

Concrete Permit Packet

General Rules:

- All proposed concrete work requires plan review
- Concrete Coverage
For residential properties, the pavement cannot be more than 45% of their FRONT yard, unless they qualify for an exemption.
 - This pavement does include the service walk on the site.
 - They live on a road with a right of way over 86ft. in which they could then be allowed to have a 200 sq.ft. turn around pad
 - Corner Lot: the frontage is based on the direction of the driveway or direction of the garage
 - Public Sidewalk doesn't count towards the percentage
 - Exemption 1: They bought a home with a driveway that was already over the 45% allotment.
 - Exemption 2: They were permitted to expand their own driveway to above the 45% in the past

Documents Required:

- Building Permit Application:
Complete the application sections
 - Skip the contractor information if you are applying as a the homeowner
- Plans:
Use the provided template or use a Google satellite image to show:
 - Show current size of driveway
 - If extending show how much concrete will be added
 - We require the measurements of anything being replaced (porch, walkway, garage floor)
 - Square footage of the front yard
 - Square footage of the proposed concrete
- Driver's license (if being pulled by the homeowner)

Submittal:

You can submit via:

- Online Portal
- In person at the Building Department
- Mail to:

Attn: Building Department

40555 Utica Rd.

Sterling Hts., MI 48313- Attn: Building Department

If you have additional questions, please feel free to call us at 586-446-2360

Concrete Guide



***** ALL FEES DUE AT THE TIME OF APPLICATION *****

Any work started without permit will have additional permit fees

Permit for Sidewalk & Driveway

☐ **Building Permit Application:**

Complete Application with a valid email address. Be aware of any subdivision restrictions prior to application. Permits can be secured by the homeowner or contractor (must have a builder's license). Approved permit will be emailed to the applicant. Permit applications can be applied for online through the online portal: [Click Here](#) or by going to www.sterlingheights.gov.

☐ **Required Plans for Concrete (1 set only):**

Indicate the following on plot plan:

- Where driveway and/or sidewalk will be located on the property
- Existing and proposed dimensions of driveway and approach
- Thickness of concrete
- Distance to closest property line

☐ **Hold Harmless Agreement:**

Executed by property owner if brick pavers and/or stamped concrete will be installed within driveway approach. Pavers and/or stamped concrete is prohibited in public sidewalk.

☐ **Macomb County Road Commission Permit:**

Submit copy if located on a County Road.

***** START WORK ONLY AFTER PERMIT IS APPROVED *****

☐ **Inspection for Concrete Permits:**

Schedule Inspection at www.sterlingheights.gov

- Open Form Inspection- Prior to pouring concrete, forms in place, ground compacted
- Base Course Inspection- Only required prior installation of brick pavers.
- Final Inspection- Last inspection, schedule inspection once the installation is completed.

GENERAL:

- a) Any concrete poured in the city shall not be less than a six (6) bag mix, have a moisture content of not more than seven and one-half (7-1/2) gallons of water per sack of cement and not more than six (6) parts of aggregate for each one part of cement, by separate, dry volumetric measuring.
- b) No concrete shall be poured in freezing temperatures or when freezing temperatures are predicted, without the use of anti-freeze chemicals, or protection from freezing by other approved methods. No concrete shall be poured upon frozen sub grade.
- c) All concrete approaches, sidewalks, driveways, service walks and slabs at grade doors shall have a broom finish. Broom finish marks shall not be more than one- sixteenth of an inch in depth.
- d) An open rail inspection is required and a final inspection is also required.
- e) Where paving is proposed in the side yard to less than eighteen (18) inches from the property line, run off shall be contained within the property by reverse pitch of one and one-half (1 ½) inches curb to prevent water, road salts or other substances from entering onto the adjoining property.

DRIVEWAYS:

- a) Driveways shall be constructed of poured concrete extending to all garages. Where no garage exists, the concrete driveway shall be poured to the front or side building line setback, and shall be no less than ten (10) feet wide and no less than four (4) inches thick. It shall be reinforced over all excavated areas, and shall have a non-extruding bituminous expansion at the sidewalk and the garage floor. If a concrete driveway is parallel with and abutting a building, an expansion joint shall be required to separate the driveway from the building or foundation. A control joint shall be installed for every ten (10) feet by ten (10) feet square. If a driveway is widened, the approach must also be widened to the same width with eighteen 18 inch flares at the street. (see sample drawing).
- b) Access from a second garage to a public or private street will not be permitted from an unpaved surface but shall be from the paved driveway required for the first garage or from a separate driveway meeting the requirements (a) above.

