



# Addition Construction Guide

April 2020

*City of Milan  
Building Department  
Guide to building  
An Addition*



**MILAN**

*Connect with what matters*

**City of Milan Building Department  
147 Wabash Street  
734-439-7089**

# **INTRODUCTION**

## **Additions Guidebook**

The City of Milan Building Department has prepared this Guidebook to assist you in the process of building an addition within our City. We recognize for your project to be a success, all parties involved need to work together towards the final goal; a safe, well-built addition. We take great pride in being part of your success story and encourage you to keep all lines of communication open from the start to the finish.

Included in this Guidebook is important information to help you understand the Building Permit and construction process, from application to completion. We have included details for areas that have generated confusion or construction delays in the past.

When your Building Permit application is submitted, it will go through a three-step review process:

1. **Grading Review:** This review covers work related to the property, including drainage, sidewalks, driveways, utility locations and connections. We also check for wetlands, steep slopes, watercourses, flood plains and other outside agency permits that may be required.
2. **Zoning Ordinance Review:** This review is performed to verify that your addition will meet the lot coverage, setback, height and size requirements for your Zoning District.
3. **Building Plan Review:** This review covers all the State of Michigan Construction Code requirements that apply to your proposed project.

Submitting a complete set of plot plans and construction drawings containing all the necessary information will expedite the plan review process. Details of typical submittal requirements are included in this Guidebook. The permit applicant will be notified if the information submitted does not meet the City of Milan Zoning Ordinance, grade or Building Code requirements.

This Guidebook is set up to allow you to quickly reference specific areas of interest.

**Please Note: This Guidebook is only intended to be a guide and is not all inclusive of the Building Code and City Ordinances. For complete details of all building requirements, consult the 2015 Michigan Residential Code. The guidelines in this guidebook are subject to change without notice.**

# **HOW TO USE THIS GUIDEBOOK**

This guidebook is set up to allow you to quickly reference specific areas of interest. The titles of the information provided in each section are listed below along with an explanation of what is contained on that sheet with a page number for quick reference.

**Before You Build** .....Page 1  
Issues that should be checked at the beginning of your project.

**Codes Currently in Effect** .....Page 2  
A list of the current codes that will apply to your project.

**From Application to Completion** .....Pages 3-4  
This is intended to be your general guide through the complete process. It provides information on the application requirements, permits, and inspections.

**Plan Review Checklist** .....Pages 5-6  
A guide to help you understand the information that needs to be contained in the construction drawings. Please take the time to make sure your drawings are complete. Construction drawings that contain all the necessary information and details will help expedite the review process.

**Inspection Request** .....Page 7  
Contains details required for requesting an inspection, making sure your job is ready for inspection, times inspections are done and what the inspection reports mean.

**Building Inspection** .....Pages 8-11  
Explanation of the standard building inspections required and some of the common items the Inspector checks for during the inspection. This should be used as a guide by builders, superintendents and homeowners to review the project before calling for an inspection.

**Sample Drawings** .....Pages 12-16  
Sample foundation and floor plans, wall section and elevations.

**Setback Requirements** .....Page 17  
A sheet to help you determine where your addition can be located on your property.

**Plot Plan Requirements** .....Page 18  
A list of the items required to be shown on the plot plan. Please take time to make sure your drawings are complete. Plot plans that contain all the necessary information and details will help expedite the review process.

**Sample Plot Plan** .....Page 19  
A sample plot plan is enclosed.

# **BEFORE YOU BUILD**

## **Additions**

The following items should be checked at the beginning of your project. Any of these items can affect the type, location, cost and length of time it takes to build your Addition.

**Existing Foundation** - When an addition is constructed, the existing foundation system needs to be capable of supporting the additional loads. If your house does not have an adequate foundation system, additional work may be required to ensure the existing house and new addition are properly supported. An addition cannot be constructed on an existing wood deck unless the deck is designed to support the additional loads (typically additional engineering is required).

**Setbacks** - The City of Milan Zoning Ordinance contains minimum dimensions required between your addition and the property lines. Your addition cannot be located closer than 10 feet to any accessory structure without having to meet additional requirements. An addition attached to any portion of the house having a nonconforming front, side or rear yard setback will be required to meet the current standards of the Ordinance.

**Drainage** – Will the existing yard drainage be affected by the location of the new structure? All changes to the existing drainage need to be shown on the plot plans. If large grade changes and/or slopes are proposed, retaining walls or special grading may be required. See “Plot Plan Requirements”, page 18. If you have any questions, please call the City of Milan Building Department at 734-439-7089.

**Flood Plains** – Flood plains are usually associated with lakes, streams, rivers, and drainage courses. They are areas designated to flood during times of rain. Building in these areas is strictly regulated. If your Addition is to be built in a floodplain, it may require a Structural Engineer’s design and Floodplain Use Permit prior to Building Permit approval.

**Wetlands** – These areas have been determined to be indispensable and are to be protected as a natural resource. If your Addition will be close to or in regulated wetlands, additional paperwork, including permits, may be required from the City or State of Michigan prior to Building Permit approval. Please contact the City of Milan Building Department at 734-439-7089 for more information.

These are some of the common items that may cause delays in the permit process. If your project is beyond the scope of this Guidebook, additional requirements may be necessary. Please call the City of Milan Building Department at 734-439-7089 if you have questions.

**Note: This Guidebook is only intended to be a guide and is not all inclusive of the 2015 Michigan Residential Code. For complete details of all requirements, please refer to the 2015 Michigan Residential Code. The information in this Guidebook is subject to change without notice.**

## **CODES CURRENTLY IN EFFECT**

### **Additions**

**City of Milan**

April 2020

<b>Building:</b>	2015 Michigan Residential Code
<b>Plumbing:</b>	2015 Michigan Residential Code
<b>Mechanical:</b>	2015 Michigan Residential Code
<b>Electrical:</b>	2015 Michigan Residential Code
<b>Energy Code</b>	2015 Michigan Residential Code

Codes can be purchased by going to the Michigan Department of Labor & Economic Growth, Bureau of Construction Codes & Fire Safety, Lansing, MI 48909, or their website at: <http://michigan.gov/bcc>.

