

POLE BUILDING PERMIT CHECKLIST

ZONING PERMIT

- _____ 1. Completed **Zoning Permit Application***.
- _____ 2. **Proof of Ownership** if purchased within the last year.
- _____ 3. **Completed Site Plan Grid**
 - a. Minimum site plan requirements are listed on Page 4 of this packet.
 - b. A sample site plan grid is listed on Page 5 of this packet.
- _____ 4. **Soil Erosion and Sedimentation Review:** A soil erosion review is required by the State of Michigan through Shiawassee County Environmental Health. Additional information can be found [here](#).

BUILDING PERMIT

(Contractors must be registered with the Building Department)

- _____ 1. Completed **Building Permit Application** form.
- _____ 2. **Blueprints and/or Plans:** A **complete** set of building and foundation plans and specifications, including a cross-section of the proposed project.
- _____ 3. Completed **Truss Drawings** submitted with this application packet.

APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL DOCUMENTATION HAS BEEN RECEIVED

*Commercial and Industrial construction requires Site Plan Review Approval

Application for a Zoning Permit

Shiawassee County Community Development Department
 Surbeck Building, 3rd Floor
 201 N. Shiawassee Street, Corunna MI 48817
 Phone: (989) 743-2396 Fax: (989) 743-2393
 Email: comdev@shiawassee.net

App. Date: _____ Receipt # _____ Fee: \$ _____ Permit # _____

Review Date: _____ Approved Denied By: _____

Property Address/Location	Applicant (if not Owner)
Address/Street: _____	Name: _____
Nearest Cross Road: _____	Address: _____
Township: _____	City/State/Zip: _____
Parcel Number: _____	Phone: _____
Zoning District: _____	Fax/Email: _____

Owner Information	If New Construction or Addition
Name: _____	Please Attach All That Apply: <input type="checkbox"/> Land Division Certificate <input type="checkbox"/> Survey <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Septic Permit # _____ <input type="checkbox"/> Well Permit # _____ <input type="checkbox"/> Driveway Permit <input type="checkbox"/> Soil Erosion Permit <input type="checkbox"/> New Address
Address: _____	
City/State/Zip: _____	
Phone: _____	
Fax/Email: _____	

Type of Request	Yes	No	For All Applications
Principal Structure			Did you attach a "Site Plan Drawing"?
Accessory Structure			Are you making grade (earth) changes?
Agricultural			Are you creating a pond?
Temporary Structure/Use			Is your project within 500ft. of surface water?
Demolition Permit			Is your project exclusively for agricultural use?
Sign			Is this site currently violating the Ordinance?
Home Occupation	For Sign Permits Only		
Pond and/or Grading	Type of Business: _____		
Deck or Porch	Total display area in square feet: _____		
Pool	Proposed setback from Right-of-Way: _____		
Private Kennel	Sign height: _____ Sign purpose: _____		
Outdoor Solid Fuel Furnace	Type: <input type="checkbox"/> Pole <input type="checkbox"/> Ground <input type="checkbox"/> Wall <input type="checkbox"/> Other		
Shared Driveway	Height and width of wall: _____		
Buildable Lot Study	Attach sign drawing showing copy <input type="checkbox"/>		
Hazardous Material Storage			
Other:			

Describe Proposed Building or Land Use:

AFFIDAVIT OF COMPLIANCE
 I am the owner of, or the authorized agent of the owner, of the lot (parcel of land) described and shown on the attached site plan. I am familiar with the Shiawassee County Zoning Ordinance, including the related laws listed in Section 16.5.3. I hereby attest based upon my knowledge and belief that this request is complete, in compliance with, and warrants approval under the Shiawassee County Zoning Ordinance of 1999, as amended.

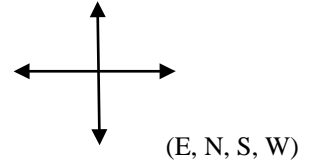
Signature of Applicant _____ Date _____

SHIAWASSEE COUNTY ZONING SITE PLAN GRID

NAME PROJECT ADDRESS

LOT SIZE: or NUMBER OF ACRES

(SEE REVERSE SIDE FOR INSTRUCTOINS)



CENTER LINE OF ROAD

SITE PLAN REQUIREMENTS

1. List Setbacks from all lot lines accurately.
2. Indicate all buildings on site and the distance between them.
3. Show location of all utility lines and distance from current building site.
4. Show location of the Well, Septic Tank and Drain Field.
5. Show location of the Reserve Drain Field.
6. Accurately locate Driveway and give distance from closest lot line
7. Indicate any unique features of the property, such as drains, ditches or streams, etc. and the distance from the building site.

