

AURELIUS TOWNSHIP

1939 S. Aurelius Road · Mason, Michigan 48854-9729

(517) 628-2093 · Fax (517) 628-3989

Office hours Tuesday through Friday, 10 a.m. to 3 p.m.

PROCEDURES TO BE FOLLOWED TO SECURE A RESIDENTIAL DECK PERMIT

Step 1: PLANS OR DRAWING OF DECK

Step 2: FILL OUT BUILDING INFORMATION AND ASSESSMENT WORKSHEET.

Step 3: APPLY FOR and SECURE a Soil Erosion Permit/Waiver from the Ingham County Drain Commissioner's Office, 707 Buhl Avenue, Mason. Phone: 517-676-8395.

COST FOR PERMIT: \$75.00 (ANY SIZE)

Call the Aurelius Township office at 517-628-2093 to schedule the footing inspection and the final inspection.

If you call for an inspection and you are not ready, you will be charged an additional \$50.

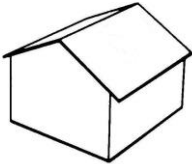
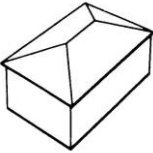
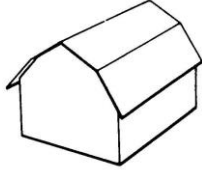
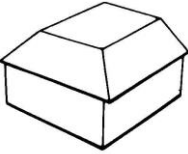
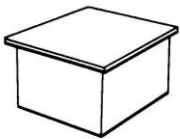
AURELIUS TOWNSHIP**517-628-2093****APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT**

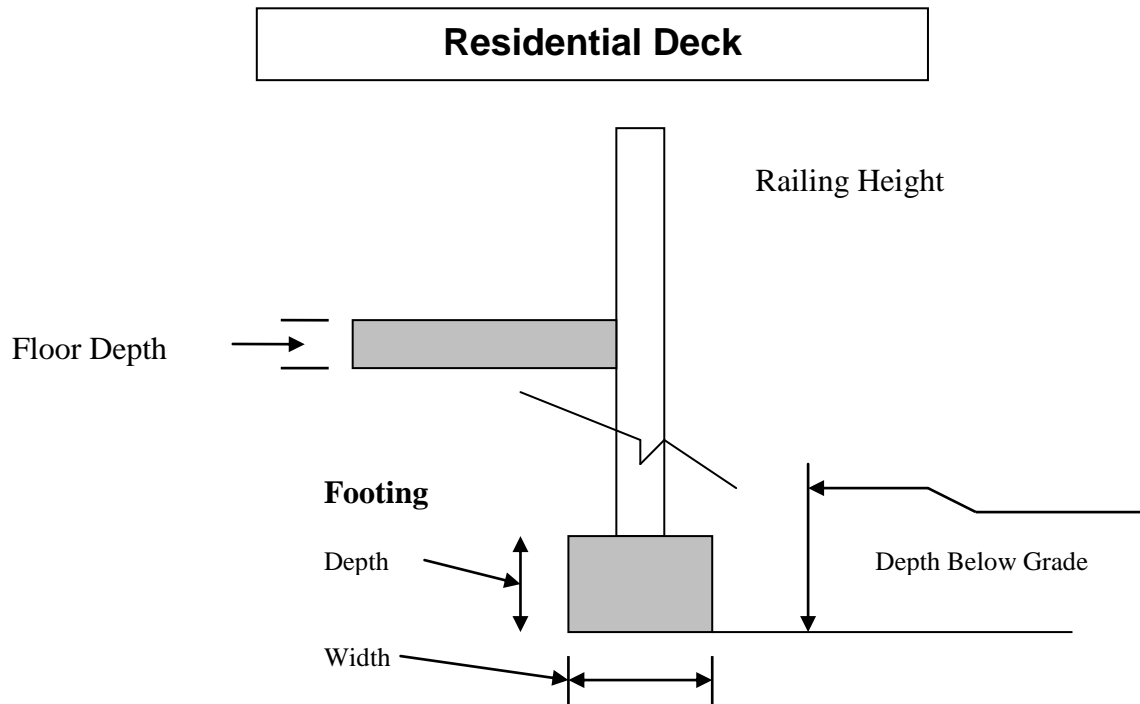
All permit applications must be accompanied by detailed construction and site plans. Multi-Family and all Commercial plans must be signed and sealed by a State of Michigan, Registered Architect, or Engineer.

