



WASHTENAW COUNTY BUILDING DEPARTMENT BUILDING INSPECTION – CUSTOMER SERVICE

705 NORTH ZEEB ROAD, P.O. BOX 8645, ANN ARBOR, MI 48107 – 8645
PHONE (734) 222-3900 FAX (734) 222-3930

Striving to be the Finest Building Department in the State of Michigan
www.eWashtenaw.org

BUILDING PERMIT REQUIREMENTS

Minimum Requirements for a Building Permit

Any construction work as described in Section 105 Michigan Building Code requires that an application for a building permit be submitted prior to commencement of any work.

INFORMATION TO ACCOMPANY APPLICATION

- Zoning permit or Manufactured Housing Community site approval.
- Description of work to be performed (detailed).
- Total value of work to be performed.
- Use of structure (Residential single family, Agricultural, retail, industrial, etc...)
- 2 Sets of Scaled prints, Foundation, all floor plans, elevations / cross section.
- Scaled site plan (size & location of new and existing structures, set backs from all lot lines. The site plan will also indicate location of private sewage system & well.
- By whom application is made, signature of property owner or authorized agent.
- Tax Code - Parcel ID number / Proof of ownership / property description.

New construction will also require:

- Washtenaw County Environmental Health Department Permit or Waiver.
- Washtenaw County Soil Erosion Permit or Waiver.
- Washtenaw County Road Commission Driveway Permit.

Unless you own the home, a State of Michigan Residential Builders License is required for work on any residential structure. The builder must also provide the following information.

1. Residential Builders License number and Expiration Date.
2. Workers Compensation Insurance carriers or exemption.
3. Federal Tax Identification Number
4. Michigan Employment Security Commission number or reason for exemption.

Sec. 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.

FOR INSPECTION OF BUILDING OR CONSTRUCTION CONTACT THE WASHTENAW COUNTY BUILDING DEPARTEMENT, AT LEAST **24-HOUR NOTICE** MUST BE GIVEN.

Building Inspection Main number
734-222-3900

Augusta Township Local Access Number
734-484-6782

INSPECTION REQUESTS
734-222-3910
Fax 734-222-3930