

City of Keego Harbor



# NEW HOME PACKET

Updated 02/23/24

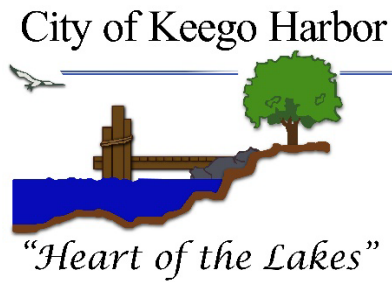
## Keego Harbor New Home Checklist Flow Chart

*This is a guideline and checklist for new homes being built in Keego Harbor. Following the list will help walk you through the process of building a new home in the city. Applications with contact information, with noise ordinances are included to help you have success building in Keego Harbor.*

#	Item/ Fee	Conforms	Date	Responsible	Initials, If Conforms	Notes
<b>1. Submission of Preliminary Site plan</b>						
<b>Preliminary meeting with the City Planner to review conceptual plan.</b> <b>Call City Hall to schedule this meeting at 248-682-1930</b>						
1	Fill out and Submit Zoning Application for City Planner Review - <b>\$125.00 Fee</b> <b>Receive Arc Review Check List</b>			City Clerk		
1a	Submit 3 Preliminary Hard Copies and 1 Digital Copy of Site Plans for City Planner Review			City Clerk		Site plan, including elevations, landscaping and mechanicals
<b>2. City Review Site Plan</b>						
2	Meeting with City Planner Review of Preliminary Site Plan			City Planner		Date:
2A	Meets Zoning, ordinance, setback requirements, building envelope & codes			City Planner		Date
2B	City Planner Approves or Does not Approve site plan			City Planner		Date: Denied Approve:
2C	Schedule Architectural Review Committee Meeting (New Construction)			City Planner		Date: Denied Approve:
2D	<b>If requested</b> , City Planner to schedule ZBA Hearing			City Planner		Date of ZBA Meeting:
2E	ZBA and City Planner Approves or Does Not Approve Variance			City Planner		Denied Approve:
<b>Notes:</b>						

3. Application for Building Permit (If Step 2 Is Approved)						
3	Building Plans and Site Plans Submitted for City Review. <b>\$1000</b> Fee for plan review and <b>\$1500</b> Fee for Escrow. Please pay with 2 separate checks. May require additional fees for subsequent reviews. Plan fee is <b>Non-refundable</b> 101-000-614.000, Escrow is refundable. 101-000-285.000.			City Clerk		3 Sets of Plan Required
3A	Building Plan and Site Plan Reviewed by City Building Official and, City engineers, HRC			City Clerk, Building Official and City Engineer		Grading, Elevation, and Drainage to meet City and State Requirements
3B	Stormwater/Soil Erosion permit received from Water Resource Commission (WRC) Paid to WRC. City requires a copy to show proof of permit.			City Clerk		Copy of Approved Permit on File
3C	City Water and Sewer infrastructure tap fee or reconnection application. <b>New: \$1190</b> <b>Reconnection: \$940.</b>			City Clerk		
3D	Call WRC in Oakland County for water connection and inspection application fee. Costs vary per meter size. Submit <b>permit to City.</b>			Reference Only		Call 248-858-1110 for fee.
3E	Call WRC in Oakland County for sewer connection and inspection application fee. Costs vary per meter size. Submit <b>permit to City.</b>			Reference Only		Call 248-858-1110 for fee
3F	Feedback of Building/Site Plan to builder and resident. Plans may require alterations and resubmittals until approved. Once approved, builder picks up a copy of SIGNED plans to keep onsite.			City Clerk		Approval from City and City Engineer before any Permits will be issued
3G	Permits applied for and issued: Building, Electrical, Mechanical, Plumbing, Driveway.			City Clerk		
<b>Notes:</b>          						

4. Construction Phase of Home (If step 3 is approved)						
4	Portable bathroom and silt fence are in place, and builder has been notified of noise ordinance.			City Clerk		
4A	<b>Schedule form evaluation (PIN) to site plan.</b> The City will schedule with City Engineer. This must be completed before pour.			City Clerk/ Builder		Date Scheduled 72 Hours notice needed
	City must have elevation review and City Engineer approval before any further work can continue.					
4C	All Building inspections completed to code			Building Official		
4D	All Mechanical inspections completed to code			Building Official		
4E	All Plumbing inspections completed to code			Building Official		
4F	All Electrical inspections completed to code			Building Official		
4G	priveway and Landscaping inspections completed to code			Building Official		
4H	Home interior / exterior inspections must conform to site plan			Building Official		
4I	Final grading and drainage evaluation			City Engineer		Conforms, and recommended for approval
4J	Final "As-Built" Submitted by Builder			City Clerk		Date Submitted
4K	City Engineer approves Final "As Built"			City Engineer		Conforms, and recommended for approval
5 Issuance of Certification of Occupancy (If step 4 is approved)						
5A	Completion of all Steps 1 to 4, with approvals from City Planner, City Engineer, and City Building Official			City Manager		Signature/Date:



## CITY STAFF AND INSPECTORS

City Manager / City Clerk

Tammy Neeb (248) 682-1930 ext. 1  
manager@keegoharbor.org

Building Department

Jennifer Gilman (248)682-1930 ext. 3  
jengilman@keegoharbor.org

Wendy Clufetos  
wclufetos@keegoharbor.org

City Planner / Zoning Administrators

Tuesday/Thursday 9am-1pm  
(248) 682 – 1930 ext. 3

Building Inspector

Chad Hine  
Monday – Thursday  
5:15 pm - 6:30 pm or by  
appointment

Electrical Inspector

Ron Shelton  
Monday and Wednesday  
10:00am – 1:00pm

Mechanical & Plumbing Inspector

Steve Munson  
Monday, Wednesday,  
Friday 4:00pm – 5:30pm

Mike Monson  
Monday – Thursday  
10:00am – 1:00pm



## INSTRUCTIONS FOR A NEW HOME BUILD

All references are from the 2015 State of Michigan Residential Code, 2015 State of Michigan Building Code, 2015 State of Michigan Electrical Code, 2015 State of Michigan Mechanical Code and the 2015 State or Michigan Plumbing Code.

The address of the house and weather card must be posted and visible from the street. Signed permits, approved plans and plan review must be kept on the job site.

Only the permit holder can schedule all required inspections.

**All Contact with Hubble, Roth and Clark (HRC) must go through the City of Keego Harbor Building Department**

### Building Inspections Required

1. Footing
  - Foundation Pinned by HRC for Elevation - HRC requires a notice of 3 business days to schedule. Make sure job sight is clear of any obstacles or debris
2. Back Fill
3. Frame
4. Slab
5. Insulation
6. House Wrap / Brick Flashing
  - Blower Test
7. Finals
  - Building
  - Grade
  - Site

**\*\*\*All re-inspections are subject to a \$65 fee.\*\*\***

## **INSTRUCTIONS FOR A NEW HOME BUILD CONTINUED**

### **Mechanical Inspections Required**

1. Rough
2. Gas Line
3. Pressure Test
4. Final

\*\*\*All re-inspections are subject  
to a \$65 Fee\*\*\*

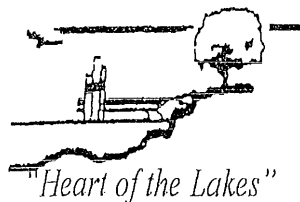
### **Electrical Inspections Required**

1. Service
2. Rough
3. Final

### **Plumbing Inspections Required**

1. Underground
2. Upper Rough
3. Shower Pan (if not installed before the upper rough inspection)
4. Final

**Must pass ALL Inspections for Certificate of Occupancy to be Issued**



# City of Keego Harbor

2025 Beechmont, Keego Harbor  
Michigan, 48320

PLAN REVIEWER: Chad Hine

DATE REVIEWED:

OWNER'S NAME:  
ADDRESS OF PROJECT:

PERMIT NO:

BLDG. PMT. NO:

PHONE:

FAX:

## JURISDICTION:

USE GROUP: R3 CON. TYPE: 5B SQ. FT.

All references herein are to the 2015 State of Michigan Residential Code, 2015 State of Michigan Building Code, 2015 State of Michigan Electrical Code, 2015 State of Michigan Mechanical Code and the 2015 State of Michigan Plumbing Code. The plan review that follows is not intended to identify all construction details that may have been omitted from the drawings or are inadequately or improperly shown. It may also identify items shown or not shown that the Building Official wants to draw special attention to.

## AFTER THE BUILDING PERMIT HAS BEEN ISSUED

1. Provide all engineering requested by this plan review that has not already been provided.
2. POST COPY OF THE BUILDING PERMIT IN A VISIBLE PLACE. The permit must be visible from the street/road. The address must also be posted and visible from the street/road.
3. APPLY for all electrical, mechanical and plumbing permits that are necessary for this project.
4. ALL REQUIRED INSPECTIONS MUST BE SCHEDULED BY THE PERMIT HOLDER ONLY. Contact this office at 1-248-682-1930 to schedule all inspections.  
PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION: Your name, company name, permits number, address where the inspection is to be conducted, name of a contact person on the job if one will be available, the type of inspection and any special directions that may be helpful for the inspector to locate and access the job site.
5. A COPY OF THE APPROVED PLANS AND THIS PRINTED PLAN REVIEW shall be available on the job site at all times.

## NUMBER OF INSPECTIONS THAT CAN BE DONE ON THIS JOB FOR THE PERMIT FEE PAID:

## BUILDING INSPECTIONS REQUIRED

- A. FOOTING INSPECTION shall be conducted after the forms have been set or the trenches or pier holes have been dug and prior to the placement of any concrete.
- B. BACKFILL INSPECTION shall be conducted prior to placement of backfill material.
- C. SLAB INSPECTION shall be conducted prior to placement of concrete in garage/basement
- D. FRAMING INSPECTION shall be conducted after all electrical, mechanical, and plumbing rough-in inspections have been approved. NO FRAMING SHALL BE CONCEALED PRIOR



**TO THIS INSPECTION. Truss Spec packages is required to be on job site for this inspection.**

- E. ENERGY CODE INSPECTION** shall be conducted on all new stick built homes only. This inspection shall be conducted after all side-wall insulation and ceiling insulation, if it is fiber glass batts, have been installed and prior to the installation of any dry-wall. Ceiling blown in insulation will be inspected on the final inspection. **MAY BE SUBMITTED ENERGY CERTIFICATE WITH BLOWER DOOR CERTIFICATE PER SECTION N1102.4.1.2 2015 MRC**
- F. FINAL BUILDING INSPECTION FOR THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY** shall be conducted after all **electrical, mechanical, and plumbing inspections** have been approved.

#### **OCCUPANCY CERTIFICATE REQUIREMENTS**

**OCCUPANCY IS BASED UPON THE STRUCTURE BEING IN COMPLIANCE WITH ALL OF THE REQUIRED FIRE, HEALTH AND SAFETY REQUIREMENTS OF THE CODE. THESE INCLUDE ALL OF THE FOLLOWING BUT MAY NOT BE THE ONLY ONES REQUIRED FOR THIS SPECIFIC PROJECT.**

- A.** An energized electrical system that is in a complying and safe condition and meets the kitchen circuit requirements, wall spacing requirements and properly installed smoke detectors.
- B.** All required smoke detectors must be properly installed and in proper working condition.
- C.** All required exit/egress stairs must be installed and have all required handrails and guardrails installed.
- D.** All egress doors must comply with all code requirements for size landing on both sides of the door and all required handrails and guardrails properly installed.
- E.** Proper grade away from the foundation must be provided. This grade does not have to be the final grading with topsoil, but must be of the proper slope away from the foundation to ensure that surface water does not cause a problem with water either damaging the foundation or of water entering the crawl space or basement.
- F.** There must be a working heating system / AC unit installed per City Ordinance.
- G.** All required handrails and guardrails must be installed to protect differences in elevation along open walking surfaces.  
These guardrails may be of a temporary nature as long as they comply with the code for structural stability, height and spacing of balusters.
- H.** All required permits must have been applied for and all required fees paid including any outstanding reinspection fees.
- I.** The Electrical Code requires the "re-bar" in footings to be bonded to the electrical service

**MOVING IN WITHOUT THE ISSUANCE OF AN OCCUPANCY CERTIFICATE COULD RESULT IN THE PROSECUTION OF THE OCCUPANT AND/OR CONTRACTOR(S) AS IS PROVIDED FOR BY STATE OR LOCAL LAWS AND OR ORDINANCES.**

**PLEASE APPLY FOR ALL OCCUPANCY CERTIFICATES AT LEAST THREE (3) DAYS IN ADVANCE OF REQUIRED ISSUANCE.**

**IF YOU HAVE ANY FURTHER QUESTIONS PLEASE CONTACT THE OFFICE AND DISCUSS YOUR CONCERNS AS SOON AS IS POSSIBLE.**

## PROPERTY IDENTIFICATION

- R321.1 Premises identification, in the form of approved numbers or addresses shall be provided for all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property. If such identification is not visible, from both directions, your inspection may not take place and a \$95.00 re-inspection fee will be charged once the address has been properly posted.

