

BRIDGEPORT CHARTER TOWNSHIP
REQUIREMENTS TO OBTAIN A BUILDING PERMIT FOR A NEW HOUSE

This list is provided as a guide to help with the understanding of the information that must be provided on the construction drawings. It should be given to the person preparing your drawings. *Submit **all** of the required information to avoid delays in the permit process.*

Please remember separate permits are required for: Electrical, Plumbing, Mechanical (heating & cooling, ductwork, gas piping, wood or gas fireplaces and propane tanks).

New house construction drawings submitted for review* must contain the following information:

1. Two sets of construction drawings meeting the following requirements:
 - ✓ Drawn to scale in a draftsman-like manner. Scale not less than 1/8" = 1 0"
 - ✓ Drawings must be clear and readable
 - ✓ Drawing sets shall consist of sheet size no larger than 24" x 36"

Houses over 3,500 square feet must have complete construction and plumbing plans. Electrical plans are required when the electrical system rating exceeds 400 amps. Mechanical plans are required when the heating system input rating is over 375,000 BTU's. BTU input rating must be indicated on all plans. All plans must have the original signature, seal and date of a State of Michigan licensed Architect or Engineer.

2. Two copies of the "Michigan Uniform Energy Code Compliance Form." A form is located at the back of this checklist.
3. **Two sets - Site plan** must contain the following information:
 - ✓ Size and location of new construction and existing structures on site
 - ✓ Distance from lot lines to all structures
 - ✓ Location of septic, well, driveway, county drains, easements and road right-of-way
 - ✓ All decks or landings on site with dimensions
 - ✓ Location of utilities (electrical, gas, water, sewer) right-of-way to house
 - ✓ Flood plain areas require special construction methods (if applicable)
4. **Two sets - Foundation plan** must contain the following information:
 - ✓ Footing and column pad size and layout with all dimensions
 - ✓ Beam size and column spacing
 - ✓ Foundation wall type, thickness, and height
 - ✓ Basement floor thickness, vapor barrier and 4-inch stone base
 - ✓ Sump location and proposed discharge location identified (storm sewer, etc.)
 - ✓ Egress window and well or door to exterior if basement is intended to be a habitable space
 - ✓ If basement is habitable, show a floor plan with rooms their sizes and use. Also the furnace and water heater locations

****Please note: Any change made to the drawings or changes made during construction must be discussed with the building inspector before proceeding. Failure to notify the building inspector could result in delay of your project and may result in significant added expense to the project.***