# **FROM APPLICATION TO COMPLETION**

## **Additions**

### **1. Information Required On the Building Permit Application**

#### **A. Building Permit Application**

- Forms are available online at <http://milanmich.org> or at the Building Department counter. Building Permit Applications shall be filled out completely.

#### **B. Plot Plan – Three Copies**

- See “Sample Plot Plan” – page 19.
- Please show your existing house and location of the proposed Addition.
- Please indicate the size of the Addition, setbacks and the distances to all property lines and easements.

#### **C. Construction Drawings – Two Sets**

- See “Sample Drawings”, pages 12-16.
- Plans that contain all the necessary information and details will help expedite the plan review process. Plans shall match Plot Plans.

#### **D. Roof/Truss Layout – Two Sets**

- May be required depending on the type of roof structure.

#### **E. Energy Compliance**

- Clearly indicate insulation R-values, and U values of all doors and windows being installed. Also note any additional energy upgrades being done to the existing home.

#### **F. Owners may submit a Building Permit application for work on property that is or will be, upon completion, their place of residence. Owners of rental property may submit a Building Permit application to do maintenance and alterations to the rental property.**

**Please Note:** Any Contractor, hired by an Owner for a contract price of \$600.00 or more, shall be licensed in accordance with the State of Michigan Residential Builders Laws.

### **2. Registration of Builder’s License**

- A Builder shall be currently registered with the City of Milan to be able to submit a Building Permit application.
- Builders not currently registered can register at the time of application by providing the following:
  - The original or a copy of the Builder’s license
  - Contractor Registration Form
    - The form shall have an original signature by the License Holder
    - The form shall be notarized (if not presented by License Holder)
- A Contractor Registration Form is available at our counter or online at <http://milanmich.org>
- Note: All information noted above shall be submitted with the applicable Building Permit Application.

### **3. Plans Reviewed and Approved**

- All Building Permit Applications for Additions will be processed within a reasonable amount of time.

#### **Permit Requirements**

- Construction drawings and Plot Plans will be reviewed for compliance with City Ordinances and the 2015 Michigan Residential Code.
- Plans are reviewed in the order they are received, based on the application date. Plan review time varies depending on the Building Department’s workload.
- Plans that contain all the necessary information and details will help expedite the Plan Review process.
- The Permit Applicant will be notified if the plans do not meet Zoning Ordinance, grade, or Building Code requirements, or if any additional information is required.

#### **4. Permit Ready**

- When the permit has been processed, the Permit Applicant will be contacted to let them know the Building Permit is ready to be picked up.

**Note:**

- All Permit fees are due at the time of Permit issuance.
- Permit fees may be paid by cash, credit card, or check.
- Permits that have no activity for more than 6 months may be canceled.
- Once the Building Permit is issued, Electrical, Mechanical and Plumbing permits can then be obtained (as applicable).

#### **5. Plumbing, Mechanical and Electrical Permits may be required depending on the nature of the project. These permits can be obtained after the Building Permit has been issued.**

- All items to be installed shall be listed on the appropriate Permit forms.
- Items not listed shall be added to the appropriate Permits or additional Permits secured before the Final Inspection.

**When all the required Permits are obtained, construction may begin. Revisions to the building or grade after issuance of the Building Permit may require re-submittal or revised plans and approvals.**

- The following items shall be addressed and maintained throughout the entire construction process:
  - The street address shall be posted and clearly visible from the street.
  - Temporary soil erosion control shall be in place and maintained.
  - The street shall always be kept clean.
  - All construction materials and debris contained on your property.

**Note: See “Inspection Request” page 7 and “Building Inspections” pages 8-11 for details on requesting inspections and what the Inspector looks for.**

This itemized list is provided as a guide to help you understand the process for building an addition in the City of Milan. If your addition is beyond the scope of this Guidebook, additional information, Inspections or Permits may be required. Please call the City of Milan Building Department at 734-439-7089 if you have any questions.

# **PLAN REVIEW CHECKLIST**

## **Additions**

This list is being provided to help you understand the information that is required on your construction drawings. Please give this information to the person preparing your plans for their use.

### **Addition construction documents submitted for plan review shall 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 shall be clear and readable.
  - Drawing sets shall consist of a single sheet size no larger than 24" x 36".

If the proposed addition is over 3,500 square feet, the construction plans shall have the original signature, seal and date of a State of Michigan licensed Architect or Engineer. Please Note: All other construction plans do not have to be signed and sealed by a licensed Architect or Engineer, but shall be clear and contain all required information.

Pre-manufactured structures such as glass sunroofs or patio enclosures shall be designed by a State of Michigan licensed Architect or Engineer. Plans submitted for these types of structures shall contain details for all design loads, connections and foundations as they pertain to the specific project.

2. Two sets of pre-engineered truss schematics (if applicable to the roof design).
3. Plot plans that match your construction drawings.
4. Plans that clearly indicate the location of both the existing and proposed construction.
5. **Foundation Plan** that contains the following information: (See "Sample Foundation Plan" page 12)
  - **Basement:**
    - Footing and column pad sizes indicated with all layout dimensions. Details of existing foundations indicated.
    - Sizes and spacing of beams and columns. Details of the existing beams and columns when a proposed addition is supported by existing construction.
    - First floor joist direction, size, spacing and span. Details of existing floor joists when a proposed addition is supported by existing construction.
    - Size of support for all bearing walls and point loads above.
    - Framing details at stair and fireplace openings.
    - Basement floor thickness, vapor barrier and type of 4-inch base being used.
    - Basement wall type and thickness, and reinforcing steel sizes & spacing (if applicable).
    - Location and sizes of all Egress windows and window wells or doors to the exterior from the basement.
  - **Crawl Space:**
    - Reference the first four items for basement.
    - Foundation types and thicknesses and reinforcing steel sizes & spacing (if applicable).
    - Clearance between ground and nontreated floor joist shall be 18" minimum.
    - Clearance between ground and nontreated wood beams shall be 12" minimum.

