

BUILDERS INFORMATION



BEFORE YOU BEGIN...

Certain guidelines must be followed before starting a new residential construction in Thomas Township. A building permit must be obtained at the Thomas Township Office **BEFORE** any work begins. Along with the building permit there are several other steps that need to be performed.

A septic system permit must be issued by the Saginaw County Health Department. You must tie into township sewer if available. You must connect to the Township water supply if it is available, otherwise if a

well is to be present on the property, a well permit would also be issued by the Saginaw County Health Department. A driveway permit needs to be issued by the Saginaw County Road Commission, or if a state highway is involved, you must contact the Michigan Department of Transportation. Address issuance is also obtained

Soil Erosion Permits are required by the Saginaw County Department of Public Works (Drain Office) if there is to be any earth change of one (I) acre or more, or if the new home is to be built within five hundred (500) feet of a lake, stream, or county drain. All construction projects that are in a subdivision

If the property is located in the floodplain, a **EGLE Fill Permit** must be obtained from the Michigan Department of Environment, Great Lakes and Energy.

Residential Structures One and two family residential with less than 3,500 square feet of calculated floor

REQUIREMENTS

area require the following: **Building Permit Application**

- Minimum of one (I) sets of floor plans that include the following: Foundation and floor plans
- Roof and wall section
- **Building elevations**
- Site plan

Building permit application

Mobile and Pre-manufactured Homes

through the Saginaw County Road Commission.

must have a soil and erosion permit.

foundation. Site plan

Board Resolution.

inspections.

For Michigan approved pre-manufactured units; one (I) copy of the Building System Approval and the approved plans.

Minimum of one (1) sets of plans for the foundation and the method of anchoring the unit to the

BUILDING PERMIT FEES

HUD approved installation contractor, licensed contractor required.

building permit will be put on hold and work cannot begin until they are paid in full.

ALL building permit fees must be paid at the time of the issuance of the permit. If fees are not paid, the

Building permit fees are determined by the Thomas Township Building Inspector and are set by Township

Building permits are good for a time period of 180 days.

BUILDING INSPECTIONS There are inspections that are required as part of the building process. You must call the Thomas Township

Office Building Department at (989-781-0150) at least 24 hours in advance when you are ready for these

Footing-inspection needs to take place prior to any concrete being poured. Open Wall-needs to take place prior to any concrete being poured. Foundation-before back filling when walls are complete and drains are installed.

Insulation- completed before drywall installation. Final-when project is complete and ready for occupancy, after electrical, plumbing, and mechanical final

Plumbing, and mechanical rough inspections are completed.

Rough-In-when framing is complete and before dry walling, after electrical,

inspections have been completed.

in the correct and proper order before further work can be completed.

Electrical

ELECTRICAL, PLUMBING AND MECHANICAL PERMITS

Along with the required building permit, you must also pull electrical, plumbing, and mechanical permits for the construction work taking place. Any inspections for the work on these permits needs to be completed

Temporary Service Permanent Service

Rough-In Final

Plumbing

Underground

- Rough-In
- Final

Underground

Final

Mechanical

Rough-In

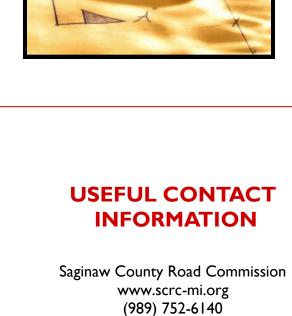
The permit holder or authorized agent may request a Certificate of Occupancy upon the completion of the project. A Certificate of Occupancy cannot be issued until ALL fees are paid and ALL inspections have been completed and permits finalized.

The Building Inspector will be available Monday, Tuesday, Thursday, and Friday 8am-noon, (There may be exceptions if an inspection is needed at that time.)

BUILDING INSPECTOR'S HOURS

CERTIFICATE OF OCCUPANCY

A new building shall not be occupied until a Certificate of Occupancy has been issued by the Building



Saginaw County Health Department www.saginawpublichealth.org/programs-services/enviromental-health (989) 758-3800

Saginaw County Department of Public Works www.saginawcounty.com/departments/public-works-drain-office/permits-forms (989) 790-5258

Michigan Department of Environment, Great Lakes, and Energy (EGLE) www.michigan.gov/deq (989) 280-1632