



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, plus \$500 deposit.
- 2 sets of plans* (Note: **ALL EXISTING AND PROPOSED UTILITIES (REAR YARD DRAIN AND PIPE, SUMP LEAD, SANITARY LINE, STORM SEWER LINE, WATER SERVICE) MUST BE SHOWN ON THE PLANS. IF THESE ITEMS ARE NOT INDICATED ON THE PLOT PLAN, ENGINEERING WILL NOT APPROVE THE PLANS.**)
- Survey w/ elevation at all 4 corners of property & building & at 25 ft intervals. Also need elevations along all property lines and 10 ft into adjacent properties.
- Soil Erosion permit application, along with a copy of the plot plan showing where 1-ft silt screen & wash down area will be (use highlighter).
- 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).

**(if home is over 3500 sq ft, state code requires plans to be drawn up by architect, and include plumbing, mechanical and electrical detail).*

Silt screen = fencing around the dirt so it doesn't wash off onto other people's property, in the street, or down drains. Should be drawn on front, back & sides of property.

Wash down area = 10 ft x 20 ft minimum area, concrete or crushed stone for trucks to go in and out of property.

A. Post on the property:

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

B. Soil erosion measures must be in place (silt screen, wash down areas, etc.) and inspected before any excavation begins. In addition, the site must be baited for rodents.

C. A sanitary lead is required on all new construction from the house to the main. Therefore, no connection can be made to any existing lead on the property.

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.

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 other 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 veneer type construction shall be required of any new construction. On single-story structures all sides of the building shall have a full brick veneer finish. On two-story structures all sides of the building shall have a full brick veneer finish to a minimum height of the floor joist of the second floor. Additions to the rear of the property do not require brick veneer. (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.

Minimum square feet for house: **1064 w/ basement** **1120 w/out basement**

Please sign below that you have read the above information & submit this with your application.

Proposed New Construction Address: _____

Date: _____ **Applicant:** _____

The preceding bullet points are known and obvious requirements.

This list is not intended to be exhaustive and does not mean that other conditions or requirements may not exist.

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 m² 1 cubic foot per minute = 0.0004719 m³/s

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 θ	4	3	2	1.5	1.3	1.0

- For ventilation system run time values between those given, the factors are permitted to be determined by interpolation.
- 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) _____