



# Charter Township of Monitor

2483 MIDLAND ROAD ≈ BAY CITY, MICHIGAN 48706 ≈ PHONE (989) 684-7203 ≈ FAX (989) 684-9234

Email: [building@monitortwp.org](mailto:building@monitortwp.org)

Website: [www.monitortwp.org](http://www.monitortwp.org)

## BUILDING PERMITS AND CHECK LIST FOR NEW HOME CONSTRUCTION

### ONE COMPLETE SET OF WORKING DRAWINGS AND SITE SKETCH

SEWER PERMIT	MONITOR TOWNSHIP OFFICE	684-7203
SEPTIC PERMIT	BAY CO. HEALTH DEPT.	895-4006
SOIL EROSION PERMIT *IF MORE THAN 1 ACRE MOVED OR 500' FR. STATE WATER	BAY CO.—DRAIN OFFICE	895-4290
DRIVEWAY PERMIT	BAY COUNTY ROAD COMMISSION	686-4610

NEW WATER LINE INSPECTION FEE (\$55) SHALL BE APPLIED FOR AND PAID AT THE BUILDING DEPARTMENT OF MONITOR TOWNSHIP PRIOR TO OBTAINING WATER AND SEWER TAP FEES.

MICHIGAN ENERGY CODE COMPLIANCE FORM SUBMITTED

WATER TAP FEES ARE PAYABLE AT THE OFFICE OF YOUR WATER DISTRICT. IF YOU ARE UNSURE IN WHICH WATER DISTRICT YOU ARE BUILDING, CALL THE TOWNSHIP OFFICE AT 684-7203. IF YOU DO KNOW, CALL YOUR WATER DISTRICT OFFICE:

MONITOR #1 DISTRICT	BAY CO. DEPT. OF WATER & SEWER	684-3883
MONITOR #2 DISTRICT	MONITOR TOWNSHIP OFFICE	684-7203
BANGOR/MONITOR DISTRICT	BANGOR/MONITOR METRO WATER DISTRICT	684-2570
KAWKAWLIN METRO DISTRICT	KAWKAWLIN METRO WATER DISTRICT	684-5900
SAGINAW-MIDLAND WATER DISTRICT	SAGINAW-MIDLAND WATER SUPPLY CORP	684-2220

ELECTRICAL, MECHANICAL, AND PLUMBING PERMITS ARE ALSO REQUIRED FOR NEW HOME CONSTRUCTION.

<b>ZONING ADMINISTRATOR</b>	<b>DAVE ROCHOW</b>	<b>450-0194</b>
<b>BUILDING INSPECTOR</b>	<b>DAVID DEGROW</b>	<b>450-0191</b>
<b>ELECTRICAL INSPECTOR</b>	<b>FRANK BRYDEN</b>	<b>894-5053</b>
<b>PLUMBING/MECHANICAL INSPECTOR</b>	<b>DELL BEDFORD</b>	<b>272-5108</b>

Please submit copies of all applicable permits: sewer, water, soil erosion, etc.

Be aware that the setbacks are measured from the survey pins located on your property. Check the setback requirements in the Zoned District in which you plan to construct. Complete the site sketch plan.



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## Requirements for all Contractors and Homeowners

The following items will be required before a building permit is issued.

1. A set of accurate signed and sealed Construction plans--Commercial minimum 24" x 36", Residential 11" x 17".  
PDF of construction plans required before Certificate of Occupancy will be issued.  
Email to [building@monitortwp.org](mailto:building@monitortwp.org).
2. A detailed plot plan depicting all dimensions from all property lines and any existing buildings.
3. Michigan Energy Code Compliance form (Found at [www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck))
4. Water and Sewer taps must be initiated in the Building Department which is open from 8 am- Noon, Monday through Friday.
5. Copy of Manual S and J Report from mechanical contractor before C of O is issued.
6. Blower Door Test results before C of O is issued
7. Water service inspection application and fee (\$55) shall be submitted prior to applying and paying for water and sewer taps.
8. An Engineer's Construction Observation fee for water line installation, to be held in escrow, must be paid before a Building permit is issued.  
The unused amount will be returned after inspection is complete.
9. A recorded easement for the water line.
10. A copy of the Sewer and Water permits.
11. Sewer Connection Fee --When construction plans are received, a copy will be sent to the Township Engineer who will calculate the REUs for your Sewer Connection Fee. If sewer is not available a copy of the Septic permit from the Bay County Health Department.
12. A Soil Erosion permit from the Bay County Drain Office, if required.
13. A Driveway Permit from the Bay County Road Commission.
14. Plan Review fees for Building, Electrical, Plumbing, & Mechanical, paid in full.
15. When a permit is issued, it will be valid for a period of one year. After one year, your permit will become invalid and a new permit must be issued in the amount as required by the Monitor Township Ordinance No. 52.

