

# **BUILDING A NEW HOME?**

## **HOW TO GET STARTED:**

1. CONTACT THE UTILITIES FOR THE AREA IN WHICH YOU PLAN TO BUILD. IT MAY TAKE A FEW MONTHS FOR THEM TO SCHEDULE YOUR POWER HOOK-UP. ASK QUESTIONS ON THEIR REQUIREMENTS FOR NEW CONSTRUCTION. THEY WILL HELP ANY WAY THEY CAN.
2. IS THE AREA YOU PLAN TO BUILD IN A WELL FIRST AREA. PARTS OF LYNDON TOWNSHIP & DEXTER TOWNSHIP ARE WELL FIRST. A SITE PLAN IS REQUIRED WHEN YOU APPLY FOR A WELL PERMIT WITH THE HEALTH DEPARTMENT.
3. APPLY FOR THE APPROPRIATE PERMITS WITH THE HEALTH DEPARTMENT. IF THE AREA IS NOT A WELL FIRST (DISCUSSED IN ITEM 2) YOU WILL APPLY FOR A WELL PERMIT AND /OR A SEWAGE PERMIT. ONE OR BOTH MAY NOT BE REQUIRED IF ON PUBLIC WATER AND/OR PUBLIC SEWER. (WASHTENAW COUNTY HEALTH DEPARTMENT IS LOCATED AT 705 N. ZEEB RD. (734) 222-3800) A SITE PLAN IS REQUIRED. IF PUBLIC SEWER, CONTACT SEWER AUTHORITY.
4. DRIVEWAY PERMIT: A DRIVEWAY PERMIT OR WAIVER LETTER IS REQUIRED AT THE TIME APPLICATION IS MADE FOR A BUILDING PERMIT. THIS IS DONE THROUGH THE WASHTENAW COUNTY ROAD COMMISSION AT 555 N. ZEEB RD. (734) 761-1500 A SITE PLAN IS REQUIRED
5. SOIL EROSION: A S.E.S.C PERMIT WILL BE APPLIED FOR AT THE TIME APPLICATION IS MADE FOR A BUILDING PERMIT. THIS IS DONE THROUGH CHELSEA AREA CONSTRUCTION AGENCY FOR DEXTER, LIMA, LYNDON, SYLVAN, & CITY OF CHELSEA. A SITE PLAN IS REQUIRED.
6. ZONING PERMIT: THIS IS OBTAINED THROUGH THE TOWNSHIP / CITY ZONING OFFICER. MOST OF THE ZONING OFFICER'S REQUIRE ALL PRIOR PERMITS APPLIED FOR AND ISSUED BEFORE THEY WILL ISSUE A ZONING PERMIT. TALK TO YOUR LOCAL ZONING OFFICER AND FIND OUT THEIR REQUIREMENTS PRIOR TO APPLYING FOR ZONING PERMIT. LIST OF ZONING OFFICERS PROVIDED. 3 COPIES OF SITE PLAN & 3 COPIES OF BUILDING PLAN REQUIRED.
7. WHEN IS IT TIME TO APPLY FOR A BUILDING PERMIT? WHEN YOU HAVE THE FOLLOWING:
  - a. APPROVED WELL PERMIT
  - b. APPROVED SEPTIC/SEWER PERMIT
  - c. APPROVED DRIVEWAY PERMIT OR WAIVER
  - d. S.E.S.C. PERMIT (APPLIED FOR W/ BUILDING PERMIT)
  - e. APPROVED ZONING PERMIT WITH STAMPED PLANS
  - f. 2 COPIES OF SITE PLAN & 2 COPIES OF BUILDING PLANS STAMPED & SIGNED BY ZONING OFFICIAL.

NOW IT'S TIME TO APPLY FOR YOUR BUILDING PERMIT. THIS PERMIT IS USUALLY READY NEXT DAY IF ALL PERMITS AND PLANS ARE COMPLETE, OR IF THERE ARE ANY QUESTIONS IN REGARD TO THE BUILDING PLANS.

\*\*\*SOME OF THE TOWNSHIPS REQUIRE A FOOTING INSPECTION, THIS IS DONE BY THE ZONING OFFICER IN ACCORDANCE WITH THEIR LOCAL ORDINANCE. THIS INSPECTION IS NOT THE SAME AS THE FOOTING INSPECTION THAT WE ALSO REQUIRE. PLEASE MAKE A NOTE IF YOUR TOWNSHIP HAS A FOOTING INSPECTION. BOTH MUST BE DONE AND APPROVED BEFORE WORK CAN CONTINUE.\*\*\*

## **CHELSEA AREA CONSTRUCTION AGENCY**

(734) 475-4420

**BUILDING OFFICIAL – MATT FORSTER**

**OFFICE MANAGER – JENNIFER PRICE**

**INSPECTORS:**

**HOWARD NELSON – BUILDING**

**THOMAS TRUDEAU – PLUMBING**

**JOHN DOUGLASS - MECHANICAL**

**RICK GRAUSTEIN - ELECTRICAL**