APPLICANT TO COMPLETE PAGES 1 THROUGH 3

I. LOCATION OF BUILDING				
STREET ADDRESS OF CONSTRUCTION:				
CITY	ZIP	AURELIUS TOWNSHIP	INGHAM COUNTY	
II. IDENTIFICATION				
A. OWNER OR LESSEE				
NAME		ADDRESS		
CITY	STATE	ZIP	PHONE	
B. ARCHITECT OR ENGINEER				
NAME		ADDRESS		
CITY	STATE	ZIP	PHONE	
LICENSE NUMBER		EXPIRATION DATE		
C. CONTRACTOR				
NAME		ADDRESS		
CITY	STATE	ZIP	PHONE	
LICENSE NUMBER		EXPIRATION DATE		
FEDERAL EMPLOYER ID NO OR REASON FOR EXEMPTION				
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION				
MESC EMPLOYER NO OR REASON FOR EXEMPTION				
III. TYPE OF IMPROVEMENT				
A. DESCRIBE IMPROVEMENT				
<input type="checkbox"/> New building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Wrecking
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Foundation only	<input type="checkbox"/> Pre-manufacture	<input type="checkbox"/> Relocation	<input type="checkbox"/> Fence
<input type="checkbox"/> Pool	<input type="checkbox"/> Shed	<input type="checkbox"/> Deck	<input type="checkbox"/> Other	

**AURELIUS TOWNSHIP
BUILDING INFORMATION AND ASSESSING WORKSHEET**

				PERMIT #	
NAME:				DATE	
ADDRESS				PHONE	
CITY			STATE		ZIP
PARCEL NUMBER					
POLE BARN		SHEDS		EXTERIOR	
Size: _____ by _____		Size: _____ by _____		Wood	
Concrete Approach		Wood Frame		Aluminum	
Finished		Metal Prefab		Vinyl	
Insulated		Other		Other	
ROOF					
					
					
GABLE		HIP		GAMBREL	
MANSARD		FLAT			
		WINDOWS		SIZE	
Eavestrough		Many		Large	
Asphalt Shingles		Average		Average	
Other		Few		Small	
Insulation		Wood Sash		Doors	
Overhang		Metal Sash		Automatic Doors	
PORCHES/DECKS		Vinyl Sash		Common Wall	
Width		Double Hung		Wall Finish	
Depth		Casement		Ceiling	
Type		Storms and Screens		Concrete Approach	
Covered?		Patio Doors		Size _____ by _____	
PORCHES/DECKS		PORCHES/DECKS		EST COST	
Width		Width			
Depth		Depth			
Type		Type			
Covered?		Covered?			



PLEASE FILL IN DIMENSIONS

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REQUIREMENTS FOR DECKS, LANDINGS, STAIRS, GUARDRAILS AND HANDRAILS

LANDINGS

1. There shall be a floor or landing on each side of each exterior door if the stairs serving the door has over two risers. The landing shall not be more than 7 ¾" below the top of the door threshold.
2. The width of the landing shall not be less than the door served and have a minimum of 36" in the direction of the travel.

STAIRS

1. The maximum riser height shall be 8 ¼". The greatest riser height shall not exceed the smallest by more than 3/8".
2. The minimum tread depth shall be 9". This is measured from the leading edge of each tread. The greatest tread depth shall not exceed the smallest by more than 3/8".