After all required documents have been compiled; this information shall be turned over to the Assessor's Office and filed by the Parcel ID number. This includes the Occupancy Permit and a copy of all inspections.

Dave DeGrow  
Building Inspector

## Building Permit Application

ADDRESS OF BUILDING			
OWNER		PHONE	
ADDRESS	CITY	STATE	ZIP
CONTRACTOR/BUILDER		PHONE	
EMAIL		CELL	
ADDRESS	CITY	STATE	ZIP
BLDRS. LIC. NO.		EXPIRATION DATE	
FED. EMPLOYER ID NO. OR REASON FOR EXEMP. (No S.S. #'s) <b>38-</b>		WORKERS COMP. INS. CARRIER OR REASON FOR EXEMP.	
ARCHITECT/ENGINEER NAME			PHONE
ADDRESS	CITY	STATE	ZIP
LICENSE NUMBER		EXPIRATION DATE	
<b>IF YOU RENT THE BUILDING, YOU MUST HAVE THE BUILDING OWNER'S SIGNATURE:</b>			

### IMPROVEMENT INFORMATION

<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition
<input type="checkbox"/> Manufact. Park	<input type="checkbox"/> Modular/Manuf	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Moving	<input type="checkbox"/> Other _____

### PLAN REVIEW (S) PERFORMED

<input type="checkbox"/> Building	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sprinkler
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### USE OF BUILDING

<input type="checkbox"/> One Family (R3)	<input type="checkbox"/> Motel (R1)	<input type="checkbox"/> Assembly (A1,2,3,5)
<input type="checkbox"/> Two Family (R3)	<input type="checkbox"/> Storage, Warehouse (S1,2)	<input type="checkbox"/> Church (A4)
<input type="checkbox"/> Multi Family (R2) # _____	<input type="checkbox"/> Mercantile, Store (M)	<input type="checkbox"/> Factory (F1,2)
<input type="checkbox"/> Attached Garage (R3)	<input type="checkbox"/> Institutional (I1,2,3,4)	<input type="checkbox"/> Office, Business (B)
<input type="checkbox"/> Detached Garage (U)	<input type="checkbox"/> Educational (E)	<input type="checkbox"/> Other _____

Value of Construction or Manufactured Home: \$ \_\_\_\_\_

Describe in detail the work you are doing. (For example: Building a bedroom addition or taking out bearing walls to make the living room larger). You may attach plans. Describe any new use of your building.

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<input type="checkbox"/> Prints	<input type="checkbox"/> Soil Erosion Permit	<input type="checkbox"/> Variances	<input type="checkbox"/> Wetlands	<input type="checkbox"/> Floodplain
<input type="checkbox"/> Driveway Permit	<input type="checkbox"/> Setbacks	<input type="checkbox"/> Sewer Per-	<input type="checkbox"/> Septic Permit	Elevation Cert #

<input type="checkbox"/> Detached Res. Garage	<input type="checkbox"/> Attached Res. Garage	<input type="checkbox"/> Shed/Barn (200 - 400 SF)	<input type="checkbox"/> Pole Building
<input type="checkbox"/> Swimming Pool/Hot Tub	<input type="checkbox"/> Lean-to	<input type="checkbox"/> Porches	<input type="checkbox"/> Decks

<b>Setbacks</b>	Front	Back	Side	Side
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Permit Fee \$ _____	Plan Review \$ _____	Investigative Fee \$ _____	TOTALS \$ _____
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I certify that I am the owner, or authorized by the owner to make this application for the proposed work. All information submitted on this application is accurate to the best of my knowledge. I agree to follow the requirements of the laws, codes and ordinances of the Charter Township of Monitor. I understand an inspector is authorized to inspect the construction until work is completed and a final inspection sticker or certificate of occupancy is issued. I understand it is my responsibility to notify the inspector when the construction is ready for all inspections. **THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.**