## ENGINEERING

- R502.1.4 Prefabricated wood I-joist shall be in accordance with ASTM D 5055. This engineering shall be provided with other construction documents at the time the application for a permit is submitted.
- R802.10.2 PROVIDE SIGNED AND SEALED ENGINEERED DRAWINGS OR SPECIFICATIONS for all pre-manufactured trusses. These must be provided to our office prior to the installation and inspection of such pre-manufactured members. Such specifications shall verify that minimum live, dead and other imposed loads are adequately supported by these members.

NOTE: Construction documents for new construction, alteration, repair, expansion, addition, or modification for R-3 or R-4 buildings shall be prepared signed and sealed by a State of Michigan registered architect or professional engineer licensed under Act No. 299 of the Public Acts of 1980, as amended if the dwelling meets any of the following criteria.

- A. Structural and plumbing plans will be required if the building square footage is over 3,500 sq. ft. as measured by the outside dimensions of all floors including the basement.
- B. Mechanical plans shall be required if the combined heating load is 375,000 BTU or greater.
- C. Electrical plans shall be provided if the combined load of all service panels exceeds 400 amps.

## GENERAL REQUIREMENTS

- R105.4 **Validity of Permit:** The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is also authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction.
- R105.5 **Expiration.** Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.
- R105.6 **Suspension or revocation.** The building official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.
- R106.1.2 **Manufacturer's installation instructions** as required by this code, shall be available on the job site at the time of inspection.
- R106.4 **Amended construction documents.** Work shall be installed in accordance with the reviewed construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

## ATTACHED GARAGES

- R309.1 **THE DOOR INSTALLED IN THE COMMON WALL BETWEEN THE PRIVATE GARAGE AND THE HOUSE** shall be either a solid core wooden door not less than 1-3/8 inch in thickness, solid honeycomb core steel doors not less than 1-3/8 in thick, or 20-minute fire-rated doors. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted.
- R309.1.1 **Ducts penetrating the walls or ceilings** separating the dwelling from the garage shall be constructed of a minimum of No. 26 gage sheet steel or other approved material and shall have no openings into the garage.
- R309.2 **Separation required.** The garage shall be separated from the residence and its attic area by not less than 1/2" gypsum board applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than 5/8" Type X gypsum board or equivalent. Where the separation is a floor/ceiling assembly, the structure supporting the separation shall also be protected by not less than 1/2" gypsum board or equivalent.
- R309.3 **Floor surface.** Garage floor surfaces shall be of approved noncombustible material. The area of floor used for parking of automobiles or other vehicles shall be sloped to facilitate the movement of liquids to a drain or toward the main vehicle entry doorway.
- R309.4 **Carports** shall be open on at least **two sides**. Carport floor surfaces shall be of approved noncombustible material. Carports not open on at least **two sides** shall be considered a garage and shall comply with the provisions of this section for **garages**.
- Exception:** Asphalt surfaces shall be permitted at ground level in carports. The area of floor used for parking of automobiles or other vehicles shall be sloped to facilitate the movement of liquids to a drain or toward the main vehicle entry doorway.

## FOOTINGS

- R401.3 **Drainage** shall be diverted to a storm sewer conveyance or other approved point of collection so as to not create a hazard. Lots shall be graded so as to drain surface water away from foundation walls. The grade away from foundation walls shall fall a **minimum of 6" within the first 10'**.
- Exception:** Where lot lines, walls, slopes or other physical barriers prohibit **6" of fall within 10"**, drains or swales shall be provided to ensure drainage away from the structure.
- R403.1.1 **Minimum size** for concrete and masonry footings shall be as set forth in Table R403.1. Spread footings shall be at least **6" in thickness**. Footing projections shall be at least **2"** and shall not exceed the thickness of the footing.
- R403.1.4 **MINIMUM DEPTH.** All exterior footings and foundation systems shall extend **42" below actual grade**.
- Exceptions:**
1. Frost-protected footings constructed in accordance with **Section R403.3** of the code and footings and foundations erected on solid rock shall not be required to extend below the frost line.
  2. The footings in detached accessory structures not exceeding **400 square feet in area or 10' in height** shall extend **12" below grade** to undisturbed soil or soils of sufficient bearing capacity. All vegetation and topsoil shall be removed for placement of accessory structures.
- R403.1.6 **Sill plates** shall be anchored to the foundation with a minimum of **1/2" bolts** embedded **7" into poured concrete, or concrete block foundation walls**. The spacing shall not exceed **6' on center**. Each single piece of sill plate shall be provided with a minimum of **2 bolts** with a bolt no more than **12" from each**

end of any piece of sill plate. Approved anchor straps may be installed provided they meet the proper identification, and are embedded and spaced to the manufacturer's installation instructions.

#### **FLOOD-RESISTANT CONSTRUCTION**

- R322.1 Buildings and structures constructed in flood hazard zones shall be designed, constructed and anchored to resist floatation, collapse, or permanent lateral movement due to stresses from flooding
- R322.2.1 Buildings and structures shall have the lowest floor including basements elevated so the lowest point of the floor's concrete or subfloor surface is 1 foot above the design flood elevation
- R322.2.2 Enclosed areas, including crawlspaces, that are below the design flood elevation shall be used solely for parking of vehicles, building access or storage, provided the area is protected openings to allow for the equalization of hydrostatic forces 1 foot or less above ground, with 1 square inch of opening per square of area.

#### **FLOOR CONSTRUCTION**

- R502.2.1 Decks where supported by attachment to an exterior wall, shall be positively anchored to the primary structure and designed for both vertical and lateral loads. Such attachment shall not be accomplished by the use of toenails or nails subject to withdrawal. Where positive connection to the primary building structure cannot be verified during inspection, decks shall be self-supporting. For decks with cantilevered framing members, connections to exterior walls or other framing members, shall be designed and constructed to resist uplift resulting from the full live load specified in Table R301.4 acting on the cantilevered portion of the deck.
- R502.3.1 Table R502.3.1(1) shall be utilized to determine the maximum allowable span of floor joist that support sleeping areas and attics that are accessed by means of a fixed stairway provided that the design live load does not exceed 30 psf and design dead load does not exceed 10 psf. The allowable span of ceiling joists that support attics utilized for limited storage or no storage shall be determined in accordance with Section R802.4.
- R502.3.2 Table 502.3.1(2) shall be utilized to determine the maximum allowable span of floor joists that support all areas of the building, other than sleeping and attics, provided that the design live load does not exceed 40 psf and the design dead load does not exceed 10 psf.
- R502.3.3 Floor cantilever spans shall not exceed the nominal depth of the wood floor joist. Floor cantilevers constructed in accordance with Table R502.3.3 shall be permitted when supporting a light-frame bearing wall and roof only. The ratio of back-span to cantilever shall be not less than 3 to 1.
- R502.6 The ends of each joist, beam or girder shall have not less than 1.5 inches of bearing on wood or metal and not less than 3 inches on masonry or concrete except where supported on a 1-inch-by-4-inch ribbon strip and nailed to the adjacent stud or by the use of approved joist hangers.

#### **GLAZING IN HAZARDOUS LOCATIONS**

- R308.1 Identification of glazing in hazardous locations shall be provided with a manufacturer's or installer's label, designating the type and thickness of glass and the safety glazing standard with which it complies, which is visible in the final installation. The label shall be acid etched, sand-blasted, ceramic-fired, embossed mark, or shall be of a type which once applied cannot be removed without being destroyed.

##### **Exceptions:**

1. For other than tempered glass, labels may be omitted provided the building official approves the use of a certificate, affidavit or other evidence confirming compliance with this code.
2. Tempered spandrel glass may be identified by the manufacturer with a removable paper label.

R308.4

Hazardous locations include all of the following.

1. Glazing in swinging doors except jalousies.
2. Fixed and sliding panels of sliding door assemblies and panels in sliding and bifold closet door assemblies.
3. Storm doors.
4. Unframed swinging doors.
5. Doors and enclosures for hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers. Glazing in any part of a building wall enclosing these compartments where the bottom exposed edge of the glazing is less than 60" measured vertically above any standing or walking surface.
6. In individual fixed or operable panel adjacent to a door where the nearest vertical edge is within a 24" arc of the door in a closed position and whose bottom edge is less than 60" above the floor or walking surface.
7. An individual or fixed or operable panel, other than those locations described in Items 5 and 6 above, that meets all of the following conditions:
  - 7.1 Exposed area of an individual pane greater than 9 square feet.
  - 7.2 Bottom edge less than 18" above the floor.
  - 7.3 Top edge greater than 36" above the floor.
  - 7.4 One or more walking surfaces within 36" horizontally of the glazing.
8. All glazing in railings regardless of an area or height above a walking surface. Included are structural baluster panels and nonstructural in-fill panels.
9. Glazing in walls and fences enclosing indoor and out-door swimming pools, hot tubs and spas where the bottom edge of the glazing is less than 60" above a walking surface and within 60" horizontally of the water's edge. This shall apply to single glazing and all panes in multiple glazing.
10. Glazing adjacent to stairways, landings and ramps within 36" horizontally of a walking surface when the exposed surface of the glass is less than 60" above the plane of the adjacent walking surface.
11. Glazing adjacent to stairways with 60" horizontally of the bottom tread of a stairway in any direction when the exposed surface of the glass is less than 60" above the nose of the tread.

#### EMERGENCY ESCAPE AND RESCUE OPENINGS

R310.1

**Basements and every sleeping room** shall have at least one openable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement. Where emergency escape and rescue openings are provided they shall have a sill height of not more than 44" above the floor. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section 310.3. the net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. Emergency escape and rescue openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with Section R310.

R310.1.1

All emergency escape and rescue openings shall have a **minimum net clear opening of 5.7 square feet.**  
Exception: **Grade floor openings** shall have a **minimum net clear opening of 5 square feet.**

R310.1.2

The **minimum net clear opening height shall be 24 inches.**

R310.1.3

The **minimum net clear opening width shall be 20 inches.**

R310.1.4

**Operational restraints.** Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.

## MEANS OF EGRESS

- R311.2.1 **Attachment.** Required exterior exit balconies, stairs and similar exit facilities shall be positively anchored to the primary structure to resist both vertical and lateral forces. Such attachment shall not be accomplished by use of toenails or nails subject to withdrawal.
- R311.3 **Hallways.** The minimum width of a hallway shall be not less than 36".
- R311.4.3 **Landings at doors.** There shall be a floor or landing on each side of each exterior door.
- Exception:** Where a stairway of two or fewer risers is located on the exterior side of a door, other than the required exit door, a landing is not required for the exterior side of the door.
- R311.5.3 **Stair treads and risers.**
- R311.5.3.1 **Riser height.** The maximum riser height shall be 8 1/4". The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8".
- R311.5.3.2 **Tread depth.** The minimum tread depth shall be 9". The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8".
- R311.5.4 **Landings for stairways.** There shall be a floor or landing at the top and bottom of each stairway.
- Exception:** A floor or landing is not required at the top of an interior flight of stairs, provided a door does not swing over the stairs.
- A flight of stairs shall not have a vertical rise greater than 12' between floor levels or landings. The width of each landing shall not be less than the stairway served. Every landing shall have a minimum dimension of 36" measured in the direction of travel.
- R303.6.1 **Light activation.** The control for activation of the required interior stairway lighting shall be accessible at the top and bottom of each stairway without traversing any steps. The illumination of exterior stairways shall be controlled from inside the dwelling unit.
- Exception.** Lights that are continuously illuminated or automatically controlled.
- R312 **Guards:**
- T-R301.5 **Guards** shall be designed to withstand a concentrated load of 200 lbs. applied at any point and in any direction.
- R312.1 **Guards required.** Porches, balconies or raised floor surfaces located more than 30" above the floor or grade below shall have guards not less than 36" in height. Open sides of stairs with a total rise of more than 30" above the floor or grade below shall have guards not less than 34" in height measured vertically from the nosing of the treads.
- R312.2 **Guard opening limitations.** Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures that do not allow passage of a sphere 4" in diameter
- Exceptions:**
1. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere 6" in diameter cannot pass through.
  2. Openings for required guards on the sides of stair treads shall not allow a sphere 4 3/8" to pass through.

