City of St. Clair Shores
New Construction Guidelines

The following information is required for residential new construction.

Applicant must submit (we cannot accept plans unless all of these items are included):

- ☐ Building permit application
- ☐ $500 deposit
- ☐ 2 sets of building plans – If the proposed home exceeds 3,500 square feet in size, state code requires plans to be stamped and sealed by an architect, and include plumbing, mechanical and electrical detail
- ☐ Stamped and sealed new house survey including the following:
  - ☐ Elevations at all 4 corners of property, at the building, at 25 ft intervals, along all property lines, and 10 feet into adjacent properties.
  - ☐ All existing and proposed utilities including but not limited to rear yard drain and pipe, sump lead, sanitary line, storm sewer line, and water service.
- ☐ Soil Erosion permit application and Soil Erosion and Sediment Control Plan (2 sets) - ONLY if the project is within 500' of water and/or 1 acre or more of land will be disturbed. *If a soil erosion permit isn't required, you must still comply with state law. If we receive a complaint or an inspector notes that there is a mud tracking or sedimentation flowing off site, we will issue a stop work order on the building until the problem is corrected.*
- ☐ Res check (or equivalent) indicating whole house energy compliance.
- ☐ Whole-House Ventilation Worksheet (form attached).
- ☐ Heat Plan & Manuals J & S (information showing compliance with sections N1103.7 and M1507 of the 2015 MRC.)
- ☐ New Construction Guidelines letter – signed (see page 3).

A. Post on the property:

- Lot number and street address
- Weather card
- Permits and approved plans

B. A Soil erosion permit is required if the property is within 500 feet of Lake St. Clair, a canal, or the Milk River and/or if the site is 1 or more acres in size (43,560 square feet). The Soil Erosion Application must be filled out **completely.** No portion can be left blank. A Soil Erosion and Sediment Control Plan (2 sets) is also required to be submitted. Please see page 5 of this packet for the requirements of the plan. Soil erosion measures must be in place (silt screen, wash down areas, catch basin controls etc.) and inspected before any excavation begins. Soil Erosion inspections occur monthly. For all properties not within 500 feet of water or less than an acre in size, compliance with Part 91 of the Natural Resources Environmental Protection Act is still required through the use of proper soil erosion and sediment control measures including but not limited to silt screens, wash down areas, and catch basin filters. Failure to comply with Part 91, whether a soil erosion permit is necessary or not, may result in a stop work order and a fee for re-inspection.

C. A new sanitary lead may be required on all new construction from the house to the main, depending on the condition of the existing line/lead to the main. Determination will be based on camera inspection of the line.

D. Excavated dirt must be removed. No filling of property without permission from Engineering.

E. A rear yard drain is required as a condition of the Certificate of Occupancy in order to prevent rear and side yard drainage problems.

F. Inspections:

- Provide access to job site (also temporary sidewalk when conditions require).
- 24-hour notice required for inspections (586-447-3340).
- Have approved plans on job site at all times.

G. Removal of sidewalk and street for service connection:

- Cordon off area.
- Temporary repairs to be cold patched until permanent repairs made.

H. Time Schedule/Progress of Work

- All building permits issued under the provisions of the Ordinances of the City of St. Clair Shores shall expire if work thereunder does not progress 6 months from issuance date. Any permit issued shall become invalid if the authorized work is suspended or abandoned for a period of 6 months after the time of commencing the work.
- Requests for permit time extensions may be considered by the body having jurisdiction over said matters if submitted in writing.
- New permit required if not completed within the above specified time.

I. Building Code

Pursuant to Section 4 of the State Construction Code Act No. 230 PA 1972, as amended, the City of St. Clair Shores shall administer and enforce the following to be in compliance with the current Michigan State Law: Michigan Building Code, Residential Code, Plumbing Code, Mechanical Code, Uniform Energy Code, Michigan Rehabilitation Code for Existing Buildings, and the IPMC International Property Maintenance Code. This includes barricades where required and snow fencing around all basement and pool excavations to protect adjoining properties.