SAMPLE

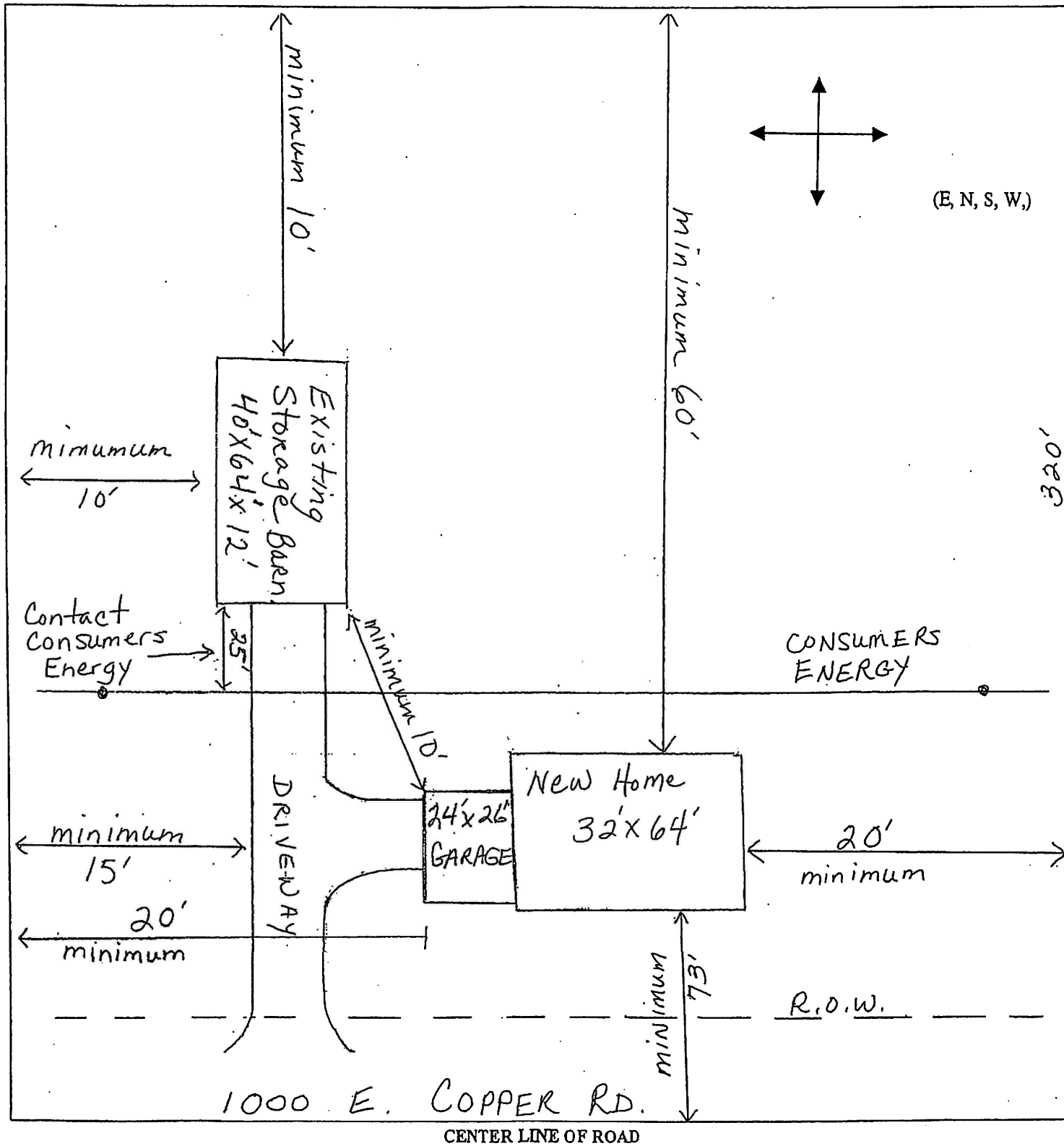
SHIAWASSEE COUNTY ZONING SITE PLAN GRID

NAME John Doe PROJECT ADDRESS 1000 E. COPPER RD.