## SMOKE ALARMS

R313.1 **Smoke alarms** shall be installed in the following locations:

1. In each sleeping room.
2. Outside of each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements and cellars but not including crawl spaces and un-inhabitable attics.

When more than one smoke alarm is required to be installed within an individual dwelling unit the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed.

R312.1.1 **When interior alterations, repairs or additions** requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

Exceptions:

1. Smoke alarms in existing areas shall not be required to be interconnected and hard wired where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space, or basement available which could provide access for hard wiring and interconnection without the removal of interior finishes.
2. Repairs to the exterior surfaces of dwellings are exempt from the requirements of this section.

R312.2 **Power source.** In new construction, the required smoke alarms shall receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection. Smoke alarms shall be permitted to be battery operated when installed in buildings without commercial power or in buildings that undergo alterations, repairs or additions regulated by Section R317.1.1.

## CARBON MONOXIDE DETECTORS

315.1.1.1 **CARBON MONOXIDE DETECTOR**, is required to be installed outside each sleeping area within which fuel-fired appliances are installed or with attached garage exists.

315.2 **EXISTING DWELLINGS** are required to be provided with a CARBON MONOXIDE DETECTOR in compliance where fuel-fired appliances or attached garage exists.

315.3 **CARBON MONOXIDE DETECTORS** shall be listed as in compliance with UL 2034 and installed per manufacturer's installation instructions.

## FOAM PLASTIC

314.1.2 **Thermal barrier.** Foam plastic, except where otherwise noted, shall be separated from the interior of a building by minimum ½" gypsum board or an approved finish material. The gypsum board shall be installed using a mechanical fastening system in accordance with Section R705.3.5. Reliance on adhesives to ensure that the gypsum board will remain in place when exposed to fire shall be prohibited.

R314.2.3 **Attics and crawlspaces.** Within attics and crawlspaces where entry is made only for service of utilities, foam plastics shall be protected against ignition by 1 ½" thick mineral fiber insulation, ¼" thick wood structural panels, 3/8" particleboard, ¼" hardboard, 3/8" gypsum board, or corrosion-resistant steel having a base metal thickness of 0.016".

- R314.3 **Specific approval.** Plastic foam not meeting the requirements of Sections R318.1 and R318.2 may be used in accordance with one of the following approved tests: ASTM E-84, FM 4880, UL 1040, ASTM E-152, or UL 1715, or fire tests related to actual end-use configurations. Please furnish this office with a copy of your particular report for our review and approval.

### INSULATION

- N1101.1 **Insulation** shall meet the requirements of the Michigan Energy Code as adopted as Chapter 11 Energy Efficiency with the 2015 MRC. Please indicate on your application the required information per N1101.8 insulation materials and their R-values, fenestration U-factors, area weighted U-factor and SHGC (solar heat gain coefficient ) calculations, mechanical equipment system designs.
- N11012.4.1.2 **TESTING** The building or dwelling shall be tested and verified as having an air leakage rate not exceeding 4 air changes per hour, conducted with a blower door at a pressure of 0.2 inches w.g. (50 pascals).

### MOISTURE VAPOR RETARDERS

- R318.1 **Moisture control.** In all framed walls, floors and roof/ceilings comprising elements of the building thermal envelope, a vapor retarder shall be installed on the warm-in-winter side of the insulation. This applies if the building is to be insulated.

### PROTECTION AGAINST DECAY

- R319.1 **Location required.** In areas subject to decay damage, the following locations shall require the use of an approved species and grade of lumber, pressure preservation treated in accordance with AWPAC1, C2, C3, C4, C9, C15, C18, C22, C23, C24, C28, P1, P2 and P3, or decay-resistant heartwood of redwood, black locust, or cedars.
1. Wood joist or the bottom of a wood structural floor when closer than 18" or wood girders when closer than 12" to exposed ground in crawl spaces or unexcavated area located within the periphery of the building foundation.
  2. All sills or plates that rest on concrete or masonry exterior walls and are less than 8" from exposed ground.
  3. Sills and sleepers on a concrete or masonry slab that is in direct contact with the ground unless separated from such slab by an impervious moisture barrier.
  4. The ends of wood girders entering exterior masonry or concrete walls having clearances of less than 0.5" on tops, sides and ends.
  5. Wood siding, sheathing and wall framing on the exterior of a building having a clearance of less than 6" from the ground.
  6. Wood structural members supporting moisture-permeable floors or roofs that are exposed to the weather, such as concrete or masonry slabs, unless separated from such floors or roofs by an impervious moisture barrier.
  7. Wood furring strips or other wood framing members attached directly to the interior of exterior masonry walls or concrete walls below grade except where an approved vapor retarder is applied between the wall and the furring strips or framing members.
- R319.1.1 **Ground contact.** All wood in contact with the ground and that supports permanent structures intended for human occupancy shall be approved pressure preservatively treated wood suitable for ground contact use, except untreated wood may be used where entirely below groundwater level or continuously submerged in fresh water.
- R319.1.3 **Posts, poles and columns** supporting permanent structures that are embedded in concrete in direct contact with the ground or embedded in concrete exposed to the weather shall be approved pressure preservatively treated wood suitable for ground contact use.
- R319.2 **Quality mark.** Lumber and plywood required to be pressure preservatively treated in accordance with Section R323.1 shall bear the mark of an approved inspection agency that has been approved by an accreditation body that complies with the requirements of the America Lumber Standard Committee treated wood program.



R319.3      **Fasteners** for pressure preservative and fire-retardant-treated wood shall be of hot-dipped galvanized steel, stainless steel, silicon bronze or copper.

**Exception:** One-half-inch diameter or greater steel bolts.

#### ATTIC ACCESS & VENTILATION

R806.2      **Attic ventilation** shall be provided at the rate of **1 sq. ft.** of ventilation for every **150 sq. ft.** of attic area, if a ceiling is installed in this building.

R807.1      **Attic access** shall be provided to all attic spaces, including the attached garage, that have a clear height of **30" or more.** **Access dimensions** shall be a minimum of **22' x 30"** if a ceiling is installed in the building.

#### FIRE-BLOCKING AND DRAFT-STOPPING

R602.8      **Fireblocking** shall be required to cut off all concealed draft openings (both vertical and horizontal) and to form an effective **fire barrier** between stories, and between a top story and the roof space. **Fireblocking** shall be provided in wood-frame construction in the following locations.

1. In concealed spaces of stud walls and partitions, including furred spaces and parallel rows of studs or staggered studs; as follows:
  - 1.1 Vertically at the ceiling and floor levels.
  - 1.2 Horizontally at intervals not exceeding 10 feet.
2. At all interconnections between concealed vertical and horizontal spaces such as occur at soffits, drop ceilings and cove ceilings.
3. In concealed spaces between stair stringers at the top and bottom of the run. Enclosed spaces under stairs shall comply with Section R311.2.2.
4. At openings around vents, pipes, and ducts at ceiling and floor level, with an approved material to resist the free passage of flame and products of combustion.
5. For the Fireblocking of chimneys and fireplaces, see Section R1001.16. (see section below)
6. Fireblocking of cornices of a two-family dwelling is required at the line of dwelling unit separation.

R1001.16      **Chimney fireblocking** of all spaces between chimneys and floors and ceilings through which chimneys pass shall be fireblocked with noncombustible material securely fastened in place. The fireblocking of spaces between chimneys and wood joists, beams or headers shall be to a depth of 1" and shall only be placed on strips of metal or metal lath laid across the spaces between combustible material and the chimney.

R602.8.1      **Fireblocking materials** except as provided in Section R602.8, Item 4, shall consist of 2" nominal lumber, or two thicknesses of 1" nominal lumber with broken lap joints, or one thickness of 23/32" wood structural panels with joints backed by 23/32" wood structural panels or one thickness of 3/4" particleboard, 1/2" gypsum board, or 1/4" cement-based millboard. Batts or blankets of mineral wool or glass fiber or other approved non-rigid materials shall be permitted for compliance with the 10" horizontal fireblocking in walls constructed using parallel rows of studs or staggered studs. Loose-fill insulation material shall not be used as a fire block unless specifically tested in the form and manner intended for use to demonstrate its ability to remain in place and to retard the spread of fire and hot gases.

R602.8.1.1      **Unfaced fiberglass batt insulation** used as fireblocking shall fill the entire cross section of the wall cavity to a minimum height of 16" measured vertically. When piping, conduit or similar obstructions are encountered, the insulation shall be packed tightly around the obstruction.

R602.8.1.2      **Fireblocking integrity** shall be maintained at all times.

#### ROOFING

- F-R301.2 (5) **Verify that the roof system** will be designed and installed to carry a **minimum 30 lb. ground snow load**.
- R905.2.7 **Underlayment application.** For roof slopes from 2:12 to 4:12, underlayment shall be two (2) layers applied in accordance with this section.
- R905.2.7.1 **Ice protection** shall be used as follows. The ice barrier shall consist of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, in lieu of normal underlayment and extend from the eave's edge to a point at least 24" inside the exterior wall line of the building.
- T-R503.2.1.1 (1) **Roof sheathing** shall be continuous over two or more spans. Edges of **3/8" or 7/16"** panels over rafters or trusses **24"** on center shall be supported with blocking or edge clips.

### **CUTTING, NOTCHING AND BOREING**

- R602.6 **Drilling and notching—studs.** Any stud in an exterior wall or bearing partition may be cut or notched to a depth not exceeding **25%** of its width. Studs in nonbearing partitions may be notched to a depth not exceed **40%** of a single stud width. Any stud may be bored or drilled, provided that the diameter of the resulting hole is no greater than **40%** of the stud width, the edge of the hole is no closer than **5/8"** to the edge of the stud, and hole in not located in the same section as a cut or notch.
- Exceptions:**
1. A stud may be bored to a diameter not exceeding **60% of its width**, provided that such studs located in exterior walls or bearing partitions are doubled and that not more than two successive studs are bored.
  2. Approved stud shoes may be used when installed in accordance with the manufacturer's recommendations.
- R602.6.1 **Drilling and notching of the top plate** for the installation of piping or ductwork in an exterior wall or interior load-bearing wall, necessitating the cutting drilling or notching of the top plate by more than **50% of its width**, a galvanized metal tie not less than **0.054" thick and 1 1/2" wide** shall be fastened to each plate across and to each side of the opening with not less than **eight 16d nails at each side or equivalent**.
- Exception:** When the entire side of the wall with the notch or cut is covered by structural panel sheathing.
- R802.7.1 **NOTCHES in joists, rafters and beams** shall not exceed **1/6th. of the depth** of the member, shall not be longer than **1/3rd. of the depth of the member**, and shall not be located in the **middle 1/3rd. of the span**. Notch depth at the **ends of the member** shall not exceed **1/4th. of the member**. **HOLES BORED or cut into joists, rafters or beams** shall not exceed **1/3rd. of the depth** of the member and shall not be located closer than **2"** to the **top, bottom or any other hole or notch** in the member.

