



ANN ARBOR
Charter Township

Ann Arbor Township Building Department

3792 Pontiac Trail Ann Arbor, MI 48105

734-663-3418

SUBMITTAL REQUIREMENTS FOR RESIDENTIAL BUILDING PERMITS

1. A completed Building Permit application.
2. Application for Certificate of Zoning Compliance for changes to building footprint, and Homeowner's Association approval letter. If project is within Barton Hills Village, any exterior change will require approval from Barton Hills.
3. Two sets of plans which include a site plan showing size and location of new construction and existing structures on the site and distances from lot lines and construction drawings showing footings, foundations, floor plans, elevations, cross-sectional views (to include structural elements, insulation, sheathing, weather proofing, and finish materials), location of doors and windows, structural details, and all information required per the MI Uniform Energy Code: *insulation materials, R-values, fenestration U-factors, mechanical system design criteria, mechanical and service water heating system and equipment types, sizes and efficiency, duct sealing, duct and pipe insulation, lighting fixture schedule with wattage and controls, air sealing details*. Before and after floor plans are required for remodels or alterations to existing buildings.
4. Two sets of truss layout.
5. Contractor's license and certificate of liability insurance or Homeowner Affidavit (if homeowner is permit holder).
6. Application and required information for Soil Erosion and Sedimentation Control Permit (from Ann Arbor Township) if earth disturbance of 225 sq. ft. or more. Completed Waiver if earth disturbance of less than 225 sq. ft.
7. Certificate of Drain Tile Preservation from Ann Arbor Township. No person may commence any grading, filling, construction to property without investigating whether a drain tile exists on the property and submitting a completed Drain Tile Preservation Certificate.
8. Township Water and Sewer application for new construction.
9. Approval from Washtenaw County Health Department if parcel has onsite septic system and there will be an increase in the number of bedrooms or an addition or new accessory structure.
705 N. Zeeb Rd. Ann Arbor, MI 48107. 734-222-3800
10. Approval from the Washtenaw County Road Commission if a new driveway will be installed.
555 N. Zeeb Rd. Ann Arbor, MI 48107 734-761-1500
11. A Natural Features Setback and Steep Slope Use Permit will be required if there will be any *disturbance* to a steep slope or within 25' of a wetland or the high-water mark of a watercourse; or any *building or construction* within the greater of 100' from the high-water mark of a watercourse or the 100-year floodplain.
12. A Wetland Use Permit will be required if there is any disturbance to or activity within a protected watercourse or wetland.
13. Tree and Woodland Protection permit required if removing more than 100" of protected trees on parcels greater than we acres. Diameter inches measured at breast height.

SEPARATE PERMITS ARE REQUIRED FOR ALL PLUMBING, MECHANICAL, AND ELECTRICAL WORK.