

## Q & A

### 1-When is a Plan Review required?

A plan review is required whenever a commercial building is erected, altered, enlarged, structurally repaired, moved, or converted to different use group (as defined in the building code).

### 2-When is a Site Plan Review required?

A site plan review is required for new buildings and for existing buildings that change uses or are expanded in size.

### 3-What codes are enforced by the White Lake Area Building Inspection Board (WLABIB)?

The WLABIB enforces the following codes:

2015 Michigan Building Code  
2015 Michigan Residential Code  
2014 Michigan Electrical Code  
2015 Michigan Plumbing Code  
2015 Michigan Mechanical Code  
2006 Michigan Barrier Free Rules  
2000 International Fire Code

### 4-What is the minimum footing depth?

Minimum footing depth is 42 inches below finish grade.

### 5-What is the roof snow load?

Design roof snow load is 60 pounds per square foot per Figure 1608.2 MBC 2015.

### 6-What is the design wind speed?

Design wind speed is 90 MPH for a three-second gust per Figure 1609 MBC 2015.

### 7-Do I need an architect or engineer to obtain a plan review and building permit?

Michigan State Law requires that work done on buildings (except single family dwellings under 3500 sq./ft) be under the seal and signature of a licensed architect or engineer. The Building Official may waive the requirement for sealed drawings if the proposed work is of a very minor nature. It is a very rare occasion that this requirement is waived.

### 8-What is required for a set of drawings to be “sealed”?

The registered (licensed) architect or engineer must seal the drawings with either an embossed seal or a wet ink seal and then validate that seal with an original signature in ink. A set of plans that is “sealed” therefore contains **both** the seal and signature of the architect or engineer. Photocopies of a previously sealed drawing are not acceptable. The seal and signature on each set of submitted plans must be original.

### 9-Must the architect seal each page of a drawing set?

The architect may seal each individual sheet within the set or they may seal an index page that lists all the pages within the set for which the architect is responsible.

### 10-What should plans include?

Plans should include a site plan showing location of buildings, complete floor plans (showing proposed use, wall details) and plumbing, mechanical and electrical details (including details on exit and emergency lighting). For more information contact the Building Inspector @ (231) 638-0529.

### 11-What must I submit to receive a plan review?

You must submit:

A completed building permit application, four (4) complete sets of construction drawings, with two (2) of the sets properly sealed, including spec books if applicable.

### 12-How do I calculate the fee?

Our staff will calculate the fee based on the scope of your project.

### 13-Are any other approvals or reviews required?

Depending upon your circumstances, you may need to obtain one or more of the following permits.

- Zoning
- Wetlands
- Septic & Well
- Critical Dunes
- Sewer
- Flood Plains
- Soil Erosion
- Natural Rivers
- Driveway

### 14-I have an older building that I wish to renovate. Must I comply with Barrier Free requirements?

Alterations to any building must comply with the requirements of Michigan Barrier Free Design Rules (BFR). Additionally, an accessible route must be provided to the improved areas. Within the BFR, there are some exceptions for existing buildings meeting certain criteria. Contact our Office or your Design Professional to see if these exceptions may apply to your project. If you wish to seek a variance from the BFR, you must go to the Barrier Free Design Board of the State of Michigan. The WLABIB has no authority to grant variances to the BFR.

### 15-What about the ADA?

The Americans with Disabilities Act (ADA) is a Federal civil rights law, which the WLABIB has no authority to enforce. Therefore, we do not review projects for compliance with ADA.

### 16-I have a question, but it isn't addressed here. What do I do?

Feel free to contact the Inspection Department at Montague City Hall at 8778 Ferry Street in Montague if you have questions. We can be reached at (231) 893-1155.