**Reference International Property Maintenance Codes. This list is not all inclusive of what may need to be addressed from inspections.**

#### **Exterior Property Areas – Building Inspection -**

**Maintained Vacant Structures** - need to be clean, safe, secure and sanitary.

**Maintained Sanitation** – exterior property and premises need to be clean, safe and sanitary.

**Grading and Drainage** – must prevent erosion of the soil and accumulation of stagnant water.

**Sidewalks and Driveways** – must be kept in a proper state of repair.

**Weeds** – must to be kept controlled or removed.

**Rodent Harborage** – must be prevented by proper property maintenance.

**Infestation** – must be properly exterminated by approved processes not injurious to human health.

**Extermination** – will be the responsibility of the owner prior to renting or leasing any dwelling.

**Exhaust Vents** – can not create a nuisance or discharge to a neighbor's property.

**Accessory or Exterior Structures** – must be maintained structurally stable, sanitary and in good repair.

**Motor Vehicles** – need to be properly licensed and operable.

**Defacement of Property** – must be repaired by the owner.

**Swimming Pools** – need to be properly maintained.

**Enclosures** - shall be provided as barriers per state codes.

**Exterior Surfaces** – need to be of approved material, properly installed and maintained.

**Site Addresses** – must be (4”) in minimum height and clearly visible.

**Exterior Structural Members** – must be capable of supporting imposed loads.

**Foundation Walls** – need to have maintained plumbing, free of cracks and be secure.

**Exterior Walls** – must be free of holes, cracks, loose material and weatherproofed.

**Roofs and Drainage** – need to be properly maintained and not discharge unto neighbors.

**Decorative Features** – need to be properly maintained.

**Overhang Extensions** – (such as canopies, marquees, signs...) need to be properly fastened and maintained.

**Deck and Porch Stairways** – must be structurally sound and be maintained.

**Chimneys or Towers** – must be structurally sound and be maintained.

**Buildings** – must be secured for occupant's safety.

**Windows, Skylights and Doors** – (entry doors) must be provided with a deadbolt lock – (windows) must be provided with sash locking devices must be kept in good condition.

**Glazing** – must be free of cracks and holes.

**Operable Windows** – need to open easily, be held in position by hardware and must be provided with a screen to prevent insects from entering.

**Basement Hatchways** – need to be properly secured, equipped to prevent unauthorized entry and maintained.

**Basement Windows** – (that open) – must have protection from rodent entry.

#### **Interior Structure Areas – Building Inspection -**

**Interior Structure** – needs to be in a sanitary condition.

**Internal Structural Members** – must be structurally stable and capable of supporting imposed loads.

**Interior Surfaces** – (including windows and doors) must be free of peeling, chipping, flaking or abraded paint also free of cracked or loose plaster, decayed wood and any other defective surface conditions.

**Stairs or Walking Surfaces** – (including landings, decks, balconies and ramps) need to be in sound condition.

**Handrails and Guards** – must be provided at every interior flight of stairs having (4) or more risers on one side and every open portion of stairs, ramps, landings, porch or balcony (30) inches above floor or grade. (Handrails) must not be less than (30) inches or more than (42) inches from nosing or finished floor. (Guards) must not be less than (30) inches from finished floor.

(Handrails and Guards) must be firmly fastened and capable of supporting imposed loads.

**Interior Doors** – need to fit well within their frame and be capable of being opened and closed by being properly and securely attached to jambs or tracks per manufacturer's specifications.

**Rubbish and Garbage** – must be in approved containers, storage and removal shall be the owners responsibility.

**Refrigerators** – must not be abandoned or discarded without removal of doors.

**Smoke Detectors** – must be provided on each floor with battery backup (a five year battery is required)

### **Building Inspection – Lights, Illumination and Ventilation –**

**Every Habitable Space** – must have one window facing outdoors, totally 8% of the habitable floor space. (Every Habitable Space) needs to have one window that will open 45% of all glazed area unless ventilated from adjoining space.

**All Interior Spaces** – must be provided with natural or artificial light to permit maintenance of sanitary condition and safe occupancy.

**Every Bathroom or Toilet Room** – must be provided with means of ventilation either by a window that will open or by mechanical means ducted to the exterior.

**Clothes Dryer Exhaust** – needs to be independent of other systems and exhausted per manufacturer's instructions.

### **Building Inspection – Occupancy Limitations –**

**Habitable Rooms** – must not be less than (7) feet in width.

**Kitchens** – need to have a clear passage way between countertops and appliances of not less than (3ft.) must also contain suitable space and equipment to store, prepare and serve foods in a sanitary manner.

**Ceiling Heights**- (in habitable space) must be (7) feet – (sloped ceilings) must be less than (1/3).

**Living Rooms** – need to be at least (120) square feet.

**Bedrooms** – need to be at least (70) square feet, have a separate access (not thru another bedroom).

**Bathrooms** – accesses must not be through another bedroom.

**Kitchens and In-habitable Areas** – must not be used for sleeping.

### **Mechanical Inspection – Heating Facilities –**

**Dwelling Heating** – must be capable of (68 degrees) in all habitable rooms.

**Mechanical Appliances** – must be properly installed and maintained.

**Clearances to Combustibles** – need to be maintained.

**Safety Controls** – must be in effective safe operation.

**Combustion Air** – must be properly provided for safe operation.

**Energy Conservation Devices** – must be specifically approved.

**Duct Systems** – must be capable of performing the required function.

### **Electrical Inspection – Electrical Facilities –**

**Every Occupied Space** – must be provided with an electrical system in compliance with NFPA70. (NFPA) is the National Fire Protection Association – develops, publishes and disseminates consensus codes and standards intended to minimize the possibility and effects of fire and other risks.

**Electrical Service** – will be based on size and usage as determined by the State of Michigan Electrical Code as adopted.

**Electrical System Hazards** – Must be eliminated.

**Electrical Equipment** – need to be installed and maintained in a safe and approved manner.

**Every Habitable Space** – must have at least two separate and remote receptacle outlets.

**Every Kitchen, Laundry and Bathroom** – areas shall have GFCI receptacles. (GFCI) is a Ground Fault Circuit Interrupter that has a greater safety level of reducing the risk of electric shock and is more sensitive and acts faster than a circuit breaker or fuse.

**Every Interior Stairway, Toilet Room, Kitchen, Laundry Room and Furnace Room** – needs to have at least one luminaire.

### **Plumbing Inspection – Facilities and Fixtures –**

**Dwelling Units** – need to contain a bathtub or shower, lavatory, water closet and kitchen sink in a sanitary, safe working condition. (A kitchen sink shall not substitute for a lavatory).

**Toilet Rooms** – need to be provided with a lockable door opening into a hall or other space.

**Plumbing Fixtures** – must be maintained in safe, sanitary working order, free from obstructions, leaks or defects and capable of functioning as designed, properly connected to an approved water system or connected to an approved sewage disposal system.

Plumbing fixtures must be maintained free of contamination with water inlets located above the flood level rim.

**Fixtures** – clearances shall be adequate for usage.

**Plumbing Hazards** – must be addressed.

**Faucets and Hose Bibs** – need to be protected with approved vacuum breakers where hose attachment occurs.

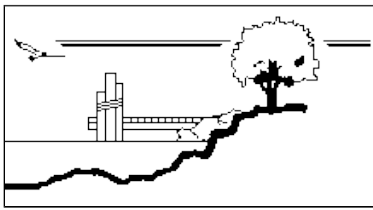
**Water Supply** – must be adequate to enable proper and safe operation, free of leaks and defects.

**Water Heating Facilities** – shall be properly installed.

**Gas Fired Appliances** – must not be located in any bathroom, toilet room or habitable space.

**Plumbing Stack, Vent, Waste and Sewer Line** – must be properly maintained.

**Storm Drainage** – must not create a public nuisance.



"Heart of the Lakes"

## APPLICATION ZONING PERMIT

### CITY OF KEEGO HARBOR

2025 BEECHMONT KEEGO  
HARBOR MI 48320  
(248)682-1930  
www.keegoharbor.org

Validation Area

(OFFICE USE ONLY) PERMIT NUMBER: **PZ-**

TYPE OF WORK: ☐ SHED ☐ DECK ☐ FENCE

NEW BUSINESS or NEW HOME OTHER \_\_\_\_\_

☐ DATE: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

MOBILE: \_\_\_\_\_

Detailed Description  
of Project

\_\_\_\_\_

Building Application Applied For; YES NO N/A Sidwell Number \_\_\_\_\_

Project Start Date \_\_\_\_\_ Project Estimated Completion Date \_\_\_\_\_

Date Site Plan Submitted

Date Survey  
Submitted

\_\_\_\_\_

I hereby certify that the foregoing is correct to the best of my knowledge and that the said work will be done in conformance with the information herein set forth, in conformance with any plans and specifications submitted and in compliance with the City of Keego Harbor Codes regulating site plans and as-built plans. **I understand the permit fee is non-refundable.**

**Permit expires 1 year from date of issue, Permit Renewal fee is \$50.00.**

Zoning Ordinance and/or applicable Michigan Building Codes for the structure.

I affirm that the information provided on this application is true and accurate and that the project shall be completed in accordance with the provisions of the City of Keego Harbor Zoning Ordinance. It is the property owner's / agent's responsibility to determine the exact locations of all property lines.

I \_\_\_\_\_, the property owner, give permission for the City of Keego Harbor officials, staff and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

PRINT NAME: \_\_\_\_\_

Owner or Contractor

SIGNATURE: \_\_\_\_\_

Owner or Contractor

DATE: \_\_\_\_\_

(FOR OFFICE USE ONLY)

Permit Fee: \_\_\_\_\_

Pre-Inspection for fence grade  
Completed date: \_\_\_\_\_

APPROVED/DENIED

BY: \_\_\_\_\_

PRINT

NAME:

DATE: \_\_\_\_\_

## **SECTION 4.07 - ARCHITECTURAL DESIGN STANDARDS**

All proposed residential development shall utilize quality architecture to ensure that buildings are compatible with surrounding uses, protect the investment of adjacent landowners and blend harmoniously into the streetscape. Single family detached structures shall comply with the following standards:

The following standards shall apply to all new residential development, substantial redevelopment (equal to or greater than 25% of the taxable value of the property), or any facade modification.

### **1) Purpose**

Architectural design is a key element in establishing a sense of place for a community. Buildings of high quality contribute to the attractiveness and economic well-being of a community, making it a better place to live and work. Keego Harbor recognizes the importance of good architecture and its lasting impact.

The objective of these design standards is to direct builders toward creating buildings that are in harmony with the natural and built environment. This is a function of good architectural principles such as selecting durable materials, composing elevations using good proportions, selecting compatible colors and combining all the architectural elements in a balanced composition.

### **2) The Residential Architectural Design Checklist, as an attachment to this Ordinance, shall only apply to new single residential development, substantial redevelopment, or facade modification (equal to or greater than 25% of the taxable value of the property). The checklist contains the following elements of design:**

- a) **Building Materials** – Select materials possessing durability and aesthetic appeal.
- b) **Windows** – Windows are the main element contributing to an inviting façade. They give visual interest to a façade. Provide a large quantity of attractive windows on a façade that fronts a street.
- c) **Architectural Features** – Include architectural features on the building façade that provide texture, rhythm, and ornament to a wall.
- d) **Colors** – Select natural and neutral colors that are harmonious with both the natural and man-made environment. Stronger colors can be used as accents to provide visual interest to the façade.
- e) **Garage Location** – The need for storage on residential lots must be balanced with the visual impact garages have, especially on small lots. Most of the lots in Keego Harbor either have no garage or have a detached garage. In the case of a front-loaded garage, the garage must be recessed into the building as to not extend beyond the line of the front porch closest to the street. Garage location standard shall not apply to Section 15.15 Waterfront Yards.



- f) Porches – Keego Harbor’s desire to be a walkable community is enhanced by the provision of front porches throughout the residential neighborhoods of the City. Front porches are encouraged over side entrance houses.
- g) Roof Elements – Traditional roof shapes and materials are typically found in the neighborhoods of Keego Harbor and are encouraged. Dormers and other elements are encouraged to break-up large expanses of roofs. Architectural Design Elements
- h) Composition – It is not sufficient to include the desired architectural elements on a façade, but to arrange them in a harmonious and balanced manner. The following category provides weight to the architectural composition of the building.