**Test holes may be required to verify the depth of the existing foundation before a Building Permit will be issued. This will be determined at the Building Plan Review stage.**



6. **1<sup>st</sup> and 2<sup>nd</sup> Floor Plans** (if applicable) with the following information (See “Sample Floor Plan”):
- Full dimensions and use of all rooms, proposed and existing.
  - Ceiling heights of all rooms.
  - Floor joist direction, size, spacing and span. Details of existing floor joists when a proposed addition is supported by existing construction.
  - Sizes and locations of all support for bearing walls and concentrated loads down to beams or foundations designed to support all loads.
  - Sizes of all doors and windows.
  - The locations, sizes and supports for any openings between the existing building and proposed addition.
  - Operable emergency egress windows or doors in all sleeping rooms.
  - Details of separation required between an attached garage and the house.
  - Location of all smoke alarms
  - Indicate the locations of all Carbon Monoxide alarms.
7. **Roof Framing Plan** indicating the location, direction, size, spacing and span of all roof and ceiling framing members (for conventional framing), including the thickness of the roof sheathing. Indicate trusses if roof trusses are being used. Indicate support for all bearing walls and concentrated loads from ends of hip and valley rafters, ceiling joist, rafters, trusses and girder trusses. Also indicate roof pitch for all portions of the roof, felt paper (underlayment), and ice and water shield.
8. **Building or Wall Section** with the following information (depending on the complexity of your project, more sections or details may be required. Please see “Sample Wall Section” on page 14):
- Footing and basement wall sizes, types and heights, including any reinforcing steel required.
  - Basement wall waterproofing/damp-proofing and drain tile.
  - 1st and 2nd Floor ceiling heights.
  - Location of finish grade.
  - **Wall Construction Details:**
    - Interior finishes, types & thicknesses.
    - Insulation types and thicknesses.
    - Sizes and spacing of wall studs.
    - Type and thickness of exterior sheathing.
    - Anchor bolt sizes and spacing.
    - Type and thickness of subfloor.
    - Weather-resistant membrane behind brick.
    - Lintels and flashings.
    - Brick wall ties and flashing.
    - Weep holes 33 inches on center.
9. **Stair Details** with all tread, riser, guardrail and handrails, dimensioned.
10. **Michigan Uniform Energy Code Compliance** – Provide completed Energy Code Worksheets and supply associated method of compliance information.

**Please note: This is not an all-inclusive list.** Depending on the type and complexity of your project, more details or engineering by a State of Michigan licensed Architect or Engineer may be required.

# **INSPECTION REQUESTS**

## **Additions**

### **Contact the Building Department to schedule the inspection.**

- At this time, you will be required to provide the following information:
  - **The Street Address of the job site.**
  - **The Permit Number.**
  - **The type of Inspection you are requesting.**

Inspections will be done Monday through Friday. Inspections may be available outside the normal business hours by special arrangement.

**A request to cancel an Inspection needs to be called in to the City of Milan Building Department at 734-439-7089 before 9:00 a.m. on the day of the requested Inspection.**

**Please make sure your project is ready for your inspection. If your project is not ready for an inspection, the inspection will not be completed and a \$55.00 re-inspection fee may be charged. The following items shall be completed or in place at the time of the inspection:**

- Safe access to the job site and throughout the area to be inspected.
- Approved plans and truss drawings on site.
- The job ready for inspection.
- The street address and lot number posted and visible from the street.
- Temporary soil erosion control properly installed (if applicable).
- The street kept clean.
- All construction materials and debris contained on the project property.

### **Inspection results will be left on site after each inspection has been completed.**

**Green Tag –** Your Inspection has been approved.

**Inspector's Report –** Your Inspection has not been approved. The Report will contain a list of items that need to be addressed before calling for a re-inspection. A \$55.00 re-inspection fee will be charged for any items not corrected at the time of the second inspection. Inspections shall be approved before proceeding with the next phase of your construction project.

It is your responsibility as the permit holder to check the job site for the inspection results. Please read the information on all Inspection Reports. If you have any questions regarding this information, call the City of Milan Building Department at 734-439-7089.

# **BUILDING INSPECTIONS**

## **Additions**

This list is intended to help you understand standard Inspections and some of the common items the Inspector looks for during an Inspection. **This is not intended to be an all-inclusive list. The type and complexity of your project will determine what Inspections are required.**

**A safe access shall be provided to the inspection site and through all areas to be inspected.**

**Open Rail** - After the rails are formed for spread footings, common inspections include:

- Footing sizes.
- Footings match the approved plot plan.
- Footings are down to solid undisturbed virgin soil.
- Special footings that may require additional inspections prior to pouring:
  - Walk-out basement footings.
  - Bad ground conditions.
  - Engineered foundation systems.

**Footings** – Common inspections include:

- Footings shall rest on solid undisturbed soil.
- Footings shall be 42 inches below grade – minimum.
- Any forming required to provide protection of footing due to ground conditions.
- Footings installed in accordance with the approved plans.

**Backfill** - Before the backfill has been installed, after the drain tile has been installed, and stone and waterproofing or damp-proofing have been completed. Common inspections include:

- 6 inches of required stone cover on the drain tile.
- Properly installed foundation anchors and wall bracing anchors.
- Damp-proofing applied from footing to above proposed grade.
- Insulation Installed on exterior

**Underground Plumbing** – After all underground plumbing is installed. Common inspections include:

- Types and sizes of all piping.
- Slopes of pipe – 1/8-inch per foot minimum.
- Traps installed at all floor drains.

**Rough Plumbing** – After bathtubs, showers and all concealed piping in walls, floors and attics has been installed and fire stopped with proper material. Common inspections include:

- Types and sizes of piping.
- All water, sanitary and vent piping.
- Fire stopping of all tubs, showers and piping per code requirements.
- Pressure testing for concealed piping depending on job conditions.

