note: Schedules may vary due to workload, vacation schedules and required classroom time.)**

Inspections must be requested one day in advance using the proper permit number. Late requests will be honored *only* if the workload permits. We cannot guarantee an inspection time but you may request an AM (10:00 AM – noon) or PM (noon-4:00 PM) inspection timeframe. **The inspectors are allowed, if their schedule permits, to provide a two hour window for an inspection time. These times are not guaranteed and must be scheduled directly with the field inspector and not with the office staff.** All inspections are to be scheduled with the office staff and not with the inspectors. Time windows may only be given out after the inspection has been properly scheduled with the office staff.

All inspections which do not pass will require payment of a **re-inspection fee**. This includes lock-outs and missed appointments. Fees must be received prior to re-scheduling the inspection. Inspection fee schedules and required inspection lists are available from this Department.

**Cancellations** must be received before 9:00 AM the day of the inspection or a re-inspection fee may be charged. Inspections canceled or rescheduled more than once may be subject to a re-inspection fee.

**One set of construction documents shall be kept at the site of work and shall be open to inspection by the building official or his or her authorized representative.**

**NOTE:** No inspections will be performed when proper property identification has not been provided. The inspection will be failed and a re-inspection fee will be assessed. All re-inspection fees are required to be paid prior to scheduling further inspections.

**Property Identification** – Pittsfield Charter Township Code of Ordinances, Section 6-353, Article VI states all property upon which houses, dwellings, buildings, mobile homes, businesses or other

structures are located or proposed to be located or constructed within the township shall be considered developed and shall have property identification.

**Fire protection system and fire alarm system inspections:** Fire protection systems are inspected by the mechanical inspector and building inspectors. All piping, hydrostatic test and hood test will be completed by the mechanical inspector. The flow test is done through the Building Department. The flow test must be scheduled with the Building Department office a minimum of five days in advance.

The electrical inspector will inspect all fire alarm wiring and the building department will inspect the areas covered in the building code. All alarm systems must meet the requirements of the Michigan Building Code, Michigan Electrical Code as well as NFPA 72. Pittsfield Charter Township requires the installation of a Knox Box on all commercial projects. Please contact the Township Fire Marshall for availability and placement.

**Soil Erosion and Sedimentation Control** – Pittsfield Charter Township Code of Ordinances, Section 8, Article IV, states all earth change activities in the township shall be conducted in such a way so as to prevent accelerated erosion and resulting sedimentation.

### **CERTIFICATES OF OCCUPANCY:**

A certificate of occupancy must be obtained prior to occupying the following for any reason:

- » Any new structure
- » A new addition to any structure or a change in area of habitable space
- » Any structure which has had a change of use under the building code

Commercial certificates of occupancy must be requested 10 working days in advance.

Single family residential certificates of occupancy must be requested 5 working days in advance. The site must meet the minimum requirements set forth in Chapter 6 of the Engineering Standards of Pittsfield Township.

Temporary certificates of occupancy will be issued for a maximum of 90 days and only in the following circumstances:

- » Construction or site completion is delayed more than seven (7) days by weather
- » Site completion, such as landscaping, cannot be completed due to Township regulations
- » Other unusual circumstances at the sole discretion of the Township

Temporary certificates will not be issued due to construction delays, closing schedules, or poor planning on the part of the builder or purchaser.

### **OTHER DEPARTMENT POLICIES:**

Four inches of clearance is required between basement window sills and the adjacent ground. Where a window well is required to provide the required clearance it shall provide four inches between the sill and the bottom of the well and be provided with an approved drain. Positive drainage is required for ten feet around the structure.

Location and Elevation Certificates must be completed by a licensed engineer prior to the backfill inspection. Final Grade Certificates are required prior to issuing the final certificate of occupancy.