LOT SIZE 200 x 320 or NUMBER OF ACRES _____

(SEE REVERSE SIDE FOR INSTRUCTOINS)

200'



BUILDING PERMIT APPLICATION

This application shall become incorporated as a part of the permit issued and only authorizes the items of work as herein applied for.

Shiawassee County
Community Development
Inspection Department
201 N. Shiawassee St.
Corunna, MI 48817
(989) 743-2396

Email: comdev@shiawassee.net

OFFICE USE ONLY

PERMIT # _____
DATE _____
CHECK # _____
RECEIPT # _____

Job Site Address:		Township:		Property Tax ID #:	
Property Owner:			Email:		Phone:
Owners Mailing Address, City, State, Zip:					
Contractor:		Email:		License #:	
Contractor Address, City, State, Zip:					Exp. Date:
Contractor Address, City, State, Zip:				Phone:	
Workers Disability/Comp Ins Co.:			Employer ID #:		MESC #:
Use of Building:					
Class of Work: New Home <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Pole Barn <input type="checkbox"/> Basement <input type="checkbox"/> Garage <input type="checkbox"/> Modular <input type="checkbox"/> Mobile home <input type="checkbox"/>					
Method of Compliance: Michigan Residential Code <input type="checkbox"/> Michigan Building Code <input type="checkbox"/> Rehabilitation Code <input type="checkbox"/>					
Describe Work:					
Special Conditions:					

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING. 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. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

***Section 23A of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, 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.**

Signature of Contractor or Authorized Agent* (Date)

Signature of Owner (if owner is doing building) (Date)

***I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Application Accepted by:	Plan Reviewed by:	Approved for Issuance by:

FOR OFFICE USE ONLY			
Administration Fee: \$40.00			
Total Valuation		Permit Fee	
Type of Const.	No. of Stories	C of O Required	
Requirements	Required	Received	Not Required
Contractor Registration			
Zoning			
Well/ Water			
Septic/ Sewer			
Flood Plain			
Soil Erosion			
Plans			
Plan Review			
Energy Comp/Blower Door			
Drain			
Driveway/Address			
Comm. Plan Review Fee			
REQUIRED INSPECTIONS			
<input type="checkbox"/> FOOTING	<input type="checkbox"/> ROUGH	<input type="checkbox"/> BACKFILL	
<input type="checkbox"/> INSULATION	<input type="checkbox"/> OTHER	<input type="checkbox"/> FINAL	

SHIAWASSEE COUNTY INSPECTION INFORMATION

BEFORE AN INSPECTOR CAN PERFORM THEIR JOB THE PERMIT HOLDER SHALL OBSERVE THE FOLLOWING RULES.

1: THE BUILDING PERMIT OR COPY SHALL BE KEPT ON SITE UNTIL THE COMPLETION OF THE PROJECT.

2: THE SITE ADDRESS SHALL BE PROVIDED IN SUCH A POSITION TO BE PLAINLY VISABLE AND LEGIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.

INSPECTIONS:

THERE ARE A NUMBER OF INSPECTIONS REQUIRED IN EACH OF THE FOUR CODES (BUILDING, ELECTRIC, PLUMBING AND MECHANICAL); THEREFORE YOU MUST CALL WHEN YOU ARE READY FOR EACH TYPE OF INSPECTION. ALL WORK SHALL BE INSPECTED FOR EACH TRADE AND AN APPROVAL STICKER POSTED, BEFORE WORK CONTINUES. DO NOT REMOVE ANY STICKERS UNTIL ALL FINAL INSPECTIONS ARE COMPLETE AND APPROVED.

THE REQUIRED VISUAL INSPECTIONS ARE AS FOLLOWS:

BUILDING

FOUNDATION / FOOTING: WHEN EXCAVATION IS COMPLETED, FORMS ARE SET, TRENCHES DUG, REQUIRED REINFORCING STEEL IS IN PLACE AND PRIOR TO PLACING ANY CONCRETE. WOOD FOUNDATIONS: STONE AND FOOTING PLATES ARE IN PLACE.