**Rough Mechanical** – After all concealed gas piping, duct work, return air, chimneys and electrical wiring have been installed and fire stopped with proper material. Common inspections include:

- All concealed gas piping has been pressure tested.
- All ductwork has been sealed.
- Bath fan ducts are installed and terminated to the outside.
- Complete framing and fire-stopping on all chimneys, chimney chases, return air and piping has been done.

**Rough Electrical** – After all wires, boxes and recessed fixtures have been installed with grounds and neutrals tied together and wire holes are fire-stopped as required by Code. Common inspections include:

- Wires shall extend a minimum of 6 inches from boxes.
- All wires shall be secured as required by Code.
- Smoke detectors – wired and interconnected with 3-wire cable.
- Wire holes fire-stopped where required by Code with proper material.

**Rough Fireplace**

- **Masonry Fireplace** – A damper inspection is required after the damper has been installed and the smoke chamber is in place with the first flue set. Common inspections include:
  - Concealed gas piping has been pressure tested prior to covering.
  - Size and location of exterior air intake.
  - A minimum 2-inch clearance from combustibles from floor through roof.
  - Size and construction of hearth extension.
- **Prefabricated Fireplace** – After the fireplace, chimney, and hearth extension protection have been installed as required by manufacturer. Common inspections include:
  - The fireplace has been installed per manufacturer's requirements.
  - Clearances between chimney and combustible material per manufacturer.
  - Concealed gas piping has been pressure tested prior to covering.
  - Proper hearth extensions and protection per manufacturer.

**Rough Building** – After Rough Plumbing, Mechanical, Electrical and Fireplace Inspections have been conducted and approved. Approved plans and truss drawings shall be on site for all inspections. Common inspections include:

- **Floors**
  - If any floor trusses have been damaged or modified.
  - Joist hangers are installed where required and have been properly nailed.
  - If floor joists have been improperly notched or bored.
  - Stairway width of 36-inch minimum when all walls are finished.
  - Stair risers are equal in height with a maximum rise of 8 ¼”.
  - Stair treads are equal in depth with a minimum depth of 9”.
  - Proper headroom at stair – 6’8” minimum.
  - A minimum 16” x 24” access to the crawl space if through a perimeter wall, a minimum of 18” x 24” if through a floor.
- **Walls**
  - All beams/girders have been properly supported.
  - Notching in any studs has been done properly.
  - Boring in any studs has been done properly.
  - All holes through plates (for wiring, plumbing, HVAC) have been properly fire blocked.
  - The chimney chase (if applicable) has been properly fire blocked.
  - All bathtubs/shower pans have been completely fire blocked and air sealed (if applicable)
  - Window installation, including required safety glass with readable labeling, bedroom egress window sizes, basement egress windows, fall protection.
  - Exterior house wrap has been properly installed per manufacturer's installation instructions, including overlaps.

- **Roof Framing**
  - Trusses have not been altered or damaged.
  - Properly sized truss hangers have been installed at girder truss connections.
  - Rafter sizes are proper for their span.
  - Collar ties have been installed.
  - Roof/ceiling framing members have been properly notched or boring, if necessary.
  - Bath fan vents have been connected to vent directly to the exterior.
  - Roof ventilation has been provided.
- **Energy**
  - Insulation has been correctly installed per approved plans and energy calculations.
  - Blown in attic insulation will be checked at Final Building Inspection.
  - Insulation baffles have been installed for proper ventilation.
  - Insulation has been installed behind bathtubs with an air barrier. This is checked at the Rough Frame Inspection.
  - Paper backing on insulation is in substantial contact with wall, ceiling or floor covering.
  - Doors and windows have been installed with U values as listed on your approved plans. U Values shall be labeled on all doors and windows.
- **Basement Stone** – After Underground Plumbing approval has been obtained and the floor is ready to pour. Common inspections include:
  - A 4-inch stone base and a 6 mil vapor barrier have been installed.
  - The existing foundation and basement wall will be checked for cracks.

**Garage Sand** – After all forms are set, the base has been compacted and all required reinforcement has been installed. Common inspections include:

- A 4-inch stone or sand base has been installed. A 6 mil vapor barrier has been installed on attached garages.
- All forms have been installed and the finish floor height has been indicated.
- Any untreated wood has been protected.
- The floor is sloping towards the overhead door.

**Sump Line** – After the sump line has been installed and connected to the storm system.

- The type and slope of piping will be checked.
- The connection to the existing storm system will be checked.

**Drive Approach** – Prior to concrete installation. Common inspections include:

- A 4-inch sand base has been installed and forms have been properly placed.
- The width and location is according to the approved plot plan.
- The concrete will be a minimum 6-inch thick (including sidewalk at drive).

**Final Plumbing** – After all fixtures have been installed and are properly operational. Common inspections include:

- Hot water is being provided to all fixtures.
- All items installed are listed on the Plumbing Permit.

**Final Mechanical** – After gas piping, the furnace, all duct work and return airs have been installed and are fully operational. Common inspections include:

- All ductwork has been sealed.
- All dampers have been installed for all intake and exhaust openings

**Final Electrical** – After all electrical equipment, switches, plugs, covers and fixtures have been installed and are fully operational. Common inspections include:

- The electrical panel has been labeled, indicating all circuits.
- Smoke alarms and carbon monoxide detectors have been installed and are operational.

**Final Fireplace**

- **Masonry Fireplaces**
  - The fireplace and hearth shall be completed.
  - Clearances between fireplace openings and combustible materials have been maintained.
- **Prefabricated Fireplaces**
  - Inspected after fireplace surrounds and hearth extensions are installed as required per manufacturer.
  - Clearances between fireplace surrounds and the fireplace are per manufacturer's requirements.

**Final Masonry** – Common inspections include:

- Lintel installation, weep holes, and flashings.
- All windows, flashing, and weep holes below the brick sill.

