RESIDENTIAL BUILDING PERMIT REQUIREMENTS

CITY OF NOVI

Community Development Department

(248) 347-0415

BUILDING CONSTRUCTION PLAN REVIEW

A. Completed Building Permit Application

If requested, the following items are to be submitted when applying,

1. Sanitary system approval from Oakland County Health Department
2. Proof of Ownership
3. EGLE approval if property lies in floodplain (Act 346 - Oakland County)
4. Approval of electric, telephone, and gas companies.

B. Submittals:

1. **Three (3) sets** of Building Plans. Identify proposed elevation and options to be used and have signed by Homeowner Association if required. Homes that are **calculated** 3,500 square feet or greater (habitable) must be sealed by registered architect or engineer, licensed in the State of Michigan. **Builder to provide calculations to verify square footage.**
2. **Three (3) sets** of heating/cooling plans – if heating & cooling system are greater than 375,000 Btu's. (Signed & Sealed, Act 299)
3. **Three (3) sets** of plumbing plans when the **calculated** square footage is greater than 3,500 square feet of habitable space (Signed & Sealed)
4. **Three (3) sets** of electrical drawings when the electrical system is greater than 400 amps & the **calculated** square foot is greater than 3,500 square feet of habitable space (Signed & Sealed)
5. **Three (3) sets** of completed Michigan Uniform Energy Code 2015 worksheets with MANUAL J Worksheet (HVAC calculations).
6. **Three (3) sets** of truss layouts showing all bearing points and girder truss locations.
7. Soil Borings, if poor soils.
8. Foundation Plan must indicate where brick ledges step up or down and that is distance noted in feet and inches from top of foundation wall to the top of brick ledge. Also required is the actual finish grade at the corners of the structure. Check Land Improvement Plan for grades.
9. The dimensions from top of basement slab to bottom of floor joist must be shown on the wall section as well as the dimension from finish floor to the top of footing.

Heating, plumbing and electrical plans are reviewed by the respective City Inspectors.

NOTE: Special Inspections by ordinance will be required regarding items six (6) and seven (7) above. See list of required inspections.

ARCHITECTURAL REVIEW

Submit one set of building construction drawings for review under Novi Ordinance No. 83-18.132 and
83-18.14. (May be one of the three sets required for building review below.)
83-18.13 ... single family dwellings shall not be grossly dissimilar to....dwellings...in surrounding areas.
83-18.14 ... to establish a variation in appearance...single family dwellings shall not be substantially similar to an immediately adjacent...dwelling.

LAND IMPROVEMENT REVIEW

A. Land Improvement Permit Application and Checklist - Completed
B. Submit **eight (8) sets** of plot plans meeting all the requirements of the grading plan checklist and also specify the proposed elevations of footings and brick ledges.
C. Woodland Affidavit – if the property **does** contain woodlands an additional fee will be required at time of submittal.
D. Wetland Affidavit – if the property **does** contain wetlands an additional fee will be required at time of submittal.
E. SOIL EROSION PERMIT - required if the actual earth disruption exceeds one acre and/or property is within 500 feet of any lake, stream or wetland.
F. FLOODPLAIN PERMIT - Required for building within a floodplain (See requirement for building within a Flood Plain area).
G. Upon approval, the applicant must submit one (1) set of plot plans of the approved grading plan if the plan submitted exceeds 8-1/2 x 14 inches.

PRIOR TO ISSUANCE OF BUILDING PERMIT - It must be determined:

A. That the property is properly recorded in the Assessing Department and all property splits are in compliance with the Zoning Ordinance 75-18, as amended.
B. If the proper permits have been obtained for connection to the water and sewer system - Ordinances 77-37 and 71-28, as amended.
C. Pay all remaining fees and pick up Building Permit (upon approval of all reviews). FEE - a combination of all remaining charges including, but not limited to,: base permit, building plan review, utility reviews, water & sewer, staking, damper, brick ledge, and administrative fee.

MINIMUM DRAWING REQUIREMENTS

- All drawings shall be to scale; not less than 1/8" = 1' 0"
- All unique revisions to a standard design shall be clearly drawn to scale in a draftsman-like manner on all affected reviews. All such revisions shall be made on the original drawings prior to printing; penciled-in revisions, notes or other original markings on prints shall not be accepted.
- Drawing sets shall consist of a single sheet size, not larger than 24" x 36", neatly and securely bound at the left margin.
- Where alternate front elevations are provided, the selected elevation shall be clearly identified by crossing out unused elevations on original drawing prior to printing. Partial front elevations will not be accepted due to the similar/dissimilar review.
- **All framing members - including rafters, joists, beams, and headers with a span of 3'-0" or greater, shall be clearly indicated as to size, span, and location.**

IF ALL PLANS ARE CORRECT AND APPROVED - THIS PROCESS TAKES APPROXIMATELY 4-6 WEEKS FROM THE TIME OF COMPLETE SUBMITTAL.

FEES AT THE TIME OF SUBMITTAL

ARE: Building Plan Review Fee - $546.00

- The fee of $546.00 is to be included at the time of submittal. The fee includes the initial review for residential code compliance, Land Improvement, Similar / Dissimilar Ordinance and application fee.
- Land Improvement Review - Plot plan showing location of house on lot including septic tank, field, well, woodlands, wetlands, and floodplain.
- Similar/Dissimilar Review – The city consultant compares submitted house plans to other homes in the area for similar appearance to fit into that area. Also compared so as to not be exactly the same as next door.
- **Woodland Review Fee (if required) - $575.00**
  Wetland Review Fee (if required) - $575.00

*Please note – **One (1) set** of truss specifications must be provided on-site with the approved plans at the time of rough building inspection. The specifications must be signed and sealed by a Michigan Engineer (No Photocopies – Original seal and signature required). Once the rough building inspection is completed the building inspector will take a copy of these specifications to the Community Development Department for our records.

REVISIONS AFTER APPROVAL

All revisions to the building after issuance of the Building Permit will require resubmittal and approval. Such revisions shall conform to minimum drawing requirement above; except that when such revisions are deemed minor by the Building Official, written notification of the revision may be sufficient.