BACKFILL: WHEN FOUNDATION WALLS ARE DAMPPROOFED/ WATERPROOFED, AN APPROVED DRAINAGE SYSTEM INSTALLED, FOUNDATION ANCHORS INSTALLED PER MANUFACTURERS SPECIFICATIONS AND WALLS BRACED*

ROUGH MASONRY: WHEN THE BASE COURSE FLASHINGS AND WEATHER-RESISTANT SHEATHING PAPER HAVE BEEN INSTALLED AND BEFORE THE INSTALLATION OF ANY MASONRY VENEET (BRICK, STONE, ECT.).

ROUGH FRAME: (BEFORE INSULATING OR DRWALL) WHEN THE ROOF, ALL FRAMING, FIRESTOPPING, DRAFTSTOPPING, AND BRACING ARE IN PLACE EXTERIOR WINDOWS AND DOORS SHALL BE INSTALLED. THE ELECTRICAL, PLUMBING AND MECHANICAL ROUGH INSPECTIONS HAVE ALL BEEN APPROVED.

FIRE RATED ASSEMBLY: BEFORE WALLS ARE TAPED AND FINISHED (COMMERCIAL ONLY)

INSULATION INSPECTION: BEFORE DRYWALL OR OTHER INTERIOR WALL COVERING IS IN PLACE

FINAL: WHEN THE PERMITTED WORK IS COMPLETE AND PRIOR TO OCCUPANCY. THE ELECTRICAL, MECHANICALS & PLUMBING FINAL INSPECTIONS HAVE ALL BEEN APPROVED. SITE ADDRESS INSTALLED PER THE 911 ORDINANCES. (4" MINIMUM ON THE STRUCTURE, 3" MINIMUM ON A POST 3¹/₂' - 5' TALL, OR ON A MAILBOX "POST LOCATED ON THE LEFT-HAND SIDE OF THE DRIVEWAY AS YOU ENTER THE PROPERTY AND VISIBLE FROM BOTH SIDES.)

ELECTRICAL

TEMPORARY SERVICE: WHEN TEMPORARY SERVICE IS COMPLETE AND READY FOR HOOKUP. IT SHALL HAVE ONE (1) GROUND ROD AND A GROUNDFAULT OUTLET. A REQUEST NUMBER IS REQUIRED.

PERMANENT SERVICE: WHEN PERMANENT SERVICE IS COMPLETE AND READY FOR HOOKUP. IT SHALL HAVE TWO (2) GROUND RODS SPACED A MINIMUM OF 6 FEET APART AND A GROUNDFAULT OUTLET. A REQUEST NUMBER IS REQUIRED.

UNDERGROUND: WHILE TRENCH IS OPEN.

ROUGH IN: WHEN WIRE IS PULLED, BOXES MADE UP (NO FIXTURES INSTALLED) AND SERVICE IS READY TO BE RELEASED. ALL PENETRATIONS THROUGH PLATES, AT 10-FEET INTERVALS IN WALL CAVITIES, AND INTO RETURN AIR RUNS SHALL BE FIRE STOPPED.

FINAL: WHEN ALL FIXTURES ARE SET AND COVER PLATES ARE ON.

MECHANICAL

UNDERGROUND: REQUIRED IF ANYTHING IS TO BE COVERED BY FILL OR CONCRETE.

ROUGH IN: WHEN ALL MECHANICAL SYSTEMS AND RELATED DUCTS/VENTS/FANS ARE INSTALLED AND ALL CUTTING / FRAMING COMPLETED. ALL PENETRATIONS THROUGH PLATES AND AT 10-FEET INTERVALS IN WALL CAVITIES SHALL BE FIRE STOPPED.

FINAL: WHEN ALL EQUIPMENT/FANS/SYSTEMS ARE COMPLETED, HAVE BEEN TESTED AND OPERATING PROPERLY. ALL EXTERIOR GAS PIPES ARE PAINTED.

PLUMBING

UNDERGROUND: WHEN ALL SANITARY DRAIN LINES, WATER LINES, AND SUBSOIL DRAIN TILES ARE INSTALLED THAT WILL BE COVERED AND BEFORE FILL OR CONCRETE IS PLACED.

ROUGH: WHEN ALL WATER LINES, DRAIN LINES (INCLUDING THE BUILDING DRAIN IN THE CRAWL SPACE OR BASEMENT) AND VENTS ARE INSTALLED AND PROPERLY SUPPORTED. ALL PENETRATIONS THROUGH PLATES, AT 10-FEET INTERVALS IN WALL CAVITIES AND INTO RETURN AIR RUNS SHALL BE FIRESTOPPED. ON SITE BUILT SHOWER PANS SHALL BE TESTED WATER TIGHT.