J. Construction debris must be maintained in an orderly manner and stored entirely within an approved container or removed from the site on a weekly basis. In addition, the property must be baited for rodents.

K. Grade/Elevations: The City of St. Clair Shores no longer sets house grades. In lieu of this, the following requirements must be met for all new dwellings and work being done within the flood hazard zone.

1. Elevation certificate with initial plan submittal indicating:
    - Proposed building location.
    - Natural ground elevations at all corners of the property and of the proposed building location and also at 25-ft intervals.
    - Elevations along all property lines and 10 feet into adjacent properties, all at 25-ft intervals.
    - Proposed lowest floor elevation including basement.
    - Proposed brick ledge elevation.
    - Brick ledge elevations of adjacent homes.

2. Backfill certificate upon completion of the basement walls and prior to backfilling. This shall be submitted for approval, indicating:
    - Location of basement walls in reference to property lines.
    - Elevation of brick ledge on all sides of basement.

3. The building permit application, including the required survey, will be reviewed by the Engineering Division for determination as follows:
    - If the elevations of all corners of the proposed building are at or above the base flood elevation (578.6), then the Flood Plain Management does not apply and the standard building permit issuance procedure can continue.
    - If the elevations of any corner of the proposed building are below the base flood elevation (578.6), then the application shall be denied and applicant shall be notified of said decision.

NOTE: ALL ELEVATIONS MUST BE SHOWN IN N.A.V.D. 88 & THE SURVEY MUST BEAR THE ORIGINAL SIGNATURE & SEAL OF A STATE OF MICHIGAN REGISTERED LAND SURVEYOR.

L. As-built certificate must be submitted and approved before the issuance of a Certificate of Occupancy.

M. An approved tree *(8' in height and 1 ½" – 2" in diameter from the City approved tree list)* must be planted between the sidewalk and the curb with proof submitted. In addition, the lot must be finished with seed or sod before a Certificate of Occupancy is issued.

N. All inspections - plumbing, electrical, mechanical, building and engineering - must be completed before a Certificate of Occupancy is issued.

O. Bonds will be forfeited for failing to comply with application regulations or upon suspension of the permit. Bonds unclaimed within one year of final inspection will be forfeited.