CONCRETE COVERAGE (ORD. 278, Sec 31.01, Article 31) as of 9.20.2023

- a) For residential properties, the pavement cannot be more than 45% of their FRONT yard, unless they qualify for an exemption.
 - o This pavement does include the service walk on the site.
 - o They live on a road with a right of way over 86ft. in which they could then be allowed to have a 200 sq.ft. turn around pad
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APPROACHES

All approaches shall be poured no less than the full width of the driveway if drive is less than 16' wide at the top and shall flare out eighteen (18) inches on each side at the curb or street line. Must not be less than six (6) inches thick, including the sidewalk that is also part of the drive. Need to have a non-extruding bituminous expansion at the street (1") and at the sidewalk (1/2").

SIDEWALKS

All public sidewalks shall be constructed of concrete poured from lot line to lot line. However, on a corner lot or parcel, the sidewalk shall be poured from curb or street line to the side and rear lot line, no less than five (5) feet wide and four (4) inches thick. Sidewalks shall be reinforced over water and sewer excavations and have a non-extruding bituminous expansion strip, where passing a driveway or an approach or abutting up to an existing sidewalk, at intervals of not less than fifty (50) feet, and shall have control joints every (5) feet.

SERVICE WALKS

Front service walks shall be constructed of poured concrete in accordance with approved plans. Front service walks shall be no less than three (3) feet wide and four (4) inches thick and shall be reinforced over all excavated areas.

BRICK PAVERS AND/OR STAMPED CONCRETE

Brick pavers or decorative stamped concrete may be used in place of concrete driveways, approaches, and service walks if installed in accordance with the provisions of this section and the brick or other manufacturer's recommended installation standards.

At a minimum, the sub base must total at least eight (8) inches comprised of a base course of not less than four (4) inches of compacted, crushed rock or natural gravel approved for use with adequate drainage and an upper layer of sub base of not less than four (4) inches of materials approved by the building Department compacted to ninety-five (95%) percent compaction.

**BUILDING PERMIT
APPLICATION NO:
PB**



40555 Utica Road, P.O. Box 8009
Sterling Heights, Michigan 48311-8009
Phone (586) 446-2360
Submit permits and schedule inspections here:
[Online Portal](#)

1. JOB LOCATION

Street Address		Sub, Lot #, Building	Date of Application	
Owner's Email Address:			*ALL CORRESPONDENCES WILL BE EMAILED *	
Owner's Name		Owner's Phone #:	Driver's License	
Owner's Address			State	Zip Code
Additional Contact Person			Telephone Number	

2. DESCRIPTION OF WORK: Circle or fill in blanks for everything that applies to your project. * This is REQUIRED *

Type	NEW BUILDING	ADDITION	ALTERATION	REPAIR	FIRE-REPAIR	MOBILE HOME	SOLAR PANEL
	TENT	AWNING	GAZEBO	DECK	PERGOLA	GARAGE	ROOFING
							DEMOLITION SQ FT: _____
SHED:	POOL:		CONCRETE:		FINISHED BASEMENTS:		
WOOD	STORABLE --- ABOVE GROUND --- INGROUND		REPLACEMENT OR NEW		SQ. FT. OR APPROX % FINISHED _____		
METAL	GUNITE * CONCRETE		DRIVEWAY * FRONT PORCH * REAR PORCH * SIDE PORCH		BATH: SINK * TOILET * TUB * SHOWER * JACUZZI		
PLASTIC	FIBERGLASS * PLASTIC		SHED PAD * GARAGE FLOOR * DRIVEWAY EXTENSION		BEDROOMS: ____ BATHROOMS		
			BROOM FINISH * DECORATIVE (STAMPED, BRICK PAVERS, AGGREGATE)		KITCHEN * FIREPLACE * WET BAR		
RESIDENTIAL	SINGLE FAMILY	TWO OR MORE FAMILY		HOTEL / MOTEL		PLAN NUMBER ON FILE: _____	
	No. of stories _____	No. of units _____		No. of units _____			
NON-RESIDENTIAL	THEATER / SOCIAL HALL	PARKING STRUCTURE		STORE / MERCANTILE		REPAIR / GAS STATION	OFFICE CHURCH
	PUBLIC UTILITY	INDUSTRIAL		HOSPITAL / INSTITUTION		OTHER _____	SCHOOL
OTHER (NOT LISTED)							