FINAL: WHEN ALL FIXTURES ARE SET AND OPERATING PROPERLY WITH HOT WATER.

INSPECTORS MAY MAKE OR REQUIRE OTHER INSPECTIONS TO ASCERTAIN COMPLIANCE WITH THE CODES.

PLEASE CALL AND LET US KNOW WHEN YOU WILL BE READY FOR AN INSPECTION. IF AN INSPECTION IS REQUESTED AND IS NOT READY, OR THE BUILDING IS LOCKED, A RE-INSPECTION IS REQUIRED AND A FEE WILL BE CHARGED.

DO NOT TO COVER ANY WORK UNTIL ALL APPROVALS ARE GIVEN.

TO REQUEST INSPECTIONS, CALL OUR REQUEST LINE AT 989-743-2280, OUR OFFICE AT 989-743-2396, OR EMAIL comdev@shiawassee.net

THANK YOU FOR YOUR COOPERATION AND "GOOD LUCK" WITH YOUR PROJECT.

SHIAWASSEE COUNTY COMMUNITY DEVELOPMENT BUILDING DIVISION 201
NORTH SHIAWASSEE ST, THIRD FLOOR, SURBECK BUILDING CORUNNA,
MICHIGAN 48817

FOR ANY QUESTIONS PLEASE CONTACT THE MAIN OFFICE AT: (989) 743-2396

POLE BUILDING PLAN REVIEW REQUIREMENTS

Depth and diameter of post footing

Size of posts and spacing

Size and spacing of sidewall purlins

Size and number of truss carriers/headers

Type and location of truss ties/blocks

Roof framing materials (pre-engineered trusses or rafters)

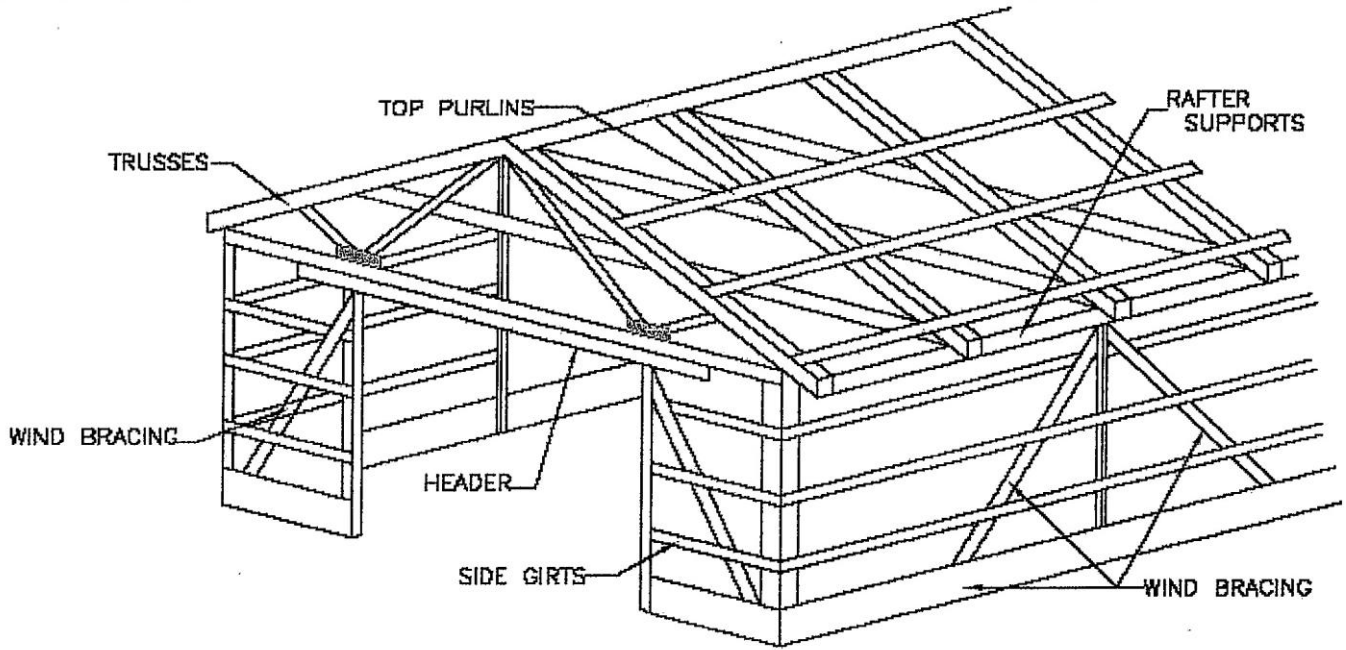
Type of roof sheathing

All door and window sizes, including locations

A description of the exterior coverings

Overhead plan view showing post locations

The above items are a general list to start the plan review, if you have any circumstances that may affect the final approval of your project, please address these on your plans.