# WLABIB

## WHITE LAKE AREA BUILDING INSPECTION BOARD

City of Montague • Montague Township • Whitehall Township



## Permits & Inspection Information

**WHITE LAKE BUILDING INSPECTION BOARD**  
**INSPECTION SERVICES**  
**8778 FERRY STREET**  
**MONTAGUE, MI 49437**  
**OFFICE (231) 893-1155**  
**FAX (231) 894-9955**

**ITEMS REQUIRING BUILDING PERMITS**

Additions - **zoning approval is required**  
Porches - **zoning approval is required**  
Change of Use – **zoning approval is required**  
Demolition  
Decks – **zoning approval is required**  
Garage – **zoning approval is required**  
Sheds (over 200 sq/ft) – **zoning approval is required for all sizes**  
Sheds on commercial (over 120 sq/ft) – **zoning approval is required for all sizes**  
Pools – **call your building department (bldg & elec. permits may be required); zoning approval is required**  
Stairs/Steps  
All Structural Changes  
Wheel Chair/Handicap Ramps – **zoning approval is required**  
Windows where framing has been changed

**NEW CONSTRUCTION OR ALTERATION PERMIT**

Commercial Structures – Scaled Plans Required – **zoning approval is required**  
Residential Homes (under 3500 sq/ft) Plans Required – **zoning approval is required**  
Residential Homes (over 3500 sq/ft) Scaled Plans Required – **zoning approval is required**

**ITEMS NOT REQUIRING BUILDING PERMITS**

Cabinets & Counter Tops  
Fences – **zoning approval is required**  
Floor Covering (carpet, linoleum & tile)  
Interior Trim Work  
Painting (interior or exterior)  
Retaining Walls (under 4 ft) – **zoning approval is required**  
Storm Doors & Storm Windows  
Roof shingles  
Siding

**Building permits DO NOT cover changes or installation of electrical, mechanical and/or plumbing work that may be a part of the project. These are covered by separate permits.**

**Requirements for Obtaining Building Permits from the White Lake Area Building Inspection Board.**

**Residential Structures**

(One-and Two-Family Residential with less than 3,500 square feet)  
- Building Permit Application  
- Two (2) sets of plans that includes the following:  
\* Foundation and floor plans  
\* Roof and wall section  
\* Building elevations  
\* Site plan  
\* Res Check

**Commercial Structures**

(Including One-and Two-Family Residential with *more* than 3,500 square feet)  
- Building Permit Application  
- Plan Review Application  
- Site plan approval letter from Planning Dept. (Not required for Plan Review only)  
- Four (4) sets of plans and specifications, with **original signature and seal** of an architect or engineer registered in the state of Michigan  
- Res Check

**Mobile and Premanufactured Homes**

- Building Permit Application.  
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation  
- Site Plan  
- For Michigan approved premanufactured units:  
\* Two (2) copies of the Building System  
\* Approval and the approved plans

**Instructions for completing Application**

Complete all applicable sections. Note: If the homeowner is doing the construction, enter "Homeowner" in the contractor information space. The permit application must be completed by the permit applicant, signed and dated.

**When to Call for an Inspection**

Please contact the Building Inspector at least two (2) days prior to the time you need an inspection. A minimum of three (3) inspections are required on most structures. It is the permit holders' responsibility to call for inspections, prior to the construction being covered.

**Foundation Inspection**

Footing Inspection – Prior to placing concrete in piers, trenches and formwork.  
Foundation Inspection – Prior to backfill and after the foundation walls, waterproofing, foundation anchors and drain tile are installed.

**Rough-In Inspection**

The Building Rough-In Inspection is to be made after the roof, all framing, firestopping and bracing are in place, the electrical, mechanical, and plumbing rough-in inspections are approved, and before the insulation is installed.

**Final Inspection**

The Final Inspection is to be made upon completion of the building or structure by all trades including, electrical, mechanical, and plumbing and before occupancy or use occurs. The Inspections listed above must be completed prior to calling for Final Building Inspection.

**STAFF**

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(231) 893-1155

**Rachael Novak**, Montague Township /  
Whitehall Township Zoning Official/ (231) 894-9088 ext 33