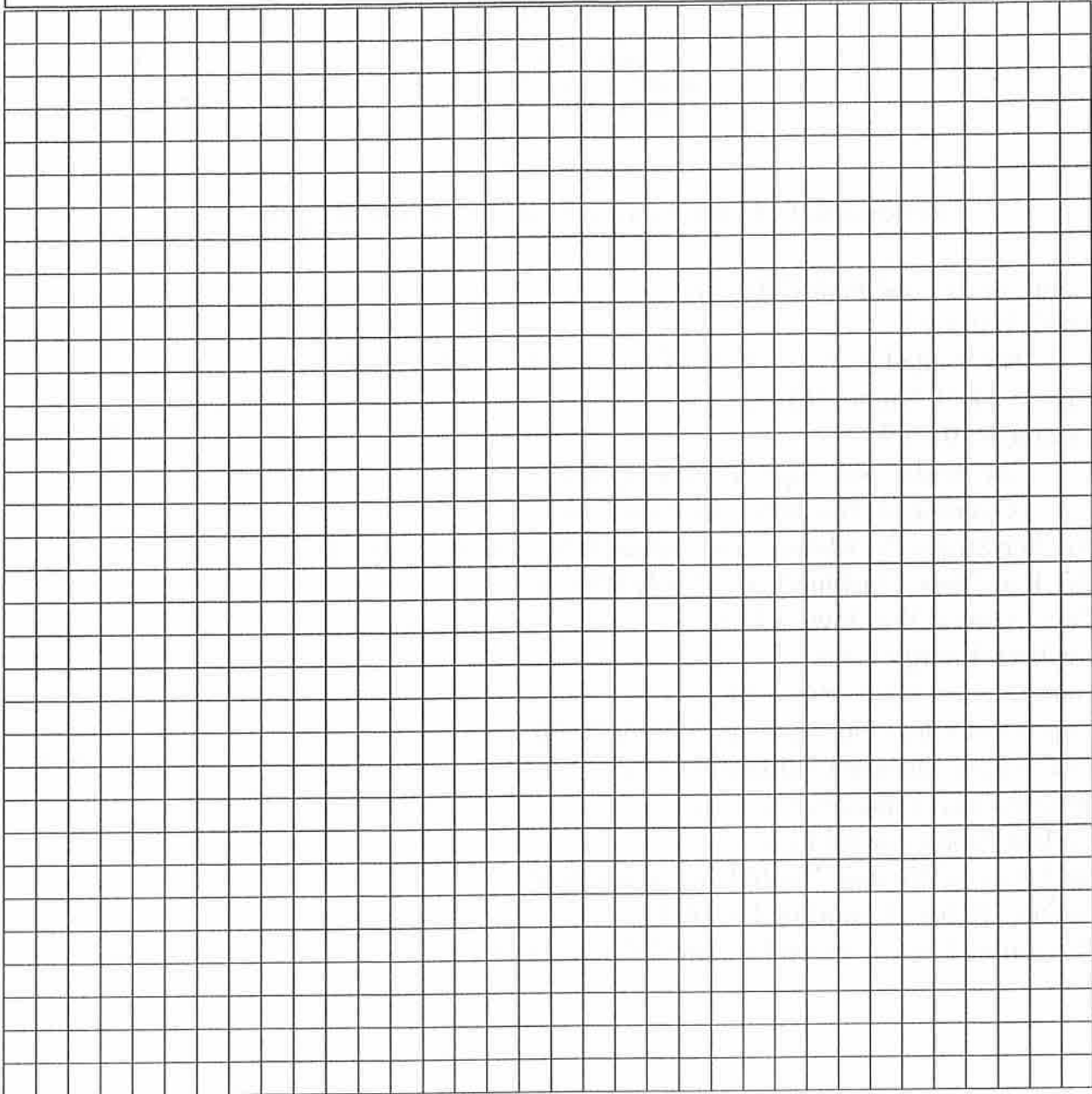
“Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being section 125.1523a of the Michigan Compiled laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.”

**HOMEOWNER AFFIDAVIT:** I hereby certify the building work described on this permit shall be installed by myself in my home which I am living or about to occupy. All work shall be installed in accordance with the Building code and **shall not be enclosed, covered up or put into operation** until it has been **inspected and approved** by the Building Inspector. I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections

Signature of Owner	Date
Signature of Contractor	Date

# Charter Township of Monitor

Site or Plot Plan – For Applicant Use



Project Location \_\_\_\_\_

Property Location \_\_\_\_\_

Property Owner/Phone \_\_\_\_\_

Drawing Submitted By \_\_\_\_\_

Attach to Building Permit Application



# Charter Township of Monitor

Dave DeGrow

Building Official

2483 Midland Rd.

Bay City, MI 48706

989-684-7203 fax: 989-684-9234

building@monitortwp.org

## Homeowners/Contractors Building Code Requirements

Continuous Load Path R802.11.1

Soffit R303.4.2

No Vented 3' Either Side of Window for Bath Fan Venting

Energy Heal Trusses R402.2.1

Garage R301.5.9

24" wide x 42" high R802.4 (1) & (2)

Opening in Trusses – 20# Live Load

Anchor Straps Per Manufacture Specs R403.1.6 exception 1.

Brick or Stone Flashing R703.7.5 & R703.8

Tape Around Windows R703.1.1

Recheck Energy Code

Garage Short Walls R602.10

Vapor Retarder Under Concrete Floor R506.2.3

Under Stair Storage Enclosed R302.7

Window Fall Protection R612.2

Carbon Monoxide R315.1

Bath Fan or Window Vented to Outside R303.3

Footing Rebar Grounding E3608.1.2

Permanent Certificate on Electrical Box N1101.16