SPECIFICATIONS:

1. BUILDING SIZE _____ x _____ x _____
L W H
2. TRUSSES: YES NO
3. TRUSS SIZE: _____ x _____ @ _____ O.C.
4. RAFTERS: _____ x _____ x _____ O.C.
5. ROOF PITCH: _____ / _____
6. POSTS: _____ x _____ @ _____ O.C.
7. FOOTINGS: _____
(Minimum Depth: 42" or 1/4 of Length of Pole)
8. MAIN DOOR HEADER: _____ x _____ & _____
9. TOP GIRTS: _____ x _____ @ _____ O.C.
10. SIDE GIRTS: _____ x _____ @ _____ O.C.
11. CONCRETE FLOOR: YES NO

Signature _____

POLE SPACING INFORMATION: (Circle One)

POLE SPACE	BLDG WIDTH	PAD DIAMETER
8'	24'	12"
8'	26'	16"
8'	30'	18"
8'	36'	20"
8'	40'	24"

TRUSS CARRIERS: (Circle One)

8'	24'	2 - 2" x 12"
8'	26'	2 - 2" x 12"
8'	36"	2 - 2" x 12"
8'	30'	2 - 2" x 12"
8'	40'	3 - 2" x 12"

WIND BRACING

Wind pressure on the walls will cause the pole to bend at the ground line. A WIND BRACE should be provided at the eave line for buildings with a side wall height of over 10', and for buildings 60' long and over. The BRACE should be a 2" x 4" at least 12' long, extending from the pole to the rafter at an angle of 45° to the side wall.

FASTENERS

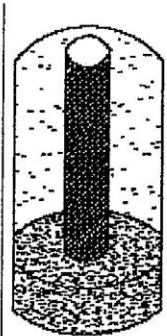
Fasteners for preservative-treated wood shall be of hot-dipped zinc-coated galvanized steel, stainless steel, silicon bronze or copper.

BRACING IN ROOF

Lateral support of the trusses - refer to manufactures truss dwg. - Bldg Inspector to be given a copy.

CONCRETE PAD

Minimum of 8" inches thick
2500 PSI concrete.
NO DRY MIX FOR PADS



SUPPORTS FOR 8' POLE SPACING ONLY: (Circle One)

EAVE HEIGHT:	LENGTH
8' - 4" x 6"	thru 24'
10' - 4" x 6"	thru 40'
10' - 6" x 6"	thru 60'
12' - 6" x 6"	thru 50'

FOOTING SIZES FOR POLE BUILDINGS

THIS IS FOR 3000# PER SQUARE FOOT SOIL CAPACITY

WIDTH OF BUILDING	POLE SPACING FOR ONE STORY BUILDINGS						
	4 FEET	6 FEET	8 FEET	10 FEET	12 FEET	14 FEET	16 FEET
16 FEET	6"X12"	6"X12"	6"X14"	6"X14"	8"X16"	8"X18"	8"X18"
20 FEET	6"X12"	6"X12"	6"X14"	8"X16"	8"X18"	10"X20"	10"X20"
24 FEET	6"X12"	8"X16"	8"X16"	8"X18"	10"X20"	10"X22"	10"X22"
28 FEET	6"X12"	8"X16"	8"X18"	10"X20"	10"X22"	10"X22"	12"X24"
32 FEET	6"X12"	8"X16"	8"X18"	10"X20"	10"X22"	12"X24"	12"X26"
36 FEET	6"X12"	8"X18"	10"X20"	10"X22"	12"X24"	12"X26"	12"X28"
40 FEET	6"X14"	8"X18"	10"X20"	12"X24"	12"X26"	12"X28"	12"X28"
44 FEET	8"X16"	8"X18"	10"X22"	12"X24"	12"X26"	12"X28"	14"X30"
48 FEET	8"X16"	10"X20"	10"X22"	12"X26"	12"X28"	14"X30"	14"X32"
52 FEET	8"X16"	10"X20"	12"X24"	12"X26"	12"X28"	14"X30"	14"X32"
56 FEET	8"X18"	10"X22"	12"X24"	12"X28"	14"X30"	14"X32"	16"X34"
60 FEET	8"X18"	10"X22"	12"X26"	12"X28"	14"X30"	16"X34"	16"X36"
64 FEET	8"X18"	10"X22"	12"X26"	12"X28"	14"X32"	16"X34"	16"X36"

