



City of Richmond *Michigan*

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36725 Division Road
P.O. Box 457
Richmond MI 48062

(586) 727-7571 ext. 202
(586) 727-2489 – fax

SHED (UNDER 200 SQ. FT.) PERMIT APPLICATION

Property Address: _____

Parcel Number: _____

Jan. 2010

**APPLICATION FOR ACCESORY STRUCTURES
CITY OF RICHMOND**

INSTRUCTIONS: Print or type requested information. Incomplete applications may delay processing of your request. Two (2) copies of the site plan and drawings are required with this application.

APPLICATION MAY REQUIRE 7 TO 10 DAYS FOR REVIEW. You will be contacted when the permit is ready to be paid for and picked up.

This application and checklist is for single family residential properties only. Two-family, multiple family, commercial and industrial requests must be reviewed and approved by the Planning Commission.

NO BUILDING MAY TAKE PLACE UNTIL THE PERMIT HAS BEEN PAID FOR AND POSTED ON THE JOB SITE.

Plumbing, electrical and mechanical permits must be pulled separately and prior to the start of any work. These permits may not be pulled prior to the issuance of the building permit.

Work being done in the street right-of-way for driveway approaches and sidewalks require a permit from the Department of Public Works. The paperwork is available at City Hall for no fee.

All inspectors are part-time. Please check the schedule given to you showing the days and times the inspectors are available for inspection.

	APPLICATION INFORMATION
Applicant's Name	
Applicant's Address	
Applicant's Telephone (day)	
Contractor/Builder name	
Contractor/Building address	
Contractor/Builder Telephone	
Contractor/Builder FAX number	
Builder's License Number	
Project architect/engineer	
Address of architect/engineer	
Telephone of architect/engineer	
	PROPERTY/PROJECT INFORMATION
Address of subject property	
Parcel identification number	

	APPLICATION INFORMATION
Construction start date	
Cost of Improvement	
Current zoning	
Current use	
Proposed use	
Name and address of owner of subject property (if different than applicant). <i>If there are multiple owners, list names and address of each and indicate ownership interest. Attach additional sheets if necessary.</i>	

APPLICANT CERTIFICATION	
By signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City to enter the property associated with this application for purposes of conducting necessary site inspections. 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.	
By: _____ (Signature of Owner/Applicant) Name: _____ (Type/print) Date: _____	By: _____ (Signature of Contractor/Builder) Name: _____ (Type/print) Date: _____

CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
Date application received:	
Staff review date:	Building Official review date:
Staff reviewer name:	Building Official name:
Date plans approved for zoning:	Date plans approved by Bldg Official:
Special Conditions:	Special Conditions:

BUILDING APPLICATION CITY OF RICHMOND

INSTRUCTIONS: Print or type requested information. Incomplete applications may delay processing of your request. Two (2) copies of the site plan and drawings are required with this application. You may be requested to go before Planning Commission for site plan approval.

APPLICATION MAY REQUIRE 7 TO 10 BUSINESS DAYS FOR REVIEW. You will be contacted when the permit is ready to be paid for and picked up.

NO BUILDING MAY TAKE PLACE UNTIL THE PERMIT HAS BEEN PAID FOR.

Plumbing, electrical, and mechanical permits must be pulled separately and prior to the start of any work by a licensed contractor. These permits **may not** be pulled prior to the issuance of the building permit.

Works being done in the street right-of-way for driveway approaches and sidewalks require a permit from the Department of Public Works. The paperwork is available at City Hall for no charge.

All inspectors are part-time. Please check the schedule provided below showing the days and times the inspectors are available for inspections.

BUILDING INSPECTOR/BUILDING OFFICIAL:

David Hayduk is routinely available for inspections Monday, Wednesday and Friday beginning at 11:00 a.m. A 24 hour notice is required for all inspections.

ELECTRICAL INSPECTOR:

Gary DeMaster is routinely available for inspections Tuesday and Thursday after 5:00 p.m. with a 24 hour notice.

PLUMBING INSPECTOR:

Kelly Smith is routinely available for inspections Tuesday and Thursday after 5:00 p.m. with a 24 hour notice.

MECHANICAL INSPECTOR:

Kelly Smith is routinely available for inspections Tuesday and Thursday after 5:00 p.m. with a 24 hour notice

A reinspection fee will be charged if any inspections requested are not ready at the time of inspection. Also, if the property is not properly identified with an address and a lot number, the inspection will not be done and a reinspection fee will be charged.

Please call (586) 727-7571 ext. 202 with any questions or to set up any inspections.