**3) Method of Evaluation**

A Residential Architectural Design Checklist will be accompanied with all applicable building permit applications. The design standards are not intended to promote buildings that appear uniform and similar. Variety and creativity in design are encouraged. The standards are structured in a point rating system, with desirable architectural elements given positive points and undesirable elements given negative points.

The points assigned for each category are weighted according to its importance. The standards apply to all residential building facades with the façade facing a public road, private road, or water body being more heavily weighted.

The minimum acceptable score is: 90 points.

Any modification to the façade shall not result in a reduction in the score of the building at the time of the requested modification.

(Ord. No. 454, 8/20/2015)

**SECTION 4.08 - AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS**

**1) Lot Area:**

- a) Any existing lot created prior to January 1, 2003 shall be considered a buildable lot in the NR District provided the lot area is greater than 3,000 square feet;
- b) Any lot created after January 1, 2003 must conform to the average lot size of the lots on the same side of the street between two closest intersecting streets or 6,000 square feet, whichever is less.

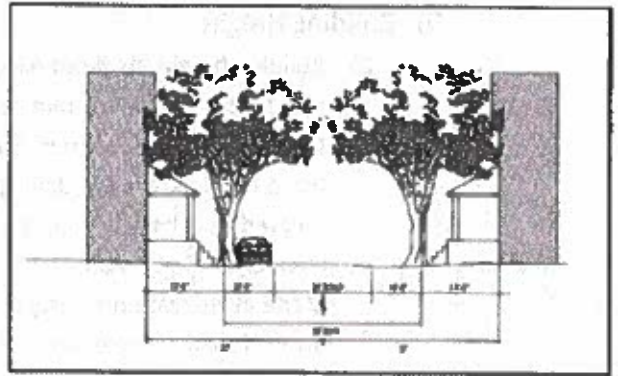
**2) Lot Width:**

- a) Any existing lot created prior to January 1, 2003 shall be considered a buildable lot in the NR District provided the lot width is greater than 30 feet;
- b) Any lot created after January 1, 2003 must conform to the average lot width of the lots on the same side of the street between the two closest intersecting streets or 50 feet, whichever is less.



**3) Front Yard Setback:**

- a) The front yard setback shall be determined by the average front yard setbacks of the 2 nearest conforming lots on each side of the subject lot. The applicant for a building permit shall provide an engineered drawing supporting the setback calculation. In no case shall the front yard setback be less than thirty-five (35) feet from the centerline of the road.

**4) Side Yard Setback:**

- a) 30% of the lot width with one side no less than 10%. In no case shall a cantilevered structure project into the side yard setback.

**5) Side Yard Facing a Street:**

- a) The side yard setback shall be determined by the average setbacks of the lots on the same street side between two intersecting streets. In no case shall the setback be less than the minimum 20% side of side setback calculation from the edge of the road pavement.

**6) Rear Yard Setback:**

- a) 25' from rear property line.

**7) Through Lots:**

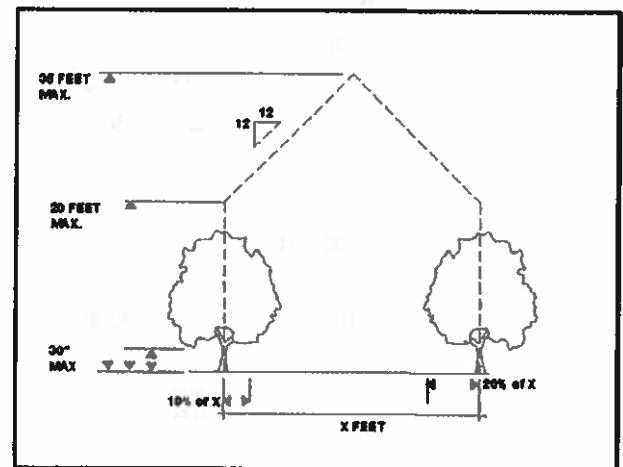
- a) The front and rear setbacks on a through lot shall be consistent with the front yard setback requirements of this Section.

**8) Waterfront Setback:**

- a) The waterfront setback shall be determined by the average setbacks of the 2 nearest conforming houses on each side of the subject lot. In the event any of the lots required to determine the average are vacant, a minimum setback of fifty (50) feet shall be used.

**9) Building Height:**

- a) Building height shall not exceed thirty-five (35) feet and may contain no more than two- and one-half stories. The building shall not encroach into the day light plane created by a line forming a 45-degree angle from a point eighteen (18) feet above the grade at the side property line. Eaves and other decorative elements may encroach into the day light plane.



**10) Lot Coverage:**

- a) Maximum lot coverage shall not exceed 30%.

**11) Access Standards:**

- a) Any primary structure shall have full frontage on a public ROW or approved private road easement.

**12) Minimum Usable Floor Area:**

- a) Usable floor area shall be at least 800 square feet.

(Ord. No. 455, 8/20/2015)

**KEEGO HARBOR  
ARCHITECTURAL DESIGN CHECKLIST**

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Date/Revision Date of Site Plan

---

Project Name/Location

---

Time(s) Reviewed

---

Application Number/Community

---

Reviewed by

---

Date

---

Applicant/Designer

---

Telephone Number - Applicant

**INTRODUCTION**

The Architectural Guidelines are in the form of a point rating system. The applicant or representative should assess all facades of the proposed building using this form. The checklist is divided into two columns as defined below:

- NR = Neighborhood Residential – Neighborhood Residential areas are those that do not have property lines adjacent to one of the lakes, canals, or rivers within the City
- WFR = Waterfront Residential – Waterfront Residential areas are those that have property lines adjacent to one of the lakes, canals, or rivers within the City.

## I. BUILDING MATERIAL

**Objective:** *Select materials possessing durability and aesthetic appeal.* Building Materials — Scoring method: The score for each facade shall be averaged with the facade facing a public road, private road, or water body being double weighted.

Alternative materials may be evaluated by the Building Official for consistency and compatibility.

Exterior Wall Material	NR	WFR	Score
Brick masonry and/or Natural Stone			
A minimum of 50% brick on all four sides combined with stone	+16	+16	
A minimum of 50% brick on all four sides	+12	+12	
A brick base 4'-0' or greater above grade on all four sides	+8	+8	
Brick/Natural Stone on one side only	+4	+4	
Engineered/Treated Wood or Fiber Cement Siding, such as Hardie Board (lap, treated board and batten, treated shake)	+10	+10	
Vinyl Siding			
Standard	+6	+6	
Architectural grade	+8	+8	
Concrete masonry units			
Split face block	+2	+2	
Cultured/Veneer Stone	+0	+0	
Stucco/Exterior Insulation Finish System (e.g., "dryvit") must be textured to resemble stucco and avoid monolithic appearance.	-10	-10	
T-111 and other wood panel siding	-20	-20	
<b>Subtotal:</b>			

## II. WINDOWS AND DOORS

**Objective:** *Windows and doors are the main element contributing to an inviting facade. They give visual interest to a facade. Provide a large quantity of attractive windows on a facade that fronts a street and waterfront. Note: Garage doors shall be excluded from the window composition calculation.*

Characteristic	NR	WFR	Score
A. Percentage of front facade composed of windows			
More than 30%	+20	+20	
20 - 29%	+10	+10	
10 - 19%	-10	-10	
Less than 10%	-20	-20	
0% on the street facade	-5	-5	
B. Window shapes			
Rectangular, including square	+4	+4	
Palladian (rectangular window with a half-circular top)	+4	+4	
Circular or octagonal other than decorative gable windows	-8	-8	
Diamond	-8	-8	
C. Proportions of window openings (width-to-height)			
Horizontal - more than 4:1 proportion (e.g., ribbon window)	+2	+2	
Horizontal - 2:1 to 4:1 proportion	+2	+2	
Horizontal - square to 2:1 proportion	+2	+2	
Vertical - square to 1:2 proportion	+4	+4	
Vertical - more than 1:2 proportion	+8	+8	
D. Glazing			
Clear	+4	+4	
Tinting - green, blue, bronze, smoke	0	0	
Tinting - all other colors	-4	-4	
<b>Subtotal:</b>			

### III. ARCHITECTURAL FEATURES

**Objective:** *Include architectural features on the building street facade that provide texture, rhythm, and ornament to a wall.*

Description: There are two categories of architectural features. The first category consists of compositional elements, that is, architectural features that contribute to dividing the elevation into interesting parts. Horizontal compositional elements include a cornice and a base, which give the facade a top and a bottom. Vertical compositional elements include pilasters and columns, which give the facade a sense of rhythm. The second category includes decorative elements, which contribute to the visual appeal of the facade.

Architectural Features	NR	WFR	Score
Compositional Elements:			
Roof cornice	+4	+4	
Contrasting base	+4	+4	
Contrasting masonry courses, water table, or molding	+4	+4	
Pilasters or columns	+6	+6	
Corbelling	+4	+4	
Contrasting band of color	+2	+2	
Stone or ceramic accent tiles	+2	+2	
Decorative Elements			
Decorative Banisters	+8	+8	
Decorative light fixtures	+6	+6	
Decorative front door facing street	+2	+2	
Door or window canopies - canvas or vinyl	+2	+2	
<b>Subtotal:</b>			

#### IV. COLORS

**Objective:** *Select natural and neutral colors that are harmonious with both the natural and man-made environment. Stronger colors can be used as accents to provide visual interest to the facade.*

Characteristic	NR	WFR	Score
Primary Color (covers more than 60% of surface area)			
Subtle, neutral, or natural tones (not limited to sand, brown, grays, brick red etc.) Light, subdued hues (e.g., salmon). White, dark grays, black, and dark blue (e.g. navy)	+8	+8	
All other colors	-12	-12	
Accent Color			
Accent color is compatible with primary color	+8	+8	
Bright colors (e.g., purple, orange, bright pink, lime)	-10	-10	
Fluorescent colors	-20	-20	
Method of Application			
Color is natural to material	+4	+4	
Color is pigmented within material	+2	+2	
Color is painted onto material	0	0	
<b>Subtotal:</b>			

## V. GARAGE LOCATION

**Objective:**     *Ensure that the garage is a secondary element of the façade and does not establish or detract from the overall character of the house.*

Characteristic	NR	WFR	Score
Garage Type			
Detached/Attached located behind principal building	+8	+8	
Side Loaded	+4	+4	
Recessed a minimum of 5 feet behind building line	+8	+8	
Front loaded less than 50% of building width	-8	+5	
Front loaded 50% or more of building width	-16	--	
Front loaded, one story projecting	--	-5	
Front loaded, integrated 1 ½ - 2 story façade	--	+5	
Front load split garage doors	--	+5	
Garage Design			
Matches principal structure	+4	+4	
Other than matching principal structure	-4	-4	
Decorative elements (dormers, shutters, etc.)	+2	+2	
<b>Subtotal:</b>			



## VI. PORCHES

**Objective:** *Along with windows and doors, the front porch makes a strong statement about the character of the house and the neighborhood. Front porches are encouraged to provide a strong link to surrounding houses and pedestrians.*

Characteristic	NR	WFR	Score
No Porch (less than 24sq.ft.)	-4	-4	
Porch Type			
Integrated covered front porch (24sqft min)	+10	+10	
Integrated uncovered front porch	+4	+4	
Integrated covered side porch w/o front porch	-10	+4	
Integrated uncovered side porch w/o front porch	-10	+2	
Wood deck on the front facade	-10	-10	
<b>Subtotal:</b>			

## VII. ROOF ELEMENTS

*Objective: Provide an interesting form to a building through manipulation of the building massing. This can be achieved through certain roof types, rooflines, and massing elements such as towers, cupolas, and stepping of the building form.*

