

CITY OF KEEGO HARBOR
2025 Beechmont
KEEGO HARBOR MI 48320
(248) 682-1930

**Requirements for Obtaining Building Permits
from the
City of Keego Harbor**

Residential Structures

(One-and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Application for Building Permit.
- Minimum of three (3) sets of plans that include the following: Foundation and floor plans.
Roof and wall section.
Building elevations.
Site plan.

Commercial Structures

(Including One-and Two-Family Residential with *more* than 3,500 square feet of calculated floor area)

- Application for Building Permit.
- Plan review must be approved prior to a building permit being issued.

Mobile and Premanufactured Homes

- Application for Building Permit.
- Minimum of three (3) sets of plans for the foundation and the method or anchoring the unit to the foundation.
- Site plan.
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

Instructions for Completing Application

Page 1 of the application: Complete all applicable sections. Note section II(c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 1, section III: Please circle type of improvement or construction. If not listed, please list what type it is. Also, please include the cost of construction.

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and **signed**.

Schools: It is the responsibility of schools to submit for environmental control approvals as required by law, when applicable.

Building Permit Fees

If you submit your building permit application and plans, please submit without money your application will be reviewed and you will receive a call from City Hall with the fees that need to be collected **before** a permit number will be assigned. Building permit fees may be viewed on the City of Keego Harbor website at (www.keegoharbor.org .)

When to Call for an Inspection

Please call City Hall (248) 682-1930 at least two (2) days prior to the time you need an inspection. A minimum of three (3) inspections are required on most structures. It is the permit holders' responsibility to call for inspections, prior to the construction being covered.

Foundation Inspection

Footing Inspection - Prior to placing concrete in piers, trenches and form work.

Backfill Inspection - Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Rough Inspection

The rough inspection is to be made after the roof, all framing, firestopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

Driveway Culvert Inspection

The D.P.W. will need to inspect the driveway culvert prior to the final inspection.

Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building; electrical, mechanical, and plumbing permit numbers. A Certificate of Occupancy cannot be issued until all permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, plumbing permit or **fire safety approval** is not required write "not applicable" on the request form in the appropriate space.

