

HOMEOWNER BUILDING GUIDES:

HOME ADDITIONS

Why Do I Need a Permit?

There are many important reasons to obtain building permits and inspections for your construction project.

- ✓ **Permits protect your property value.** Building permits ensure your construction project meets code standards, which helps maintain the value of your home and neighborhood.
- ✓ **Permits save you money.** Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.
- ✓ **Selling your home is easier with permits.** Potential buyers and lenders often require proof that work was done to code.
- ✓ **Permits improve safety.** Your permit allows the Building Department to inspect for potential hazards and unsafe construction, reducing the risk of fire, structural collapse, and other dangerous issues.
- ✓ **It's the law.** The township ordinance requires permits for construction projects.

What You Need to Apply for a Building Permit:

- ☐ **Site Plan - Page 2:** A detailed drawing of your property showing existing structures, property lines, and the location of your proposed addition.
- ☐ **Floor Plan - Page 3:** A drawing showing the layout and dimensions of the proposed addition.
- ☐ **Construction Details - Page 3:** Detailed drawings showing how the addition will be built, including materials and construction methods.
- ☐ **Additional Requirements - Page 4-5:** Any other documents or info required by the township.
- ☐ **Permit Application:** The official application form for a building permit.

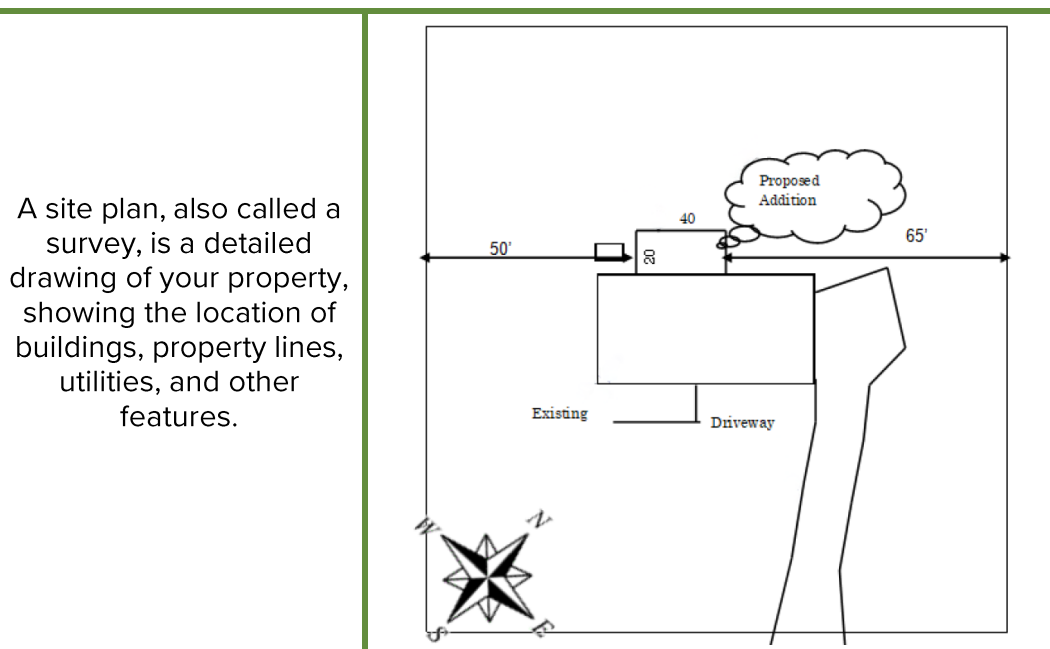
Did You Know?

- ✓ **Important:** State law requires you to live in the home for two years after completing work under an owner-builder permit.
- ✓ If you act as your own contractor (owner-builder), you are legally responsible for the permit and any injuries to onsite workers.
- ✓ If you plan to do your own work, including all construction tasks, you may apply for the permit.
- ✓ It's recommended to hire a licensed contractor to perform the work.
- ✓ Permits are valid for work to begin within six months. If project will not be completed by the expiration date, please submit a Permit Extension Request.

Tips on Hiring Contractors

- ✓ Hire only licensed contractors (to ensure they have the required training and insurance).
- ✓ Get at least 3 bids (to compare pricing and ensure you're getting a fair deal).
- ✓ Get 3 references and see examples of their work.
- ✓ Get a written contract and make sure you understand it completely.
 - Do not make the final payment until you have received a Certificate of Occupancy, Final Inspection Report, approval, and you are satisfied with the work.
 - Make sure the contractor applies for the necessary permits.

What is a Site Plan?