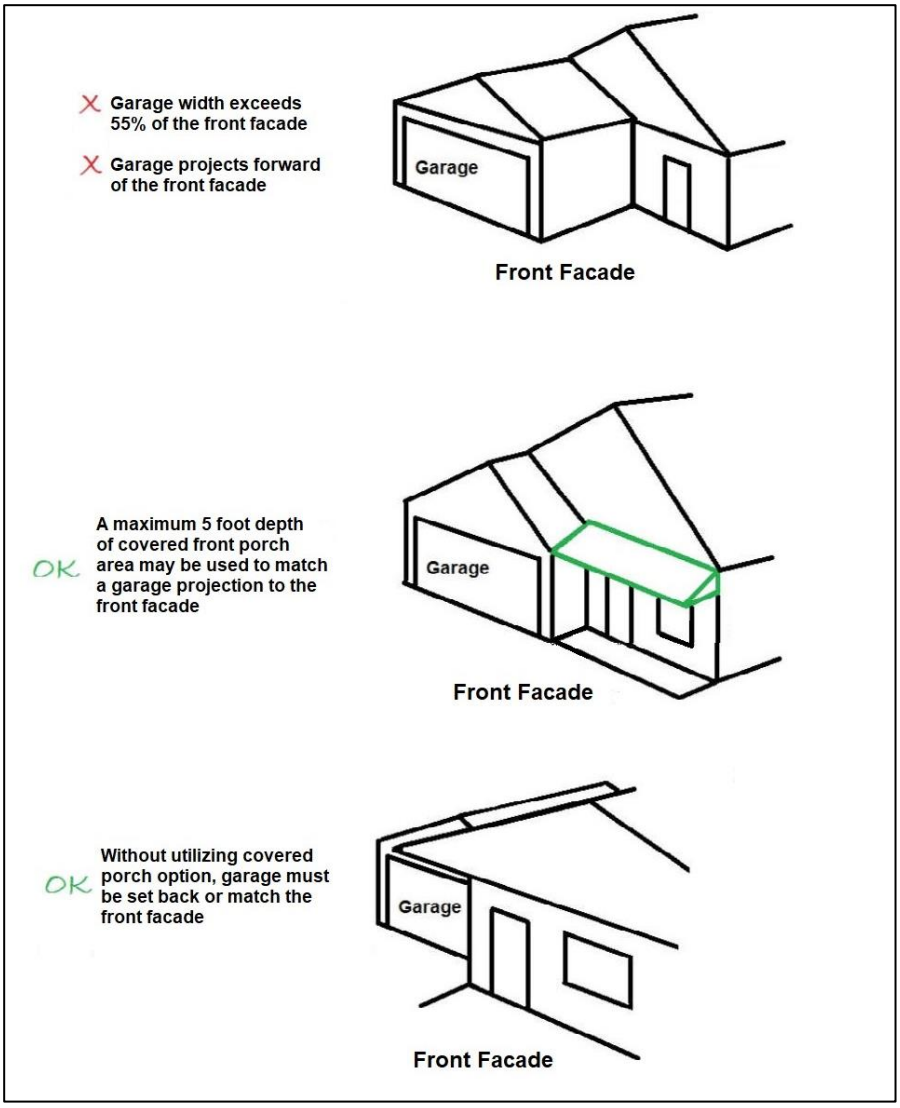
P. Brick is required. 22.012 Residential brick veneer construction, when required.

Sec. 25-12. Brick construction shall be required of any new construction where two-thirds (2/3) or more of the homes on the block are at least fifty-percent (50%) brick on all sides. A block shall be defined as the distance from each perpendicular street on either side of the proposed construction site but no greater than 600 feet centered from the proposed site. On single-story structures all sides of the building shall have a full brick finish. On two-story structures all sides of the building shall have a full brick finish to a minimum height of the floor joist of the second floor. The use of accent materials (e.g. wood, stone, siding) shall be permitted but shall not exceed thirty-percent (30%) of each façade. Additions to any side of an existing non-brick structure and additions to the rear of existing brick structures do not require brick. All materials, including siding for homes not requiring brick, shall carry a minimum 25-year manufacturer warranty against defects. *(chap. 25 eff. Apr. 8, 1986; amend. eff. Feb. 16, 1999; amend. eff. Apr. 25, 2007)*

(13.5) ***Brick***. A molded rectangular block of clay, 4'' or wider, baked until hard and used as a construction material; stacked on top of each other, secured with mortar.

Q. Size of Dwelling - Minimum square feet for house: 1,064 square feet with basement 1,120 square feet without

R. Attached garages - shall not occupy more than 55% of the linear building width of the front façade of a principle residential structure. The attached garage shall not extend beyond the remainder of the façade unless; in plan/overhead view, it matches the roofline of a covered porch with a depth of 5 feet or less. *(chap. 35 eff. March 7, 1986; amended by ord. eff. Aug. 20, 1996; amended by: ord. eff. Nov. 4, 1996; amend. eff. Oct. 3, 2000; ord. eff. Dec. 29, 2010)*



The preceding information are known and obvious requirements.
This list is not intended to be exhaustive and does not mean that other conditions or requirements do not exist.

Please sign below that you will comply with the above requirements & submit this with your application.

Proposed New Construction Address: _____

Date: _____ Applicant: _____

Continuous Whole-House Mechanical Ventilation Worksheet
M.R.C. Single Family Residence

To facilitate permit issuance and energy code review in accordance with the 2015 Michigan Residential code, please complete this form and submit it along with your building and mechanical permit application for a new single-family residence.