ARTICLE 7

ACCESSORY STRUCTURES AND USES

Section 7.01 Purpose.

The purpose of this Article is to provide consistent regulations for certain structures and uses that are accessory to principal buildings or uses in a zoning district; to protect the general health, safety and welfare; to ensure that the City's property values, appearance, and character are preserved and respected; and to minimize potential off-site impacts from permitted accessory structures and uses.

Section 7.02 Accessory Structures.

The following shall apply to all new accessory structures in the City, and to alterations, renovations, expansions or other work that includes exterior changes to existing structures:

A. General Standards.

The following shall apply to accessory structures in all zoning districts:

1. **Timing of construction.** No accessory structure shall be constructed or established on a parcel unless a principal building or use is under construction or already established on the same lot.
2. **Zoning permit.** All accessory structures exceeding 100 square feet in gross floor area shall be subject to approval of a zoning permit per Section 1.08 (Zoning Permits).
3. **Location in proximity to easements or rights-of-way.** Accessory structures shall be set back a minimum of one (1) foot from any alley, dedicated easement or right-of-way.
4. **Attached accessory structures.** Accessory structures structurally attached to a principal building shall conform to the requirements of Article 5 (Dimensional Standards).
5. **Vehicle shelters.** Temporary or permanent vehicle shelters shall be considered accessory structures, and shall comply with the requirements of this Section.
6. **Non-Enclosed Multiple-Family and Non-Residential Vehicle Structures (Carports).** Temporary or permanent non-enclosed vehicle shelters shall be considered carports, and shall comply with the requirements of Section 6.706 (Non-Enclosed Multiple-Family and Non-Residential Vehicle Structures).
7. **Temporary accessory structures and uses.** Temporary accessory structures and uses shall comply with the use standards of Article 4 (Land Use Table), and the design standards of Section 6.706 (Temporary Uses and Structures).

B. Detached Accessory Structure Standards for Multiple-Family and Non-Residential Uses.

Structures accessory to a multiple-family residential or non-residential use and not attached to a principal building shall be subject to the following:

Detached Accessory Structure Standards for Multiple-Family and Non-Residential Uses	
Yard Standards	Shall conform to all minimum required yard setbacks specified in Article 5 (Dimensional Standards).
Maximum Height	Shall not exceed the maximum permitted height specified in Article 5 (Dimensional Standards).
Maximum Ground Floor Area	No maximum
Minimum Building Separation	Ten (10) feet

C. Detached Accessory Structure Standards for Single- and Two-Family Residential Uses.

Structures accessory to a single- or two-family residential use and not attached to a principal building shall be subject to the following:

Detached Accessory Structure Standards for Single- and Two-Family Residential Uses		
Yard Standards	Front	Shall conform to the minimum required front yard setbacks specified in Article 5 (Dimensional Standards).
	Side	Shall be set back a minimum of five (5) feet from any side or rear lot line, and shall not occupy more than forty percent (40%) of any rear yard.
	Rear	
Maximum Height	Overall	22 feet to midpoint of roof (halfway between peak and eave-line)
	Wall	Fourteen and one half (14.5) feet
Maximum Ground Floor Area		The total ground floor area of all accessory structures on the lot shall not exceed 7.5% of the total lot size, or the ground floor area of the principal building, whichever is larger, and a maximum square footage of 3,000 square feet. Any property owner requesting more than 3,000 square feet of accessory structure space shall be subject to Planning Commission approval.
Minimum Building Separation		Ten (10) feet, unless approved by the building official for a distance less than ten (10) feet.

BUILDING PERMIT FEE SCHEDULE

Any job started before the issuance of a permit will be charged a \$130.00 administration fee.

All permit fees must be paid prior to any inspections.

Residential - New Construction

Minimum fee - \$380.00 includes up to 7 inspections
plus \$.32 per square foot
Plan Review Deposit (applied towards permit fee): \$75.00

Residential Additions, Alterations, Attached Garages

Minimum fee - \$180.00 up to 3 inspections
plus \$.22 per square foot

Residential Detached Garages, Accessory Buildings, Decks, Sheds

Minimum fee - \$125.00 includes 2 inspections
plus \$.18 per square foot

Commercial and Industrial - New Construction, Additions

Minimum fee - \$375.00
plus \$.27 per square foot
Does not include additional fees incurred from City Planners and/or City Engineers
Plan Review Deposit (applied towards permit fee) - \$100.00

Commercial and Industrial – Alterations

Minimum fee - \$255.00
plus .25 per square foot

Signs

Temporary - \$15.00
Permanent - \$75.00

Occupancies - \$75.00

Demolition - \$100.00

Pools - \$75.00

Fences - \$75.00

Additional Inspections - \$65.00

Red Tag - \$130.00 each

CASH BONDS ON ALL CONSTRUCTION

New construction - \$500.00 per building

Additions, alterations, garages, sheds, pools, decks - \$200.00

Temporary occupancy permits - \$500.00 additional cash bond for a period of 30 days. Bond will be refunded only if all codes are met within the 30 day period.