3. CONTRACTOR INFORMATION (ONLY IF APPLICANT)

Contractor's Name		Driver's License Number	
Contractor's Address		City	State Zip Code
Contractor's Email Address:		*ALL CORRESPONDENCE WILL BE EMAILED *	
Telephone Number	Date of Birth	Federal Employer ID Number (or reason for exemption)	
Worker's Compensation Insurance (or reason for exemption)		MESC Employer Number (or reason for exemption)	
Contractor License Type		License Number	Expiration

BY SIGNING THIS APPLICATION I 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 AUTHORIZED AGENT AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE CITY OF STERLING HEIGHTS. 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 (Homeowner must also sign affidavit - Item #4)

4. Homeowner Affidavit

I hereby certify the work described on this building 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 building code and shall not be covered up or put into operation until it has been inspected and approved by the Building Inspector. I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections.
Signature of Homeowner

5. BUILDING PERMIT AND PLAN REVIEW FEES

		TOTAL
APPLICATION FEE (NON REFUNDABLE)	\$56.00	\$56.00
PLAN REVIEW DEPOSITS		
Single Family Residential	\$660.00	
Commercial Alteration	\$270.00	
New Commercial/Industrial Building	\$1,340.00	
Commercial/Industrial Addition	\$660.00	
PLAN REVIEW FEES		
Plan number on file	\$130.00	
Misc. plan review	\$76.00	
MISC.		
Mobile homes	\$176.00	
Concrete	\$78.00	
Antenna	\$78.00	
Awning	\$78.00	
Solar Panels	\$153.00	
Canopies	\$78.00	
Tents	\$78.00	
Gazebo/Pergola	\$78.00	
Roof or Re-roof	\$78.00	
Sheds (Between 50 - 200 sq. ft)	\$78.00	
Deck/Porch	\$78.00	
Swimming pool (Above Ground)	\$78.00	
Swimming pool (Below Ground)	\$160.00	
Swimming pool (Storable)	\$78.00	
Demolition	\$76.00 + \$.10 per square foot	
Res. Basement Finish	\$265.00	
Res. Interior Finish	\$265.00	
Fire Repair/ Water repair	\$305 + construction value	
Minor Commercial Alterations under 400sqft	\$252.00	
Misc.	\$78.00	
Building moving	\$340.00	
Re-Inspection Fee	\$75.00	
Re-establish expired permit	\$77.00	
Expedited Review commercial/industrial interior	\$240.00	
TOTAL FEE		

MAKE CHECK PAYABLE TO "CITY OF STERLING HEIGHTS"	
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FOR BUILDING DEPARTMENT USE ONLY			
USE GROUP	CONSTRUCTION TYPE	SQ. FOOTAGE	GARAGE
REFERENCED/CONSTRUCTION CODE	OCCUPANCY LOAD	FIRE SUPPRESSION	
Total Bedrooms	Total Baths		

ADDRESS: _____

____ FT

6' WIDE EASEMENT

For Concrete Only:

Front yard square footage: _____

Total square footage of proposed concrete: _____

Proposed Concrete cannot be more than 45% of the front yard square footage.

____ FT

____ FT

HOUSE

FRONT DOOR

GARAGE

3' WIDE SERVICE WALK

4" THICK
CONCRETE
DRIVEWAY

1" FULL DEPT
EXPANSION JOINT
50' O.C. MAX

FRONT YARD

1" OFF
PROPERTY
LINE

CONTROL JOINTS 5' O.C.

1" FULL DEPT EXPANSION JOINT

18" flared drive opening
each side

6" THICK
THRU
DRIVEWAY &
APPROACH



RESIDENTIAL PLOT PLAN
TEMPLATE

MODIFIED
07/01/2021