PROJECT ADDRESS: _____

OWNER/CONTRACTOR: _____

Section M1507
Mechanical Ventilation

M1507.3.1 System design. The whole-house ventilation system shall consist of one or more supply or exhaust fans or a combination of such, and associated ducts and controls. Local exhaust or supply fans are permitted to serve as such a system. Outdoor air ducts connected to the return side of an air handler shall be considered as providing supply ventilation.

M1507.3.2 System controls. The whole-house mechanical ventilation system shall be provided with controls that enable manual override.

M1507.3.3 Mechanical ventilation on rate. The whole-house mechanical ventilation system shall provide outdoor air at a continuous rate of not less than that determined in accordance with Table M1507.3.3 (1).
Exception: The whole-house mechanical ventilation system is permitted to operate intermittently where the system has controls that enable operation for not less than 25 percent of each 4-hour segment and the ventilation rate prescribed in Table M1507.3.3 (1) is multiplied by the factor determined in accordance with Table M1507.3.3 (2).

Table M1507.3.3 (1)
CONTINUOUS WHOLE-HOUSE MECHANICAL VENTILATION SYSTEM AIRFLOW RATE REQUIREMENTS

DWELLING UNIT FLOOR AREA (square feet)	NUMBER OF BEDROOMS				
	0-1	2-3	4-5	6-7	>7
	Airflow in CFM				
>1,500	30	45	60	75	90
1,501-3,000	45	60	75	90	105
3,001-4,500	60	75	90	105	120
4,501-6,000	75	90	105	120	135
6,001-7,500	60	105	120	135	150
>7,500	105	120	135	150	165

For SF: 1 square foot=0.0929 m^2 1 cubic foot per minute = 0.0004719 $m\frac{1}{5}$

Table M1057.3.3 (2)
INTERMITTENT WHOLE-HOUSE MECHANICAL VENTILATION RATE FACTORS

RUN TIME PERCENTAGE IN EACH 4 hour SEGMENT	25%	33%	60%	66%	75%	100%
FACTOR∂	4	3	2	1.5	1.3	1.0

a. For ventilation system run time values between those given, the factors are permitted to be determined by interpolation.
b. Extrapolation beyond the table is prohibited.

Number of Floors _____ Square Footage (including basement) _____SF
What is the required continuous airflow rate for this house per Table M1507.3.3 (1)? _____CFM
Is the system designed to be (Check One) _____Continuous or _____Intermittent
Is this an intermittent system what is the run time factor? _____
How do you propose to meet the required CFM for this system (Check One)?

_____ Outdoor air duct connected to the return duct with an ECM motor.
_____ Exhaust fans with outdoor air duct connected to the return duct.
_____ A combination of the above.
_____ ERV or air exchanger.
_____ Other (Please specify) _____

Shelby Twp Building Dept 10/28/16

Soil Erosion and Sedimentation Control Plan Requirements

Pursuant to Rule 1703 promulgated under Part 91, all Soil Erosion and Sedimentation Control (SESC) plans must contain the following information:

1. Map (plan) with a scaled drawing of not more than 200 feet to the inch that includes:
    a. A site location sketch;
    b. The proximity of the proposed earth change to lakes and streams;
    c. Predominant land features; and
    d. Contour intervals or slope description.

2. A soils survey or written description of the soils of the anticipated exposed land area.

3. Details of the proposed earth change, including:
    a. A description and the location of the physical limits of each proposed earth change;
    b. A description and the location of all existing and proposed on-site drainage and dewatering facilities;
    c. The timing and sequence of each proposed earth change;
    d. The location and description for installing and removing all proposed temporary SESC measures;
    e. A description and the location of all proposed permanent SESC measures;
    f. A program proposal for the continued maintenance of all permanent SESC measures, including the person responsible for the maintenance.

4. The location of all control measures shall be identified on the SESC plan. If the material list specifies 200 feet of silt fence, the placement of the silt fence should be delineated on the plans.

5. Each control measure shall be labeled on the plan.