**Final Building and Grade** – After Final Plumbing, Mechanical, Electrical and prefabricated fireplace inspections have been performed. Common inspections include:

- Smoke alarms are interconnected, working, and properly located.
- Carbon Monoxide alarms have been properly installed.
- Proper and equal height, risers and tread width on stairs, taking into consideration the finish floor height.
- Exterior painting and caulking have been completed.
- Proper drainage away from the building has been provided.
- The fire separation between the house and the garage has been completed (if applicable).
- All handrails are graspable and returned to a wall or post.
- There is a properly installed address.
- A minimum 6 inches is maintained between grade and any untreated wood.
- Guardrails have been installed at raised floor surfaces and open sided stairs located more than 30 inches above floor or grade below at any point within 36" horizontally to the edge of the open side.
- Doors are secure leading to future deck or stair areas that are not yet built.
- Weep holes are properly located and not covered by landscaping.

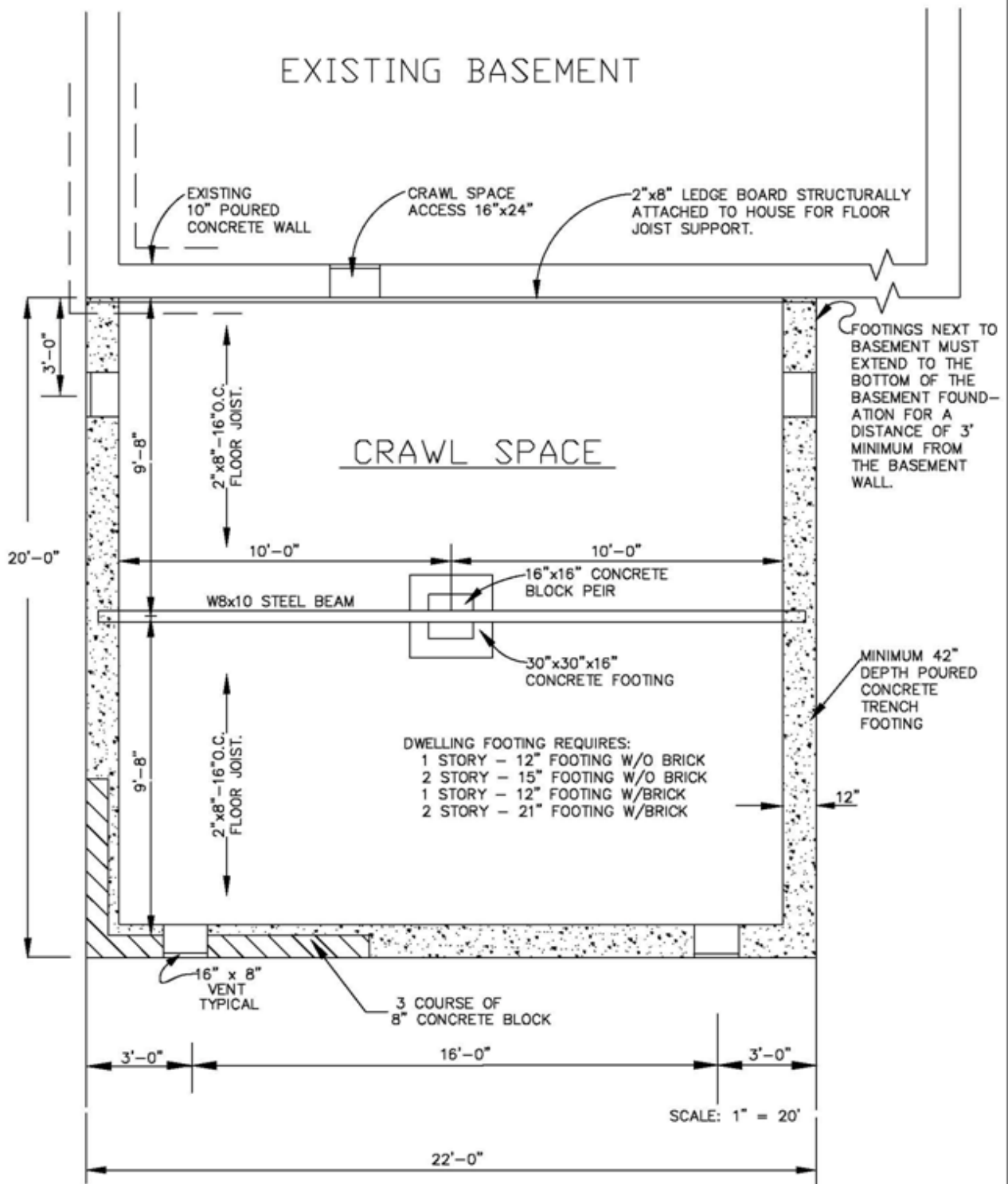
**Permanent Erosion Control** (inspected as part of the Final Grade Inspection) shall be installed as required by Ordinance. Common inspections include:

- Sod or grass seed at least 70% germinated are installed in the areas noted below:
- In and along all ditches.
- All other areas prone to erosion as determined by the Inspector.

