

ANN ARBOR CHARTER TOWNSHIP

3792 Pontiac Trail Ann Arbor, MI 48105

Building Department: 734-663-1855 Township Office: 734-663-3418 Fax: 734-663-6678

www.aatwp.org 8:00 am to 4:30 pm, Monday through Friday

The following items, as applicable, need to be submitted with a completed building permit application:

1. **DRIVEWAY PERMIT** (for all new building sites and/or new driveways)
Washtenaw County Road Commission 734-761-1500
555 N. Zeeb Road, Ann Arbor, MI 48107
2. **SEPTIC AND WELL PERMITS OR WAIVER** (for new building sites or alterations/additions which include bathrooms and/or bedrooms)
Washtenaw Environmental Health Dept. 734-222-3800
705 N. Zeeb Road, Ann Arbor, MI 48107
3. **TOWNSHIP WATER AND SEWER** (for new connections)
Ann Arbor Charter Township
Rick Judkins, Utility Director: 734-663-8292
4. **CERTIFICATE OF DRAIN TILE PRESERVATION**
No person may commence any grading, filling, construction or improvement to property without investigating whether a drain tile exists on the property and obtaining a drain tile preservation certificate from Ann Arbor Charter Township
5. **SOIL EROSION CONTROL PERMIT OR WAIVER**
Required for any earth disturbance greater than 225 sq. ft.
Ann Arbor Charter Township
6. **HOMEOWNER AFFIDAVIT**
Required if the Homeowner is doing the work.
7. **CONTRACTOR'S LICENSE AND COMPLETED REGISTRATION FORM**
For contractors not currently registered with Ann Arbor Township.
8. **TWO SETS OF PLANS (INCLUDING SITE PLANS IF ANY CHANGE TO FOOTPRINT)**
All plans must be drawn to scale and must show footings and foundations, floor plans, elevations, cross-sectional views (to include structural elements, insulation, sheathing, weather proofing, and finish materials), location of doors and windows, and structural details. Before and after floor plans are also required for fire repairs, remodels or alterations to existing residential or commercial buildings. Plans must show dimensions and lumber sizes, spans and intervals. Lists of building materials and specifications will not be accepted in lieu of plans.

SEPARATE PERMITS ARE REQUIRED FOR ALL PLUMBING, MECHANICAL AND ELECTRICAL WORK.