FOOTING CONCRETE

FOOTING SIZE	APPROXIMATE NUMBER OF REDI-MIX BAGS OF CONCRETE*		FOOTING SIZE	APPROXIMATE NUMBER OF REDI-MIX BAGS OF CONCRETE*	
	80# BAGS	50# BAGS		80# BAGS	50# BAGS
6"X12"	¾ BAG	1 BAG	12"X26"	5½ BAGS	9 BAGS
6"X14"	1 BAG	1¼ BAGS	12"X28"	6½ BAGS	10½ BAGS
8"X16"	1½ BAGS	2¼ BAGS	14"X30"	8¼ BAGS	14 BAGS
8"X18"	2 BAGS	3 BAGS	14"X32"	10 BAGS	15¼ BAGS
10"X20"	2½ BAGS	4½ BAGS	16"X34"	12¼ BAGS	20½ BAGS
10"X22"	3½ BAGS	5½ BAGS	16"X36"	14¼ BAGS	23 BAGS
12"X24"	4¼ BAGS	7¼ BAGS	NOT USED		

*Above numbers are rounded to nearest ¼ bag. 1½ - 80 pound bags or 2½ - 50 pound bags equal approximately 1 cubic foot of mixed concrete based on information provided by QUIKRETE® Concrete Supply Company.

CARRIER SIZES FOR POLE BUILDINGS

THIS IS FOR SPRUCE-PINE-FIR #1 OR BETTER, DRESSED LUMBER

WIDTH OF BUILDING	POLE SPACING FOR ONE STORY BUILDINGS						
	4 FEET	6 FEET	8 FEET	10 FEET	12 FEET	14 FEET	16 FEET
16 FEET	2-2"X4"	2-2"X6"	2-2"X8"	2-2"X10"	A* 2-2"X12"	C* 3-2"X12"	C* 3-2"X12"
20 FEET	2-2"X6"	2-2"X8"	2-2"X8"	2-2"X10"	A* 2-2"X12"	C* 3-2"X12"	4-2"X12"
24 FEET	2-2"X6"	2-2"X8"	2-2"X10"	2-2"X10"	A* 2-2"X12"	C* 3-2"X12"	4-2"X12"
28 FEET	2-2"X8"	2-2"X10"	A* 2-2"X12"	C* 3-2"X12"	4-2"X12"	MUST BE ENGINEERED	
32 FEET	2-2"X8"	A* 2-2"X12"	A* 2-2"X12"	C* 3-2"X12"	4-2"X12"		
36 FEET	2-2"X8"	A* 2-2"X12"	C* 3-2"X12"	4-2"X12"	4-2"X12"		
40 FEET	2-2"X10"	B* 3-2"X10"	C* 3-2"X12"	4-2"X12"			
44 FEET	2-2"X10"	B* 3-2"X10"	4-2"X10"	4-2"X12"			
48 FEET	A* 2-2"X12"	C* 3-2"X12"	4-2"X12"				
52 FEET	A* 2-2"X12"	C* 3-2"X12"	4-2"X12"				
56 FEET	A* 2-2"X12"	C* 3-2"X12"	4-2"X12"				
60 FEET	B* 3-2"X10"	4-2"X10"					
64 FEET	B* 3-2"X10"	4-2"X10"					

A*	3-2"X10" MAY BE USED INSTEAD OF 2-2"x12"	SPECIAL NOTE BUILDINGS WITH POSTS SPACED 8ft. ON CENTER AND A WALL HEIGHT BETWEEN 11ft. AND 14ft. MUST USE 6in. x 6in. POSTS.
B*	4-2"X8" MAY BE USED INSTEAD OF 3-2"x10"	
C*	4-2"X10" MAY BE USED INSTEAD OF 3-2"x12"	

EFFECTIVE DATE: 12 DEC 2009