**Items To Be Installed Per Approved Plot Plan** (Inspected as part of the Final Grade Inspection)

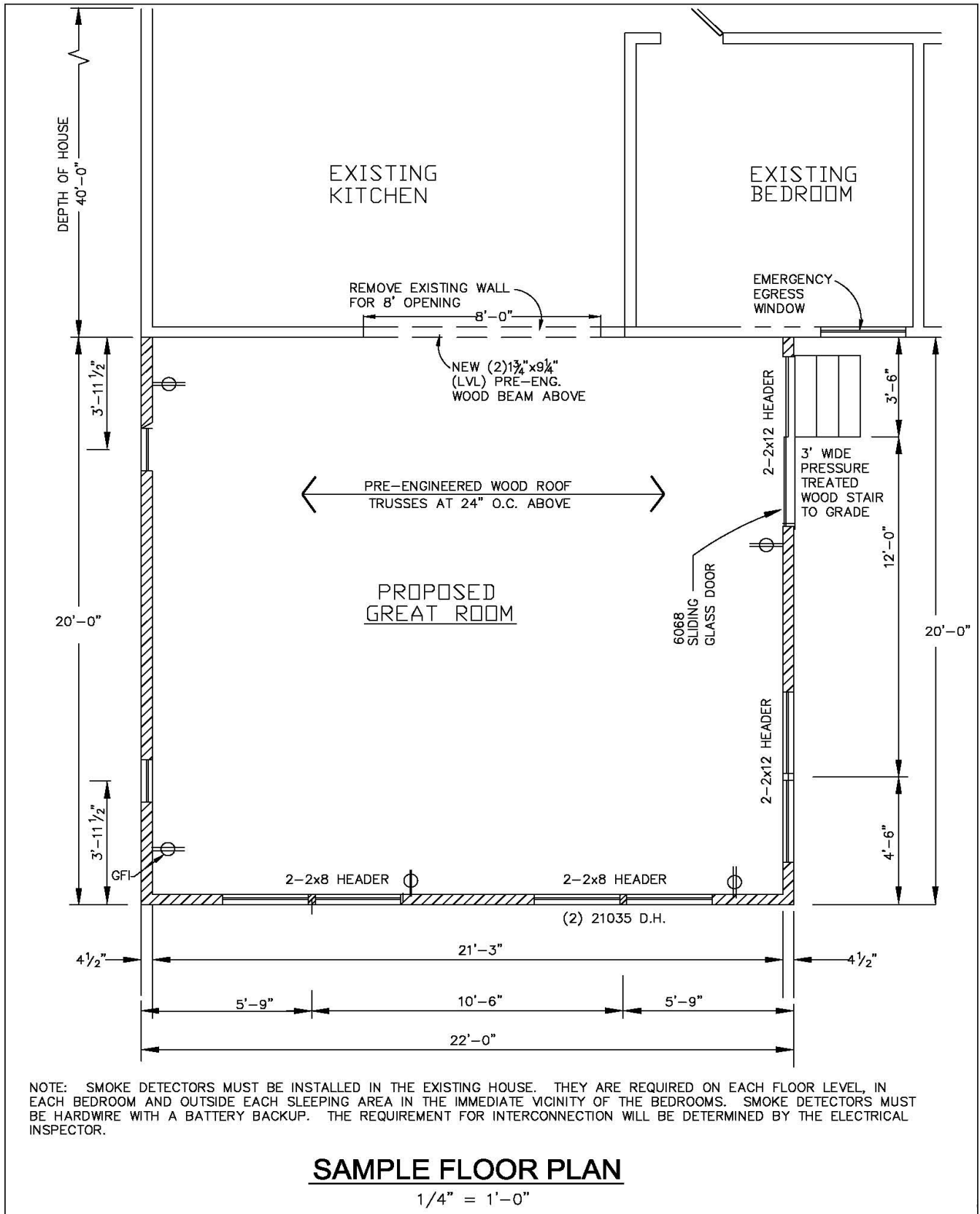
- Ditches.
- Culverts.
- Drive Apron and associated material.
- All required lot grading.
- Lot and the adjacent lots are free of debris

**Steep Slope Requirements** - Steep slope requirements and reconstruction shall be completed and inspected prior to final Building Permit approval.

