

## **2008 Check list to assist you in knowing what action requires or does not require a residential building permit in the City of Albion.**

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**This check list is subject to change without notice during the 2008 calendar year due to amendments of codes and / or permit requirement changes. Updates will be made as necessary.**

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Before work requiring a permit begins, a permit application shall be submitted to South Central Michigan Construction Code Inspection (SCMCCI) and required permit issued / obtained. Permit applications are available and can be submitted directly with SCMCCI or at the City of Albion Code Enforcement Office.

**SCMCCI**, 103 S. Capital Avenue, P.O. Box 509, Athens, MI. 49011  
Toll free: 888-249-7077 Office: 269-729-5355 Fax: 269-729-5359

**City of Albion Code Enforcement**, 112 W. Cass St., Albion, MI. 49224  
Office: 517-629-7189 Fax: 517-629-7452 City Hall: 517-629-5535

If you have a complaint and / or question in reference to a property maintenance issue, contact the City of Albion Code Enforcement office.

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**Please read:** This check list refers to City of Albion and State of Michigan Residential Building codes only. City of Albion zoning permits are often required in conjunction with residential building permits and at times zoning permits are required when a building permit is not required. Please be sure to contact the City of Albion Planning Department for information on when a zoning permit is required, office: 517-629-7451. Additional permits may need to be obtained from the City of Albion Department of Public Services and / or other governmental agencies. City of Albion Department of Public Service, phone: 517-629-5535.

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**Residential Permits Required:** Any owner or authorized agent who intends to construct, enlarge, alter, repair, move or demolish a structure, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

**Roofing permits are required:** Roofing repair consisting of sixty four (64) square feet or more requires a permit. Roofing repair consisting of sixty three (63) square feet or less does not require a permit.

**Roof decking:** Roof decking repair consisting of sixty four (64) square feet or more requires a permit. Roof decking repair consisting of sixty three (63) square feet or less does not require a permit.

**Siding** requires a permit.

**Above-ground/on-ground and in-ground swimming pools, hot tub or spa over 24" in depth** require a permit(s). Refer to SCMCCI check list for swimming pools and spas.

### **Work exempt from residential building permits within the City of Albion.**

**Residential Building Permits** shall not be required for any of the following:

- One-story detached accessory structure, if the floor area does not exceed 200 square feet (18.58 m<sup>2</sup>). (However, requires a *City of Albion Zoning Permit*)
- A fence that is not more than 6 feet high (1829 mm). (However, requires a *City of Albion Zoning Permit*)
- A retaining wall that is not more than 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.

- A sidewalk or driveway that is not more than 30 inches (762 mm) above adjacent grade and is not over any basement or story below. (However, a sidewalk **permit** or driveway **permit** may be required by the City of Albion Department of Public Services. Curb cuts require a City of Albion Department of Public Services **permit**.)
- Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
- A prefabricated swimming pool that is less than 24 inches (610 mm) deep.
- Swings and other playground equipment accessory to a 1- or 2- family dwelling.
- Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.

**Residential Electrical Permits** shall not be required for the following:

- Repairs and maintenance: A permit is not required for minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

**Residential Mechanical Permits** shall not be required for any of the following:

- Portable heating, cooking, or clothes drying appliances.
- Replacement of any minor part that does not alter approval of equipment or make the equipment unsafe.
- A portable heating appliance.
- A portable ventilation appliance.
- A portable cooling unit.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by the code.
- Replacement of any minor part that does not alter approval of equipment or make the equipment unsafe.
- A portable evaporative cooler.
- A self-contained portable refrigeration unit that is not more than 1.5 horsepower (1119 W).
- Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.
- Gas piping limited to 10 feet (3048 mm) in length and not more than 6 fittings.

**Residential Plumbing Permits** shall not be required for any of the following:

- The stopping of leaks in drains, water, soil, waste or vent pipe; if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, then the work is considered as new work and a permit shall be obtained and inspection made as provided by the code.
- The cleaning of stoppages or the repairing of leaks in pipes, valves, or fixtures, and the removal and reinstallation of water closets, if the repairs do not involve or require the replacement or re-arrangement of valves, pipes, or fixtures.

**Emergency Residential Repairs.** Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

**Residential Repairs.** Application of notice to the building official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.