GUARDRAILS

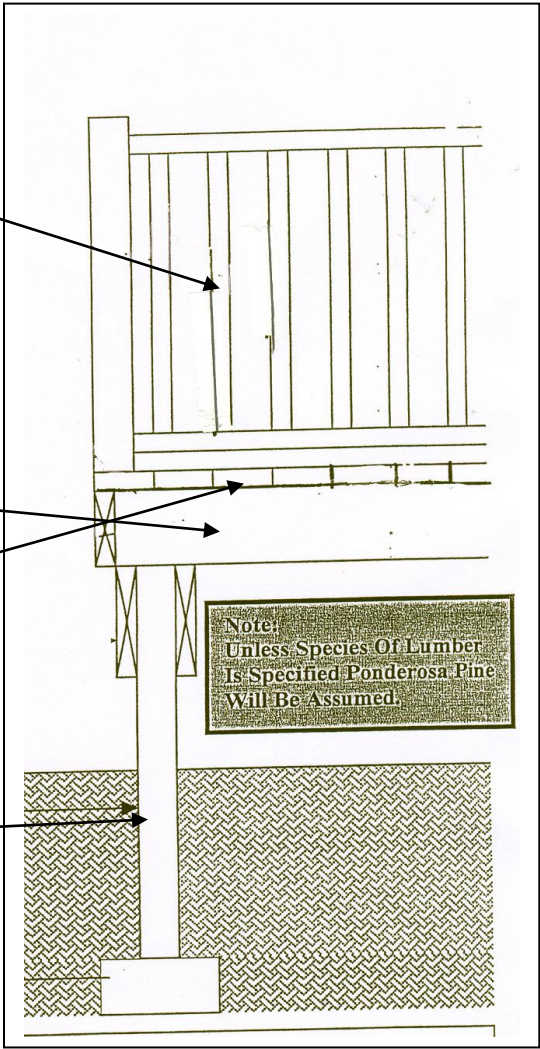
1. Guards are required if the floor of the deck or landing is 30 inches or more off the ground. Guards must be a minimum of 36" high.
2. Open sides of stairs with a total rise of more than 30 inches above the ground below shall have guards not less than 34 inches in height measured vertically from the nosing of the treads.
3. Required guards on open sides of stairways, porches, decks or landings shall have intermediate rails which do not allow passage of a sphere 4 inches or more in diameter.

HANDRAILS

1. Handrails shall be provided on at least one side of stairs with four or more risers and be continuous the full length of the stairs.
2. Handrail height shall not be less than 34 inches and not more than 38 inches. The height is measured vertically from the leading edge (nosing) of the tread.
3. Handrails must be gripable and must provide a graspable finger area on both sides. A minimum of 1 ¼" diameter and a maximum of 2 ¾" is required. A solid 2 x 4 or 2 x 6 on edge or laying flat is not a gripable handrail.

Deck Guards
 Guards are required if the floor is 30 inches or more off the ground. Required guards shall not be constructed with horizontal rails or other ornamental pattern that results in a ladder effect. Openings shall be sized so a 4-inch sphere will not pass through.

Floor Joist Clear Span _____
 Floor Joist Size _____
 Floor Joist Spacing _____
 Deck Floor Material _____
 Carrier Beam Size _____
 Is the Deck Att. To the Hse Yes No
 Post Size _____
 Post Spacing _____ Feet _____ Inches
 Footing Depth Below Grade _____ Inches



Deck Stairways

Stairways shall not be less than 36 inches in clear width. The maximum riser height shall be 8 ¼ inches and the minimum tread depth shall be 9 inches.

Deck Stairway Handrails

All required handrails shall be continuous the full length of stairways with 3 or more risers on at least 1 side of stairways. Handrails shall be placed not less than 34 inches or more than 38 inches above the nosing of the treads. The handgrip portion of handrails shall have a circular cross section of 1 ¼ inches minimum to 2 5/8 inches maximum. Other handrail shapes that provide an equivalent grasping surface are permissible. Edges shall have a minimum radius of 1/8 inch. Open sides of stairs with a total rise of more than 30 inches above the floor or grade below shall have guards not less than 34 inches in height measured vertically from the nosing of the treads.

**AURELIUS TOWNSHIP
SITE OR PLOT PLAN**

N	
W	E
S	

APPLICANT INFORMATION

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information.

NAME	TELEPHONE NUMBER
ADDRESS	
CITY	STATE ZIP
FEDERAL I.D. NO. / SOCIAL SECURITY NO.	

I hereby 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 to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the State Construction Code Act of 1972, Act no. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, 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 subject to civil fines.

TOTAL COST OF IMPROVEMENT \$ _____

SIGNATURE OF APPLICANT _____ DATE _____

FOOTING REQUIREMENTS

- HOLES HAVE TO BE AT LEAST 42" DEEP.
- THE BOTTOM OF THE COOKIE HAS TO BE AT LEAST 42".
- PUT A BAG OF CEMENT INTO THE HOLE THEN FILL UP WITH DIRT.
- 4 X 4 POST HAS TO BE A MINIMUM OF 12" DIAMETER HOLE.
- 4 X 6 HAS TO BE A MINIMUM OF 16" DIAMETER HOLE.