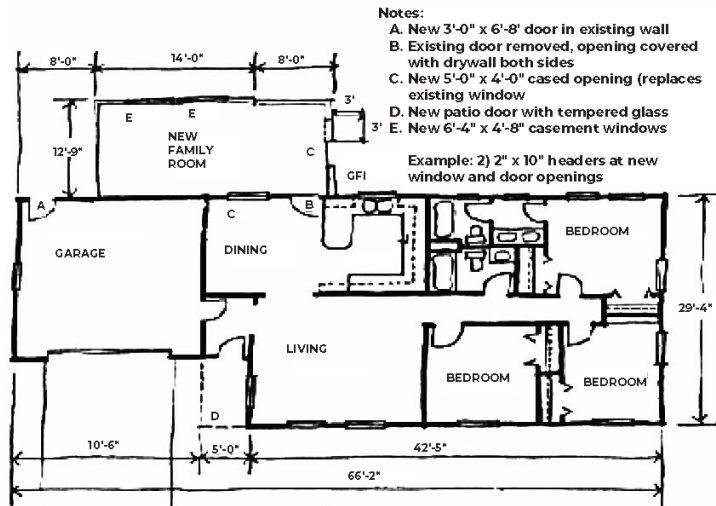
What is Required?

Submit copies of your site plan.

- ☐ Structures cannot be built over setback lines, property lines, or easements.
- ☐ A survey from a licensed surveyor may be required in certain areas.
- ☐ An as-built survey may be required if the addition is close to a property line.
- ☐ If your property is on a slope, you may need to install a silt fence to control erosion.
- ☐ If you have a septic tank, you'll need approval from the county health department.
- ☐ Contact the Utility Notification Center to locate underground utilities.

What is a Floor Plan?

The floor plan shows the layout and dimensions of your project. It helps us verify the project's complexity and ensure it matches the site plan.



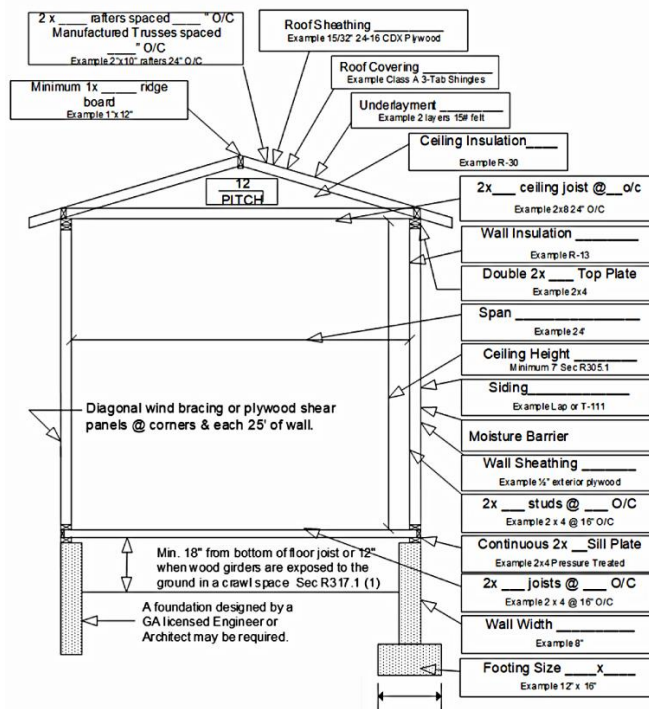
What is Required?

Submit copies of your floor plan.

- ☐ If you're creating new openings wider than 6 feet in a load-bearing wall, you'll need to provide detailed specifications.
- ☐ Additions cannot block bedroom or basement emergency escape windows.
- ☐ All living spaces must have a heat source. Indicate on the floor plan how the addition will be heated.
- ☐ If your existing electrical service needs to be upgraded, indicate the new service size (in amps).

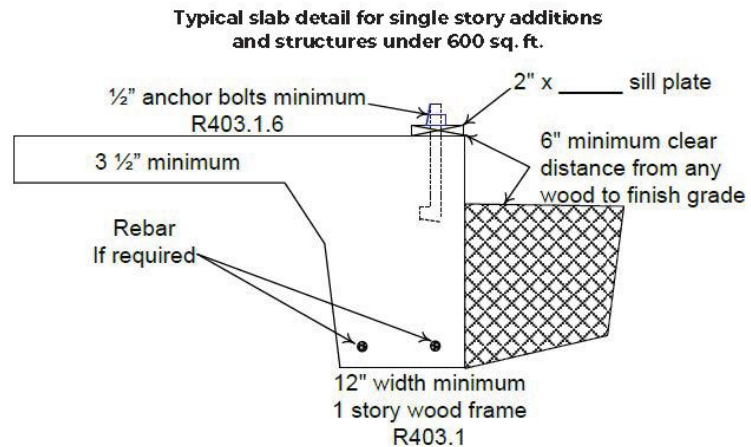
Construction Details

Detailed construction drawings help us identify potential issues and ensure your project meets building codes *before* construction begins.