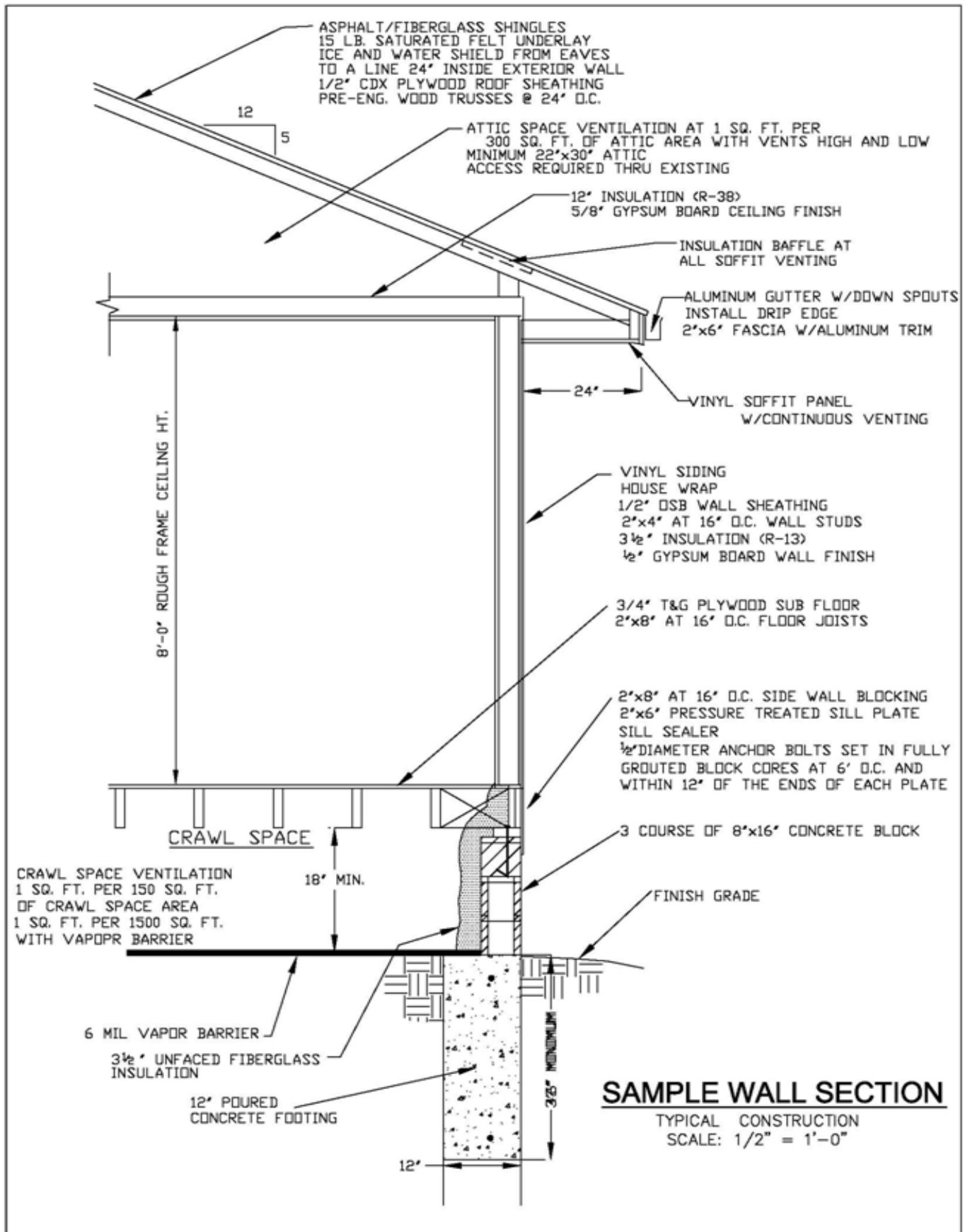


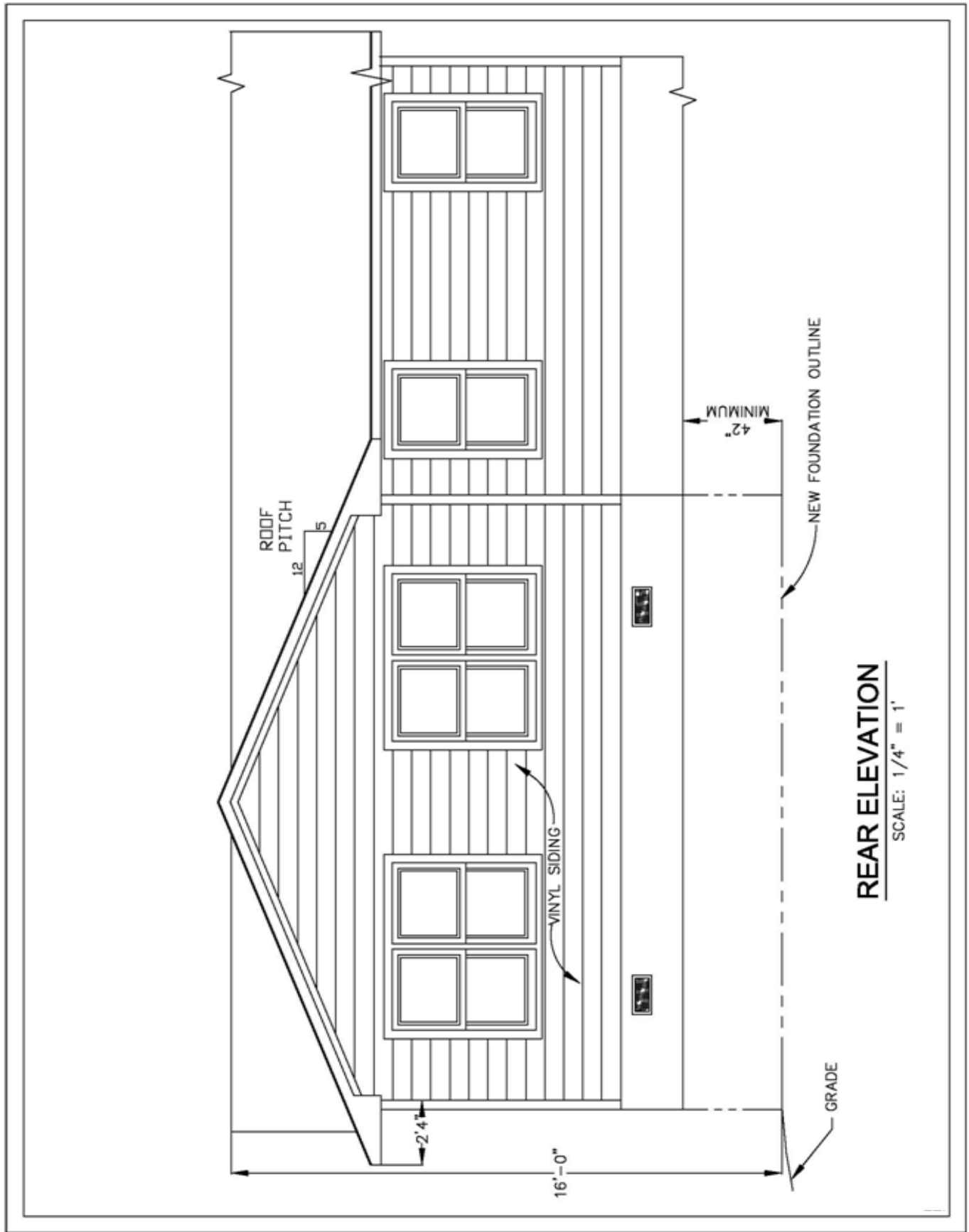
## **SAMPLE FOUNDATION PLAN**

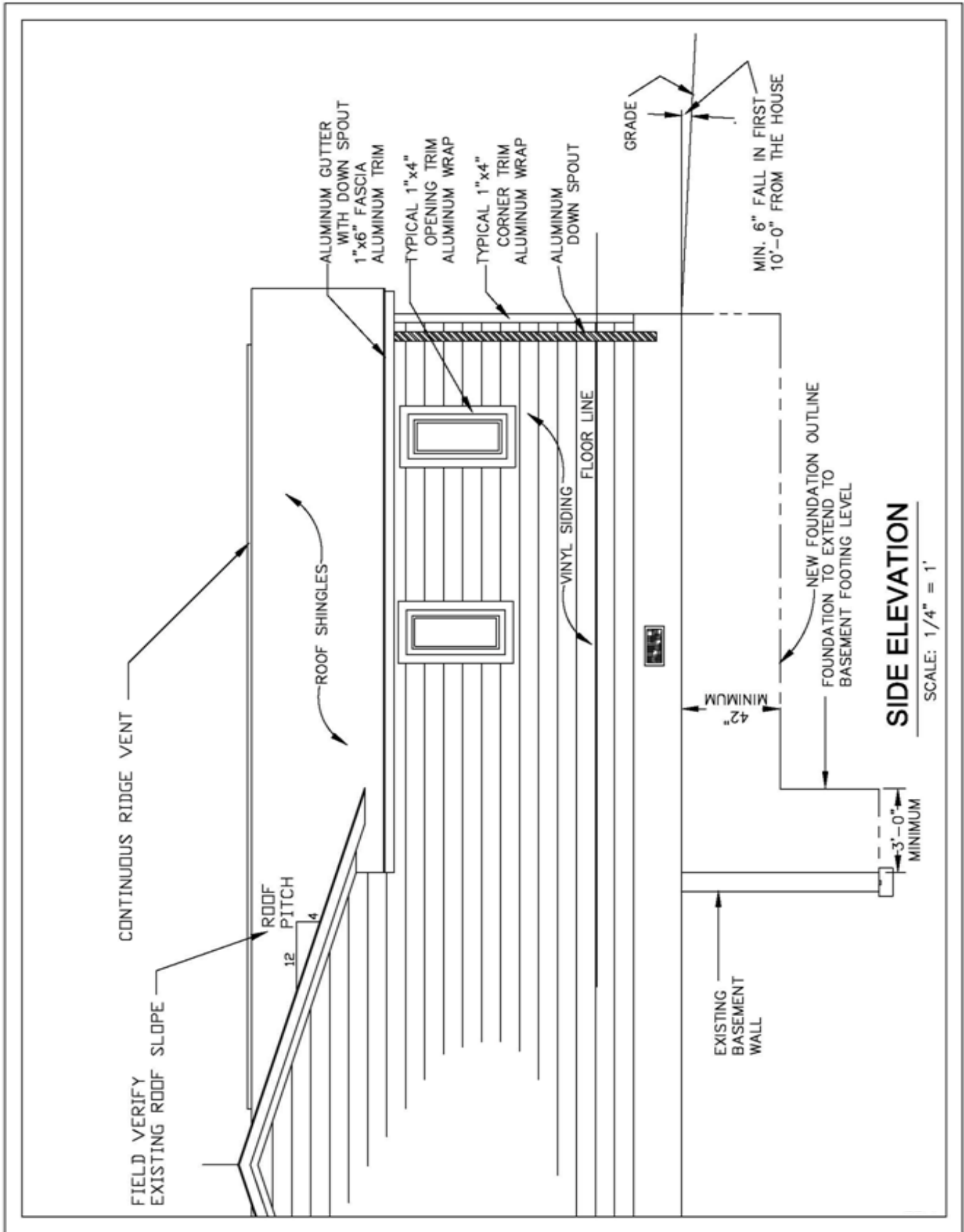
SCALE: 1/4" = 1'-0"











## **SETBACK REQUIREMENTS**

### How Close Can I Build To My Property Line?

The distance between your house and your property line is called a “**setback.**” These are defined in the City of Milan Zoning Ordinances available at <http://milanmich.org>. Section 4.50 through 4.90 define the setbacks for each residential district. A summary is shown below. If you need further assistance, please contact the City of Milan Building Department at (734) 439-7089.

<b><u>Zoning District</u></b>	<b><u>Front Setback-Ft.</u></b>	<b><u>Side Setback-Ft.</u></b>	<b><u>Rear Setback-Ft.</u></b>
R-1A	25	5 (1 side) 17 Total	30
R-1B	25	5 (1 side) 17 Total	30
R-2	25	5 (1 sided) 17 Total	20
R-3	35	12 (1 Sided) 24 Total	35

**Exceptions may apply to the above setback requirements. Please contact the City of Milan Building Department if you have any questions.**

**Please Note:**

- A Single-Family residence in an R-3 District, follow the requirements for District R-1B.
- Additional setbacks may be required if your property has steep slopes.

## **PLOT PLAN REQUIREMENTS**

### **Additions**

Three sets of plot plans containing all the information and details noted below shall be submitted with the Building Permit Application. See “Sample Plot Plan” (page 21). The Plot Plan may be drawn by the Homeowner, Contractor, Land Surveyor, Engineer or Architect. Special circumstances may require the Plot Plan to be drawn by a licensed Engineer, Architect or Land Surveyor. This will be determined during the Plan Review process.

The Plot Plan shall contain the following information:

#### **General**

- Builder’s name, address, and telephone number.
- The North arrow, street right-of-way and street name.
- Plot Plan scale shall be between 1” = 20’ and 1” = 50’.
