



REQUEST FOR ENVIRONMENTAL HEALTH REVIEW – ADDITION / CHANGE OF USE

This form is to be used for Environmental Health review of proposed construction/change of use projects. I certify that the information provided is complete and accurate. I acknowledge that I am the property owner or am acting as an authorized representative on behalf of the property owner. I understand it is the responsibility of the contractor or owner to contact Miss Dig at 811 or 800-482-7171 and comply with all requirements of the Miss Dig Underground Facility Damage Prevention and Safety Act before starting any excavation.

Applicant Signature: _____

Date: _____

Property Information

Property Tax ID #	Township		
Property street address	City	Zip	
Building Department	Check if property served by municipal: <input type="checkbox"/> Sewer <input type="checkbox"/> Water		

Applicant Information

Name			
Street address	City	State	Zip
Phone	Email		

Owner Information (if applicant is not owner)

Name			
Street address	City	State	Zip
Phone	Email		

Residential Project (See back for instructions/required documents)

Project type - check all that apply: (S=Site inspection; O=Office review)

<input type="checkbox"/> Pole barn, deck, garage, pool - no plumbing changes (O)
<input type="checkbox"/> Additional plumbing (bath, pole barn, garage, etc.) - Sewage permit <20 years OR TOS <5 years (O)
<input type="checkbox"/> Additional plumbing (bath, pole barn, garage, etc.) - Sewage permit 20+ years OR no TOS/TOS 5+ years (S)
<input type="checkbox"/> Addition of living space - No increase in # of bedrooms; adding less than 50% of current home size (O)
<input type="checkbox"/> Addition of living space - Increase in # of bedrooms; adding more than 50% of current home size (S)
<input type="checkbox"/> Home demolition/rebuild - Less than 50% being rebuilt (O)
<input type="checkbox"/> Home demolition/rebuild - More than 50% being rebuilt (S)

Project scope:

	Before	After
# bedrooms		
# bathrooms		
Living area (sq. ft.)		

Project description:

Non-Residential Project (See back for instructions/required documents)

Project type - check all that apply:

<input type="checkbox"/> Change of use for existing non-residential facility
<input type="checkbox"/> Food service or food processing involved
<input type="checkbox"/> Retail/customer service involved
<input type="checkbox"/> Medical/dental/veterinarian use
<input type="checkbox"/> MDHHS facility (day care, adult foster care)
<input type="checkbox"/> Event/gathering/classroom venue
<input type="checkbox"/> Other:

Project scope:

# of employees	
# of customers/day	
Hours/days of operation	

Office Use Only

Project #	CSS
Case #	Sanitarian

Receipt

Instructions for Completing Application for Request for Environmental Health Review of Addition / Change of Use

An application will only be accepted if **complete** and if it includes **all** required documentation as noted below. Please contact the Washtenaw County Environmental Health Division at 734-222-3800 with questions.

For all applications:

1. Check prior records and maps for helpful information about the property, and for assistance in creating a site plan.
 - **OnBase** - Previous site plans; well, septic, building inspection and soil erosion permits. For best results, only enter the street # and click search: www.washtenaw.org/permitrecords
 - **MapWashtenaw** - Parcel maps and property data: www.washtenaw.org/mapwashtenaw
 - **Site Plan Tutorial** - Video showing how to use MapWashtenaw to create a site plan: <http://bit.ly/siteplanmap>
2. When submitting large or blueprint size plans (anything larger than 11"x17"), submit 2 copies of the plans to our office. For plans 11"x17" or smaller, submit 1 copy, as we can make additional copies in the office.
3. If a site visit is required, the property owner is responsible for locating and uncovering 2 diagonal corners of the drainfield if there is a sewage permit on file, or all 4 corners of the drainfield if there is no sewage permit on file. Check our online software, OnBase, at www.washtenaw.org/permitrecords for existing records. Our staff can also provide a copy of a prior site plan and permit if you do not have internet access.
4. The contractor or owner must contact Miss Dig at 811 or 800-482-7171 to have underground utilities marked before any digging starts!

Residential Project Instructions

Submit the following:

- Completed application
- Application fee
- Township zoning approval or waiver
- Site plan showing location of addition and well/septic features*
- Floor plan showing existing & new features

Non-Residential Project Instructions

Submit the following:

- Completed application
- Application fee
- Township zoning approval or waiver
- Site plan showing location of operation and well/septic features*
- Narrative of the proposed construction/change of use

*Be sure to include **ALL** existing and proposed locations of any home, well, septic system, outbuilding, pool, fuel tank, and geothermal well/loop on the site plan.

Updates can be made to an existing site plan if one is on file with our office. Check our online permit database, OnBase, at www.washtenaw.org/permitrecords for existing records. If you do end up using an existing site plan that is on file with our office, please check the accuracy of the plan. Update the plan as needed with any new or different features before submitting to our office with this application.