You will need to provide details on:

- ☐ Foundation detail showing the dimensions and materials used for the foundation.
- ☐ Exterior elevations showing the appearance of the addition from all sides of the house.
- ☐ Energy code compliance report (visit energycodes.gov or use REScheck).
- ☐ Documentation for any new HVAC equipment that will be installed.



Notes:

- ✓ Provide solid wood blocking between rafters or trusses.
- ✓ Attic ventilation and access are required for attics 30" or greater in height.
- ✓ Follow the roofing manufacturer's instructions for roofs with a low slope (less than 4:12 pitch).
- ✓ Install flashing where the new roof meets existing walls.
- ✓ Make sure the manufacturer's specifications for pre-engineered systems are available for the inspector.

What to Expect During Inspections

A typical home addition project will require the following inspections:

- ☐ **Foundation inspection:** This is done after the trenches are dug, the steel reinforcement is in place, and the forms are erected, but *before* concrete is poured.
- ☐ **Underground utilities inspection:** This is done *before* covering any underground pipes or wires with soil or concrete.
- ☐ **Rough-in inspection:** This inspection is done after plumbing, electrical, and HVAC systems are installed, but *before* walls are covered.
- ☐ **Rough frame inspection:** This inspection is done after the roof, framing, fire stopping, and bracing are in place and approved rough-ins of mechanical, electrical, and plumbing.
- ☐ **Insulation inspection:** This inspection is done after insulation is installed, but *before* walls are covered.
- ☐ **Final inspection:** This inspection is done after the addition is complete.

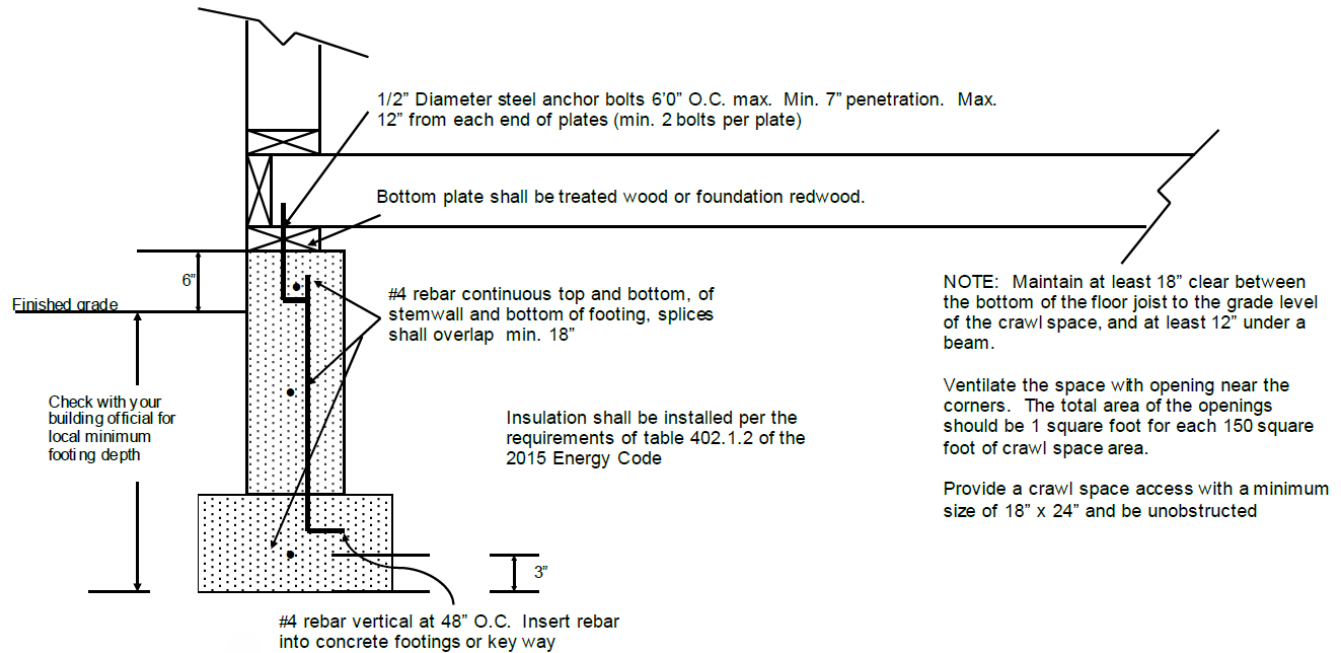
Crawl Space Foundation Detail

Important: Maintain a minimum of 18 inches of clearance between the bottom of the floor joists and the ground in the crawl space, and 12 inches of clearance under any beams.

Ventilate the crawl space with openings near the corners.

Provide access to the crawl space that is at least 18" x 24" and unobstructed.

Note: Additions over basements will require an engineer-designed foundation.



How Do I Schedule an Inspection?

The most effective way to schedule an inspection is to complete the online request at oshtemo.org/building/inspection-request or scan the QR code below.