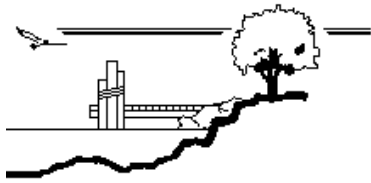
Characteristic	NR	WFR	Score
Roof Type			
Pitched, e.g., gable, hip,			
<4:12	+4	+4	
4:12 – 6:12	+8	+8	
> 6:12	+4	+4	
Gambrel	+4	+4	
Mansard	-8	-8	
Roof Materials			
Asphalt - standard	+4	+4	
Asphalt - dimensional	+8	+8	
Slate, tile, wood shake	+8	+8	
Standing seam metal	+4	+4	
Dormer	+4	+4	
Standing seam metal on dormer/porch/canopy etc.	+4	+4	
<b>Subtotal:</b>			

## VIII. COMPOSITION

**Objective:** *It is not sufficient to include the desired architectural elements on a facade, but to arrange them in a harmonious and balanced manner. The following category provides weight to the architectural composition of the building.*

Characteristic	NR	WFR	Score
The overall composition of the facade is judged on the relationship of all of the elements listed above, i.e., how they relate in proportion, scale, arrangement, and balance. The score is on a scale of 0 to 20.	+20 possible	+20 possible	
<b>Subtotal:</b>			

**TOTAL SCORE:** \_\_\_\_\_



# CITY OF KEEGO HARBOR BUILDING PERMIT APPLICATION

2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**New Home Build**

**Office Use Only**  
Validation Area

**Applicant to Complete All Items in Sections I, II, III, IV, V and VI**

**Note: Separate Applications Must Be Completed for Plumbing, Mechanical, and Electrical Work Permits**

**PB-**

<b>I. PROJECT INFORMATION</b>			
PROJECT NAME		ADDRESS	
<b>II. IDENTIFICATION</b>			
<b>A. OWNER OR LESSEE</b>			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
<b>B. ARCHITECT OR ENGINEER</b>			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
LICENSE NUMBER			EXPIRATION DATE
<b>C. CONTRACTOR</b>			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
BUILDERS LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
CONTRACTOR EMAIL			
<b>III. TYPE OF IMPROVEMENT AND PLAN REVIEW</b>		<b>COST OF CONSTRUCTION \$</b>	
<b>A. TYPE OF IMPROVEMENT (Check)</b>			
1. NEW BUILDING	3. ALTERATION	5. DEMOLITION	7. FOUNDATION ONLY
2. ADDITION	4. REPAIR	6. MOBILE HOME SET-UP	8. PREMANUFACTURE
		9. RELOCATION	10. SPECIAL INSPECTION
<b>B. PLAN REVIEW REQUIRED</b>			

**VI. APPLICANT INFORMATION**

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE
FEDERAL I.D. NUMBER			

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.

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 APPLICANT****VII. CITY OF KEEGO HARBOR TO COMPLETE THIS SECTION**

For Garages, Small Additions, Porches	# Items	Fee			
1. Application Fee \$60.00 Non Refundable		60.00			
2. Cost of Construction (new & remodel) (Combined siding, roof and windows)			Permit Expires 1 year from date of issue, Permit Renewal fee is \$50.00		
3. Inspection(s) \$65.00 each					
4. Contractor Registration \$20.00					

**VIII. VALIDATION - FOR DEPARTMENT USE ONLY**

USE GROUP	BASE FEE
TYPE OF CONSTRUCTION	NUMBER OF INSPECTIONS
SQUARE FEET	

The City of Keego Harbor will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc, under the Americans with Disabilities Act, you may make your needs known to this agency.

**(OFFICE USE ONLY)**

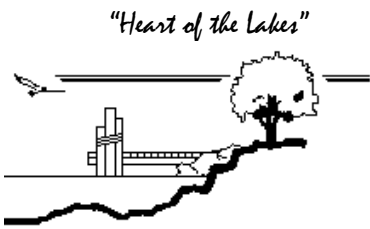
APPROVED BY:

DATE: \_\_\_\_\_

**ADDITIONAL INSPECTIONS REQUIRED:**

1. Footing  
\*Foundation Pinned by HRC for Elevation
2. Back Fill
3. Frame
4. Slab
5. Energy Code
6. House Wrap
7. Final Inspection  
\*Certificate of Occupancy

- ☐ Issue Permit  
☐ Weathercard



**CITY OF KEEGO HARBOR  
MECHANICAL PERMIT APPLICATION**

2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**Office Use Only**  
Validation Area

(OFFICE USE ONLY) PERMIT NUMBER: **PM-**

DATE: \_\_\_\_\_ JOB ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

**I. Type of Job**

<input type="checkbox"/> <b>Single Family</b>	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	Premanufactured Home Setup (State Approved)	<input type="checkbox"/> <b>State Owned</b>
<input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> <b>School</b>

**II. Plan Review Required**

**Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.**

**Plans are not required** for the following:

1. One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
2. Alterations and repair work determined by the mechanical official to be of a minor nature.
3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below **"Plans Not Required."**

What is the building size in square footage? \_\_\_\_\_

What is the input rating of the heating system in this building? \_\_\_\_\_

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299

and shall bear that architect's or engineer's seal and signature.

☐ **Plans Not Required**

**III. Applicant Signature**

**Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 12S5.1523A, 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 Licensee or Homeowner (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)

Date

IV. Homeowner Affidavit

I hereby certify the mechanical work described on this permit application shall be installed **by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the Mechanical Code and **shall not be enclosed, covered up,** or put into operation until it has been **inspected** and **approved** by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections. . **I understand the permit expires 1 year from date of issue, Permit Renewal fee is \$50.00.**

IS THIS A NEW HOME? (Circle) YES NO

If you circled “no”, please detail below.

V. Fee Chart - Enter the number of items being installed Only fill out the items in **bold**

	# ITEMS
All New Construction – Single Family, Apt, Commercial,	
1. Application Fee ( <b>non-refundable</b> ) <b>\$60.00</b>	<b>60.00</b>
2. Minimum Permit Fee <b>\$60.00</b>	<b>60.00</b>
3. Replace: Furnace, AC, Water Heater ( <b>Circle One</b> )	
4. Solid Fuel Equip. (includes chimney) Or Other Gas Fired Equipment	
5. B Vent/Prefab Chimney	
6. Solar; Equipment (includes piping)	
7. Gas Piping	
8. Air Conditioning	

	# ITEMS
9. Remodel	
10. Commercial Hood	
11. Humidifiers	
12. Duct	
13. Fire Suppression/Protection	
14. Evaporator Coils	
15. Refrigeration (Split System)	
16. Compressor	
17. Inspection (s) <b>\$65.00 each</b>	
18. Contractor Registration <b>\$20.00</b>	

Make checks payable to "CITY OF KEEGO HARBOR"

TOTAL FEES

VI. Instructions for Completing Application

GENERAL: Complete the application, submit to the building department, and you will be contacted with the cost of the permit. Mechanical work shall not be started until the application for permit has been filed with the Bureau of Construction Codes & Fire Safety. All installations shall be in conformance with the Mechanical Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call City Hall providing as much advance notice as possible. The inspector will need the **job location** and **permit number**.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

The City of Keego Harbor will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

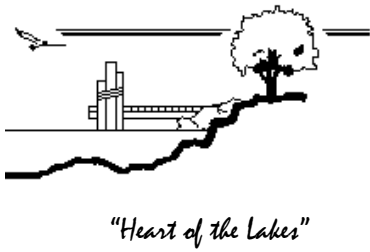
(OFFICE USE ONLY)

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- ☐ Issue Permit
- ☐ Weathercard

INSPECTIONS REQUIRED:  
ROUGH AND FINAL



**CITY OF KEEGO HARBOR  
ELECTRICAL PERMIT APPLICATION**

2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**Office Use Only**  
Validation Area

**(OFFICE USE ONLY) PERMIT NUMBER: PE-**

DATE: \_\_\_\_\_ JOB ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_

CON. LICENSE #: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ MOBILE: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**I. Type of Job**

<input type="checkbox"/> <b>Single Family</b>	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	Premanufactured Home Setup (State Approved)	<input type="checkbox"/> <b>State Owned</b>
<input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> <b>School</b>

**II. Plan Review Required**

**Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.**

**Plans are not required** for the following:

1. When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
2. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below **"Plans Not Required."**

What is the rating of the service or feeder in ampere? \_\_\_\_\_

What is the building size in square footage? \_\_\_\_\_

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

☐ **Plans Not Required**

**III. Applicant Signature**

**Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 12S5.1523A, 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 Licensee or Homeowner (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)

Date

**IV. Homeowner Affidavit**

I hereby certify the electrical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Electrical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Electrical Inspector. I will cooperate with the Electrical Inspector and assume the responsibility to arrange for necessary inspections. **. I understand that this permit expires 1 year from date of issue, Permit Renewal fee is \$50.00.**



IS THIS A NEW HOME? (Circle) YES NO  
If you circled "no", please detail below.

V. Fee Chart - Enter the number of items being installed Only fill out items in **bold**

	# ITEMS
All New Construction – Single Family, Apt, Commercial, Office, Two Family ( <b>Circle One</b> )	
1. <b>Application Fee (non-refundable)</b> <b>\$60.00</b>	<b>60.00</b>
2. Service: Amps Or temporary Service	
3. <b>Minimum Permit Fee \$60.00</b>	<b>60.00</b>
4. <b>Circuits \$7.00 per circuit</b>	
9. Lighting Fixtures - per 25	
10. Special Connections (below)	

	# ITEMS
11. Feeders-Circuits, Subpanels, etc. - per 50'	
12. Signs: Unit, Letter, Neon	
13. Furnace - Unit Heater	
14. Generators	
15. Commercial Alarm Systems	
16. Service Temporary	
17. Swimming Pool	
18. Special/Safety Insp. (includes cert. fee)	
19. <b>Inspections \$65.00 each</b>	
20. <b>Contractor Registration Fee \$20.00</b>	

Make checks payable to "CITY OF KEEGO HARBOR"

TOTAL FEES

#### VI. Fee Clarifications

ITEM #11, SPECIAL CONNECTIONS (circle applicable):

Hot Water Heater

Air Conditioner

Dishwasher

Smoke Detector

#### VII. Instructions for Completing Application

GENERAL: Complete the application, submit to the building department, and you will be contacted with the cost of the permit. Electrical work shall not be started until the application for permit has been filed with the Bureau of Construction Codes & Fire Safety. All installations shall be in conformance with the Electrical Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call City Hall providing as much advance notice as possible. The inspector will need the **job location** and **permit number**.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

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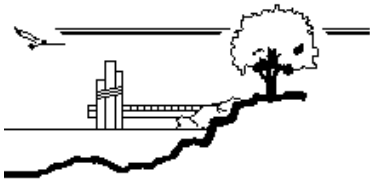
(OFFICE USE ONLY)

APPROVED BY:

DATE: \_\_\_\_\_

- ☐ Issue Permit  
☐ Weathercard

INSPECTIONS REQUIRED:  
ROUGH AND FINAL



**CITY OF KEEGO HARBOR  
PLUMBING PERMIT APPLICATION**

2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**Office Use Only**  
Validation Area

**(OFFICE USE ONLY) PERMIT NUMBER: PP-**

DATE: \_\_\_\_\_ JOB ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_

CON. LICENSE # \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ MOBILE: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**I. Type of Job**

<input type="checkbox"/> <b>Single Family</b>	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	Premanufactured Home Setup (State Approved)	<input type="checkbox"/> <b>State Owned</b>
<input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> <b>School</b>

**II. Plan Review Required**

**Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.**

**Plans are not required** for the following:

1. One-and two-family dwelling containing not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the plumbing official to be of a minor nature.
3. Buildings with a required plumbing fixture count less than 12.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, circle below **"Plans Not Required."**

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

**Plans Not Required**

**III. Applicant Signature**

**Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 12S5.1523A, 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 Licensee or Homeowner (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)

Date

**IV. Homeowner Affidavit**

I hereby certify the electrical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Plumbing Code and **shall not be enclosed, covered up,** or put into operation until it has been inspected and approved by the Plumbing Inspector. I will cooperate with the Electrical Inspector and assume the responsibility to arrange for necessary inspections. . **Permit expires 1 year from date of issue, Permit Renewal fee is \$50.00.**

IS THIS A NEW HOME? (Circle) YES NO

If you circled "no", please detail below.