ARTICLE 5 DIMENSIONAL STANDARDS

Section 5.101 Table of Dimensional Standards by District.

STANDARDS			DISTRICTS										SUPPLEMENTAL PROVISIONS				
		R-1	R-2	R-3	R-T	RM-1	R-4	O	B-1	B-2	B-3	I-1	I-2	PSP			
BUILDING HEIGHT (feet)	Maximum	Feet	35	35	35	35	40	see Section 6.xxxx (Manufactured Housing Parks)	35	35	45	35	40	50	35	Section 5.204	
	Stories	2	2	2	2.5	3	3		2.5	3	2	3	3	3	3		
	Minimum	Stories	1	1	1	1	1		1	2	2	1	1	1	1		1
	Minimum Width (feet)	80	70	60	60												
Minimum Depth (feet)	120	120	120	120													
Minimum Area (square-feet)	10,890	8,400	7,200	7,200													
Maximum Coverage (%)	30	30	30	30	30	30											
YARD / SETBACK STANDARDS (feet)	Front Yard	Minimum	30	25	25	25	20		10	0	0	20	40	40	10	Section 5.201	
	Maximum								10	0							
	Minimum Side Yard	One Side Yard	10	10	5	10	30		10	10	0	10	40	40	10	Section 5.202	
	Total of Two	20	20	16	20	60		20	20	0	20	60	60	20	20		
Minimum Rear Yard	35	35	35	30	30	30		20	20	20	25	50	50	20	20	Section 5.203	
MINIMUM BUILDING SEPARATION (feet)			20	15	10	20	30										
MINIMUM GROSS FLOOR AREA (square feet/unit)			1,800	1,500	1,200	780										Section 5.301	
MINIMUM LAND AREA PER UNIT (square feet/unit)			10,890	8,400	7,200	4,800	2400									Section 5.301	

Roof Style

Hip -

Gable

Rev. Gable -

PITCH

12"

240# Seal Tab
Roofing

x Rafters

O.C.

Cross tied

-2"x

on center

Double Top Plates

Wall
height

2"x Studs O.C.

Sheathing Type - Under Aluminum

Type Siding

2"x Bottom Plates (Treated)

Expansions under plates

4" Concrete Floor

Grade

Poured Concrete Foundation

x

REMARKS:

Overhead door headers:

Corner Studs:

Wind Braces:

BUILDING PERMIT FEE SCHEDULE

Any job started before the issuance of a permit will be charged a \$130.00 administration fee.

All permit fees must be paid prior to any inspections.

Residential - New Construction

Minimum fee - \$390.00 includes up to 7 inspections
plus \$.35 per square foot
Plan Review Deposit (applied towards permit fee): \$75.00

Residential Additions, Alterations, Attached Garages, Decks

Minimum fee - \$190.00 up to 3 inspections
plus \$.25 per square foot

Residential Detached Garages, Accessory Buildings, Sheds

Minimum fee - \$130.00 includes 2 inspections
plus \$.20 per square foot

Residential – Manufactured Home

Pier and Set up complete (includes 2 inspections) - \$180.00
Piers only (includes 2 inspections) - \$105.00
Set only (includes 1 inspection) - \$90.00

Commercial and Industrial - New Construction, Additions

Minimum fee - \$390.00
plus \$.30 per square foot
Does not include additional fees incurred from City Planners and/or City Engineers
Plan Review Deposit (applied towards permit fee) - \$100.00

Commercial and Industrial - Alterations

Minimum fee - \$265.00
plus \$.28 per square foot
Does not include additional fees incurred from City Planners and/or City Engineers
Plan Review Deposit (applied towards permit fee) - \$100.00

Signs

Temporary - \$15.00
Permanent - \$75.00

Occupancies - \$75.00

Demolition - \$100.00

Pools - \$75.00

Fences - \$75.00

Additional Inspections - \$75.00

Red Tag - \$130.00 each

CASH BONDS ON ALL CONSTRUCTION

New construction - \$500.00 per building

Additions, alterations, garages, sheds, pools, decks, demolition - \$200.00

Temporary occupancy permits - \$500.00 additional cash bond for a period of 30 days. Bond will be refunded only if all codes are met within the 30 day period.