- The preferred Plot Plan size is 8 ½” x 14”. If it is necessary to go to a larger size, please do not exceed 18” x 24”.
- Temporary soil erosion control measures may be required based on a field inspection.
- Permanent soil erosion control measures may be required for Final Grade approval.

#### **Zoning**

- The location and dimensions of all structures on the lot, including proposed structures and distances from lot lines and/or existing structures shall be indicated.
- Plot Plans shall have all lot dimensions indicated.
- The Plot Plan footprint and the construction drawings shall be consistent with each other.

Per Zoning Ordinance Section 4.60, the total lot coverage of all structures (home, detached accessory building, shed, and deck) cannot exceed 30 percent of the lot size.

#### **Grading and Drainage**

- The overall subdivision grading shall remain unchanged. Elevations may deviate slightly to accommodate the construction of the structure.
- A minimum of 6 inches of fall away from the structure in the first 10 feet and a minimum of 1% grade for the remainder of the property are required for drainage.
- Existing and proposed drainage patterns shall be indicated on the Plot Plan.
- The location of all underground utilities such as electric, gas, phone, water, sewer, etc., shall be indicated on the Plot Plan.
- The maximum slope allowed is 1 foot vertical to 3 feet horizontal (33%). All slopes exceeding 1 foot vertical to 3 feet horizontal will require retaining walls with details of construction. Additional information and details may be required for retaining walls. This will be determined during the Plan Review process.

#### **For Additions with New or Revised Driveways**

- If the road is gravel, the drive approach shall be gravel.
- If the road is paved, the drive approach shall be paved.
- The width and type of proposed driveway construction shall be indicated on the Plot Plan.