V. Fee Clarification (continued)

ITEM #2, FIXTURES, FLOOR DRAINS, SPECIAL DRAINS, & WATER CONNECTED APPLIANCES INCLUDE:

Water Closets	Sink (any description)	Slop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-up Water Tank
Bathtub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalming Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine	Water Heater	Bed Pan Washer	Water Softener	Water Connected Dental Chair
Autopsy	Water Connected Still	Man Hole	Catch Basins	Sewage Ejectors	Sumps
Water Connection to Carbonated Beverage Dispensers					

PLUS ANY OTHER FIXTURE, DRAIN, OR WATER CONNECTED APPLIANCE NOT SPECIFICALLY LISTED

VI. Fee Chart - Enter the number of items being installed

	# ITEMS
All New Construction – Single Family, Apt, Commercial, Office, Two Family (Circle One)	
1. Application Fee (non-refundable) \$60.00	60.00
2. Fixtures, floor drains, special drains, water connected appliances (see fee clarification above)	
3. Remodel/Addition	
4. Replace Water Heater/Boiler	
5. Reduced pressure zone back-flow Preventer/Vacuum Device	
6. Special/Safety Insp. (includes cert. fee)	

	# ITEMS
Watering Distributing Pipe (system)	
7. 3/4" Water Distribution Pipe	
8. 1" Water Distribution Pipe	
9. 1 1/2" Water Distribution Pipe	
10. 2" Water Distribution Pipe	
11. Over 3" Water Distribution Pipe	
12. Inspection (s) \$65.00 each	
13. Contractor Registration \$20.00	
14. Minimum Permit Fee \$60.00	60.00

Make checks payable to "CITY OF KEEGO HARBOR"

TOTAL FEES

VII. Instructions for Completing Application

GENERAL: Complete the application, submit to the building department, and you will be contacted with the cost of the permit. Plumbing work shall not be started until the application for permit has been filed with the Bureau of Construction Codes & Fire Safety. All installations shall be in conformance with the Plumbing Code. **No work shall be concealed until it has been inspected.** When ready for an inspection, call City Hall providing as much advance notice as possible. The inspector will need the **job location** and **permit number**.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

The City of Keego Harbor will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

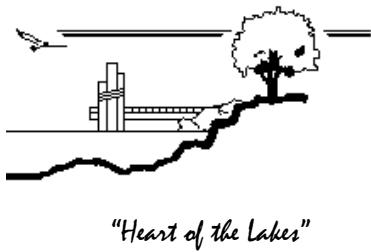
(OFFICE USE ONLY)

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- ☐ Issue Permit  
☐ Weathercard

INSPECTIONS REQUIRED: 1. New Construction/Addition - ROUGH AND FINAL  
2. Replacement - FINAL



**CITY OF KEEGO HARBOR  
DRIVEWAY PERMIT APPLICATION**

2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**Office Use Only**  
Validation Area

(OFFICE USE ONLY) PERMIT NUMBER: **PDR-**

DATE: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_

CON. LICENSE #: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ MOBILE: \_\_\_\_\_

DRIVEWAY PLAN SUBMITTED? YES NO MATERIAL USED \_\_\_\_\_

PLOT PLAN ATTACHED YES NO SAME FOOTPRINT YES NO

LOCATION OF  
DRIVEWAY: \_\_\_\_\_

Culvert Required YES NO Required by Whom \_\_\_\_\_

Description of Work: \_\_\_\_\_

**City not responsible for damage to driveway material located in road right-of-way.**

I hereby certify that the foregoing is correct to the best of my knowledge and that the said work will be done in conformance with the information herein set forth and in compliance with the City of Keego Harbor Codes regulating demo requirements. I also understand that this permit will expire six months from the date that the NON-REFUNDABLE fee is paid.

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

**Owner or Contractor**

(OFFICE USE ONLY)

Current photo of driveway to be submitted with application

FEES:

\$ 60.00 Application Fee non-refundable

\$ 130.00 Inspection Fees (2 Inspections, Form and Final)

\$ Plan Review Fee

\$ Total Fee Cost

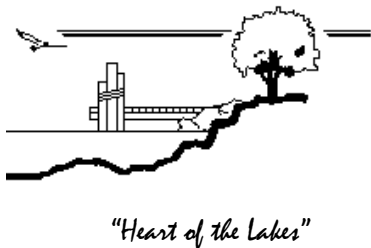
Permit expires 1 year from date of issue, Permit Renewal  
fee is \$50.00

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- ☐ Issue Permit  
☐ Weathercard

INSPECTIONS REQUIRED:  
PRE-CONSTRUCTION AND FINAL



**CITY OF KEEGO HARBOR**  
**NEW WATER TAP**  
**PERMIT APPLICATION**

2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**Office Use Only**  
Validation Area

**(OFFICE USE ONLY) PERMIT NUMBER: PU-**

DATE: \_\_\_\_\_ JOB ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**FEES:**

**\$ 60.00 Application Fee**

**\$ 130.00 2 Inspections**

**\$1,000.00 Tap Fee**

**\$1,190.00 Total**

**Permit expires 1 year from date of issue, Permit  
Renewal fee is \$50.00.**

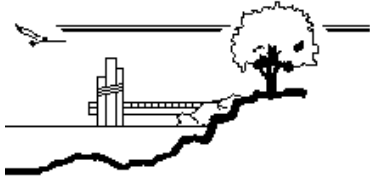
**APPROVED BY:**

**DATE:** \_\_\_\_\_

- ☐ **Issue Permit**  
☐ **Weathercard**

**INSPECTIONS REQUIRED:**

- 1. Trench**
- 2. Water Meter**



*"Heart of the Lakes"*

**CITY OF KEEGO HARBOR**  
**SEWER TAP**  
**PERMIT APPLICATION**

2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**Office Use Only**  
Validation Area

(OFFICE USE ONLY) PERMIT NUMBER: **PU-**

DATE: \_\_\_\_\_ JOB ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**FEES:**

**\$ 60.00 Application Fee**

**\$ 65.00 Inspections**

**\$1,000.00 Tap Fee**

**\$1,125.00 Total**

Provide Copy of County Sewer Tap Permit

**Permit expires 1 year from date of issue, Permit  
Renewal fee is \$50.00**

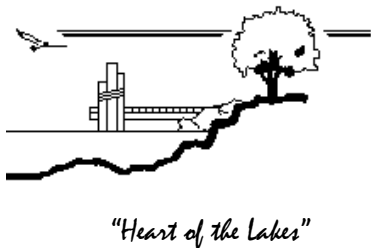
**APPROVED BY:**

**DATE:** \_\_\_\_\_

- ☐ **Issue Permit**  
☐ **Weathercard**

**INSPECTIONS REQUIRED:**

- 1. Trench**



**CITY OF KEEGO HARBOR**  
**STORM WATER SEWER TAP**  
**PERMIT APPLICATION**

2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**Office Use Only**  
Validation Area

(OFFICE USE ONLY) PERMIT NUMBER: **PU-**

DATE: \_\_\_\_\_ JOB ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**FEES:**

**\$ 60.00 Application Fee**

**\$ One Inspection Completed by HRC**

**\$1,000.00 Escrow Fee**

**\$1,060.00 Total**

Provide 3 Copies of Plans

Plans must include:

- 1) Trench Location
- 2) Show how you will be tapping into catch basin

**Escrow:**

**(Plan Review/Eng. Review Escrow101-000-285.000)**

**APPROVED BY:**

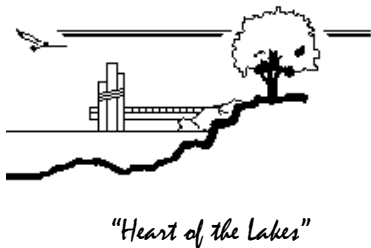
**DATE:** \_\_\_\_\_

- ☐ **Issue Permit**  
☐ **Weather card**

**INSPECTIONS REQUIRED:**

- 1. Open Trench**

**Permit expires 1 year from date of issue, Permit Renewal fee is \$50.00**



**CITY OF KEEGO HARBOR**  
**SEWER RECONNECTION TO TAP**  
**PERMIT APPLICATION**

2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**Office Use Only**  
Validation Area

**(OFFICE USE ONLY) PERMIT NUMBER: PU-**

DATE: \_\_\_\_\_ JOB ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**FEES:**

**\$ 60.00 Application Fee**

**\$ 130.00 2 Inspections**

**\$750.00 Tap Fee**

**\$940.00 Total**

**Permit expires 1 year after date of issue, Permit Renewal  
fee is \$50.00**

**APPROVED BY:**

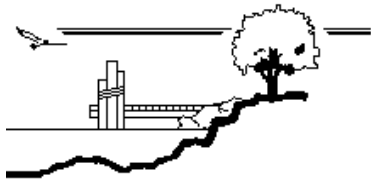
**DATE:** \_\_\_\_\_

- ☐ **Issue Permit**  
☐ **Weathercard**

**INSPECTIONS REQUIRED:**

- 1. Trench**
- 2. Connection in Building**





*"Heart of the Lakes"*

**CITY OF KEEGO HARBOR  
WATER LINE RECONNECTION FROM  
STOP BOX PERMIT APPLICATION**

2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**Office Use Only**  
Validation Area

**(OFFICE USE ONLY) PERMIT NUMBER: PU-**

DATE: \_\_\_\_\_ JOB ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**FEES:**

**\$ 60.00 Application Fee**

**\$ 130.00 2 Inspections**

**\$750.00 Tap Fee**

**\$940.00 Total**

**Permit expires 1 year from date of issue, Permit Renewal  
fee is \$50.00**

**APPROVED BY:**

**DATE:** \_\_\_\_\_

- ☐ Issue Permit  
☐ Weathercard

**INSPECTIONS:**

1. Trench
2. Connection in building

# SOIL EROSION & SEDIMENT CONTROL PERMIT

Date Issued \_\_\_\_\_

Permit Number \_\_\_\_\_

Under the provisions of Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended, approval of the soil erosion and sediment control plan filed with this office for the following earth disruption is granted.

Project Description: \_\_\_\_\_

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

Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City And State: \_\_\_\_\_

Zip: \_\_\_\_\_

Review Fee: \_\_\_\_\_

\$75.00

Initial Inspection Fee: \_\_\_\_\_

On Site Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Site Classification: \_\_\_\_\_

## CONDITIONS AND CLARIFICATIONS

### Only checked conditions are applicable

1. This permit does not include or constitute a drainage review.
2. This permit does not waive the necessity for any other Federal, State or local permits as may be applicable to the project.
3. This permit is subject to any changes deemed necessary by this office to ensure that no sedimentation occurs to off-site areas or waters of the state.
4. This permit references drawings and specifications submitted on \_\_\_\_\_ by \_\_\_\_\_
- ☐ 5. This is an AFTER-THE-FACT-PERMIT. The Owner(s) and /or their agent(s) did not obtain the required permit until the project was substantially in progress.
- ☐ 6. This soil erosion and sediment control permit does not convey permission to work within the right-of-way of the \_\_\_\_\_ Drain. Please contact the Oakland County Water Resources Commissioner's Office at 248-858-0958 for permit requirements.
- ☐ 7. IF THIS WORK SITE IS BETWEEN ONE (1) AND FIVE (5) ACRES AND HAS A POINT SOURCE DISCHARGE OF THE STORM WATER TO WATERS OF THE STATE (DIRECTLY OR THROUGH A SEPARATE STORM DRAIN SYSTEM), THE SITE HAS AUTOMATIC COVERAGE UNDER THE PERMIT-BY-RULE FOR STORM WATER DISCHARGE.
- ☐ 8. IF THIS WORK SITE IS FIVE (5) ACRES OR LARGER AND HAS A POINT SOURCE DISCHARGE OF THE STORM WATER TO WATERS OF THE STATE (DIRECTLY OR THROUGH A SEPARATE STORM DRAIN SYSTEM), A FEDERAL STORM WATER DISCHARGE PERMIT (N.P.D.E.S. PERMIT) WILL BE REQUIRED. A NOTICE OF COVERAGE (NOC) FORM, SITE MAP, A COPY OF this permit, AND PERMIT FEE MUST BE RECEIVED BY THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY BEFORE ANY CONSTRUCTION BEGINS AT THE SITE. CALL 517-241-8993 FOR MORE INFORMATION.
9. Temporary soil erosion and sediment control measures shall be: a) properly installed prior to or at the time of any earth disruption, b) periodically maintained as necessary; c) kept in operation until disrupted earth is permanently stabilized.
- ☐ 10. A geotextile filter fabric fence in accordance with the Soil Erosion and Sedimentation Control Standard Details will be in place between the disrupted area and the curb or ditch adjacent to \_\_\_\_\_ and any low-lying off-site areas.

CONTINUED ON BACK

- ☐ 11. Install and maintain a temporary stone access drive (1" x 3" crushed stone) immediately after the basement is backfilled and maintain it until a permanent drive is installed.
- ☐ 12. Clean roadway on a daily basis to remove spilled or tracked soil. Scrape roadway as necessary and broom off when dry.
- ☐ 13. Try to maintain a 25-foot minimum vegetated buffer zone or greater in accordance with detail SP-1 of the Soil Erosion and Sedimentation Control Standard Details between the disrupted area and
- ☐ 14. When installing soil erosion controls to protect wetlands, the controls shall be set back a minimum twenty-five (25) feet from the wetland limit or greater if required by the local governing body. Changes to the setback or wetland designation are not authorized by this permit.
- ☐ 15. If required vegetative buffer zone cannot be achieved, a stone outlet filter with a geotextile filter fabric fence shall be installed between the disrupted area and
- ☐ 16. Install inlet filters on existing inlets in the affected area and maintain them through-out the project. Alternative inlet filters must be used in areas of flooding or freezing safety hazard.
- ☐ 17. All storage piles shall be placed as far from any ditches, swales, natural water courses, wetlands, etc. Covering the storage piles with plastic sheeting may also be required.
- ☐ 18. Shoreline work shall be in accordance with the sequence of construction and requirements indicated by a MDEQ Permit.
- ☐ 19. Install a \_\_\_\_\_ seawall, per submitted drawings, in accordance with any changes in sequence or approach required by MDEQ Permit # \_\_\_\_\_
- ☐ 20. Backfill the new seawall with clean granular material using care to keep fill out of
- ☐ 21. Place all spoils in such a manner that they cannot re-enter
- ☐ 22. Place geotextile fabric in designated areas as shown on the plan.
- ☐ 23. Place turbidity curtain in the water of \_\_\_\_\_ to contain sedimentation from the shoreline construction area.
- ☐ 24. Place clean inert beach sand in areas indicated on the plan.
- ☐ 25. Dredge designated portion of \_\_\_\_\_
- ☐ 26. Spoils from the dredging shall be placed on non-erosion prone upland area, leveled, and stabilized with seed and mulch. Temporary soil erosion controls shall be installed until permanent vegetation is established.
- ☐ 27. Temporary diversion swales shall be installed to direct runoff to the geotextile fabric filter fencing where necessary.
- ☐ 28. Permit requirements stated herein do not waive or alter conditions imposed by the City of Rochester Hills Land Improvement Ordinance. (Pertains only to City of Rochester Hills)
- ☐ 29. The fill area and any incidentally disrupted areas shall be stabilized as per the approved soil erosion plan. Temporary erosion control measures shall be kept in place and maintained until the area is permanently stabilized.
- ☐ 30. Reduce runoff volume and velocities wherever possible.
- ☐ 31. To transfer a permit, a permit transfer information form, or a similar form created by the landowner, must be completed and signed, then mailed or delivered to the OCWRC soil erosion unit offices. A permit cannot be transferred if there are any outstanding balances or violations against the permit.
- ☐ 32. Immediately upon completion of construction, disrupted areas shall be stabilized as per the approved soil erosion plan. Once permanent soil erosion measures are in place (final vegetation is specified as having every square foot of ground cover with a density of 90% and at least 1" in height), remove temporary soil erosion control measures. Complete a request for final inspection form and send or fax it to the Soil Erosion Unit within one week of completion of permitted work.

I, \_\_\_\_\_ agree to follow all of the above checked required soil erosion conditions.

Landowner/Agent Initials

### Enforcement Acknowledgement

1. Failure to comply with the applicable requirements of Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended (Part 91), is a civil infraction and will result in one or more of the following actions taken by this office: (1) a fine up to \$2,500; (2) installation of soil erosion and sedimentation controls by county enforcing agency with all costs related to the administration, legal costs, permit or renewal fees and implementation of controls to be assessed against the landowner which may become a lien on the property if not paid; (3) a temporary restraining order will be filed in court to restrain any and all further construction at the property site, and to recover damages to the natural resources of the state; and (4) any other legal action necessary to ensure compliance with Michigan law.

2. A person who knowingly violates Part 91 or knowingly makes a false statement in an application for a permit or in a soil erosion and sedimentation control plan may be ordered to pay a fine of up to \$10,000 for each day of violation.
3. If corrective action is not taken within five (5) days of the date of a Notice of Determination of Violation letter, the permit holder will be responsible for a payment of a civil fine of not less than \$2,500 or more than \$25,000 for each day of violation. MCL 324.9121(1); 9121(2); and 9121(3).
4. By applying for and accepting this permit, the landowner hereby consents to the following: (1) the authority of the Michigan Department of Environmental Quality, or the county enforcing agency to enter upon the property at all reasonable times for the purpose of inspecting and investigating conditions or practices that may be in violation of Part 91; (2) installation of soil erosion and sedimentation controls by the county enforcing agency with all costs related to the administration, legal costs, permit or renewal fees and implementation of controls to be assessed against the landowner which may become a lien on the property.
5. No earth disruption can occur on this site before the issuance of the soil erosion permit.
6. The current violation re-inspection fee of \$75 will be assessed if the violations are not corrected within the five (5) day period.

This permit will be renewed every three months from this date at the current class inspection fee until the project has permanent soil erosion controls in place and temporary soil erosion controls removed.

An invoice for the renewal fee will be sent to the permit holder.

This permit can only be renewed for a maximum of ONE (1) year of inactivity from the date of application.

I hereby acknowledge that I have read, understand, and accept the terms and conditions of this permit.

Property Owners Signature: \_\_\_\_\_  
(or Designated Agent signature\*)

- \* Designated agent must have a written and notarized statement from the property owner providing authorization to secure a permit on behalf of the property owner.

# SEWER INSPECTION PERMIT

OAKLAND COUNTY WATER RESOURCES COMMISSIONER'S OFFICE  
ONE PUBLIC WORKS DRIVE  
WATERFORD, MI 48328-1907

Call (248) 858-1105 at least 24 hours prior to inspection

Permit Number

Date of Issue:

MDEQ Permit Number

WRC File Number	Project Name
Lot No	Subdivision

Location of Section
Municipality Keego Harbor

Contractor (Company)	Surety Expiration Date
Address	Phone
	Fax

Permit Fee

**\$200.00**

Total Footage

0

Adjustments

0

This permit authorizes the construction of:

0 Force Main

0 of 6" Pipe

0 of 8" Pipe

0 of 10" Pipe

0 of 12" Pipe

0 Other

All work performed under this permit shall be in accordance with Oakland County General Regulations. It is made a condition of this permit that the applicant give notice to the public utilities in accordance with Act Number 53 of the Public Works Act of 1974, being Sections 460.701 to 460.718 of the Michigan Compiled Laws, and comply with each of the requirements of the act.

## Contractor

I, \_\_\_\_\_ (name), acting as the \_\_\_\_\_ (title/position)  
for \_\_\_\_\_ (entity), certify that the facilities installed under this Permit were constructed in accordance with the County and State approved plans and specification documents without changes affecting flow, capacity or operation.

\_\_\_\_\_  
Signature / Printed Name

\_\_\_\_\_  
Date

## Municipal Inspector

I, \_\_\_\_\_ (name), acting as the \_\_\_\_\_ (title/position)  
for \_\_\_\_\_ (entity), certify that the facilities installed under this Permit were constructed in accordance with the County and State approved plans and specification documents without changes affecting flow, capacity or operation.

\_\_\_\_\_  
Signature / Printed Name

\_\_\_\_\_  
Date

JIM NASH  
OAKLAND COUNTY WATER RESOURCES COMMISSIONER

## **24 - HOUR NOTICE IS REQUIRED TO SCHEDULE INSPECTION**

Call 248-858-1105 Monday - Friday

Calls must be received before 2 p.m. for next business day inspection

### **Additional charges are required for Saturday, Sunday or holiday inspection.**

1. This permit is issued under the provisions of Part 41 of Act 451 of the Michigan Public Acts of 1994, as amended...
2. This permit does not relieve the applicant from obtaining any approvals or permits as may be required by a local municipality, road authority, utility company, or private property owner.
3. All lines, laterals, manholes, or other structures to be connected into the county system shall be free from silt and debris.
4. All work effecting county sewers must be done in accordance with the approved plans and specifications. Proposed work is to be performed in accordance with the Wastewater Disposal Standards and Regulations adopted by the Oakland County Board of Commissioners and the Oakland County Water Resources Commissioner (WRC) Standards. Should the applicant fail to notify the county prior to starting such work, the entire amount of the deposit may be forfeited. In such cases, re-excavation of any un-inspected work may be required at the expense of the applicant.
5. No ground water, storm water, construction water, downspout drainage, or weep tile drainage shall be allowed to enter any sanitary sewer installation.
6. Any industrial or commercial facility using chemical processing shall provide a sampling manhole or acceptable equivalent between the trunk sewer and the building lead.
7. All wastes discharged into county sewers shall meet the standards governing domestic and industrial wastes as specified in the Oakland County Wastewater Disposal Standards and Regulations.
8. In operating under this permit, it is strictly understood that the Water Resources Commissioner and the County of Oakland are held harmless from any damages arising out of such connection or excavation.
9. Flow in the county sewer shall be maintained at all times during construction.
10. Any right-of-way required for the construction of this project must be obtained prior to the beginning of construction.

The following are bonding requirements of the Oakland County Water Resources Commissioners Office for sanitary sewer work including any and all extensions/relocations/connections:

- 1) \$5000 surety bond on WRC form no. DC-443 available online at:  
[http://www.oakgov.com/water/assets/docs/om\\_surety\\_bond\\_form.pdf](http://www.oakgov.com/water/assets/docs/om_surety_bond_form.pdf)
- 2) \$500 cash bond posted at WRC (refundable)
- 3) Liability insurance naming WRC as additional insured

**NOTE:** This permit and the MDNRE permit shall expire two years after the date of issuance by the MDNRE unless construction starts prior to the expiration date in accordance with rule 299.2939(2) of the Part 41 rules.

Any portion of the facilities constructed prior to the date of issuance of the MDNRE and/or WRC permit is not authorized by this permit and is a violation of the act.

JIM NASH  
OAKLAND COUNTY WATER RESOURCES COMMISSIONER

OAKLAND COUNTY WATER RESOURCES COMMISSIONER'S OFFICE  
ONE PUBLIC WORKS DRIVE  
WATERFORD, MI 48328-1907  
PHONE: 248-858-1110

**Water Connection Permit**

**Permit #: 202100829**

**Connection Address:**

**Sidwell No.**

**Date Application Received:** 10/07/2021

**City:**

**Zip Code:**

**Lot No:**

**Subdivision:**

Residential

New

☐ Commercial

☐ Existing

**Applicant Name:**

**Tapped By:**

**Applicant Address:**

☐ Other

☐ Existing Well

**Plumber Name:**

☐ "Plugging Abandoned Wells" Brochure Provided

**Work Phone:**

**Notes:**

**Size of Service Connection:**

**Size of Meter:**

**Type of Pipe:**

**COMPUTATION OF CHARGES**

**1 1/2" x 1 1/2" New HDPE**

*Permit & Fixed Charge*

*Footage Charge*

*Meter & Installation Charge*

*Construction Water*

**Total: \$**

***Accepted by:***

***Date Accepted:***

**Jim Nash**  
**OAKLAND COUNTY WATER RESOURCES COMMISSIONER**