3338 Coolidge Hwy.
Berkley, Michigan 48072
(248) 658-3320
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ACCESSORY STRUCTURE APPLICATION

Application for a permit to (Describe what you are proposing to do):

_____

_____

_____

Work being done at:

Address:_____ Day Telephone:_____

Name of Property Owner:_____ Size of New Structure:_____

Subdivision_____ Lot No._____ Lot Size_____

Contractor/Applicant:

Company Name:_____

License Holder:_____

Address:_____ City: _____ State/zip:_____

Telephone:_____EMAIL:_____

Federal Employer ID number: _____ Contractors License Number & Expiration:_____

If contractor is not pulling the permit in person, a letter of authorization must be present to obtain a permit.

Authorized person (not the contractor): _____ Drivers License Number: _____

Cost by Owner: $_____ Value by Department: $_____

Requirements:

Residential: Two (2) sets of plans. 2) Site plan required, minimum size 8 1/2 x 11 inch paper.

Commercial: Site Plan Approval by the Planning Commission required.

Please be advised that fees are set with the understanding that typically two inspections will be required. If additional inspections are necessary due to violations or inspectors being locked out, a $30 reinspection fee will be charged.

I agree to repair any damage done to public or private property.

"This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances."

_____ _____
Signature Print Name Signed

_____ _____
Date Received Received by (Department Representative)

Department use only:

_____ _____ _____
Approved Stipulations Date

CITY OF BERKLEY BUILDING DEPARTMENT
HOMEOWNER PERMIT

Michigan State Law gives a homeowner who lives or intends to live in a single family house an exemption that allows him to act as his own contractor for that single family house

This means that a homeowner may obtain a permit for work at his own home. If you choose to act as your own contractor and obtain the required permits, please be aware of the following:

- As the permit holder, you incur all of the liability and all of the responsibility that a licensed contractor would normally assume.
- The City of Berkley cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the permit you obtained.
- As the permit holder, it is your responsibility to have a complete understanding of the current codes.
- As the permit holder, you are responsible to correct any code violations regardless of whether or not a contractor or other persons did the work under the permit you obtained.
- As the permit holder, you are responsible for completing the job under the permit you obtained.

I have read and understand the conditions set forth by the State of Michigan for the issuance of a permit to a homeowner.

_____ _____
(Print Name) (Address)

_____ _____
(Signature) (Date)

_____ _____
(Driver's License Number) (Date of Birth)

_____ EMAIL_____
(Phone Number)

* Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws

ACCESSORY BUILDINGS

Definitions: Accessory buildings and structures shall be secondary and clearly incidental to the principal building on a parcel of land. Such buildings or structures shall therefore not be permitted as the only building or structure on a parcel of land.

Size: The combined floor area of all accessory buildings on a lot cannot be more than 800 square feet or one-half the ground floor of the main building, whichever is greater. Dog runs are excluded from the maximum lot coverage calculation.

Yard location: Accessory buildings or structures shall not be erected in any yard, except a rear yard.

Lot coverage: Maximum percentage of lot coverage, calculating the area of all structures (main building and all accessory buildings and structures) shall not exceed 35% (except corner lots which can't exceed 45%).

Setback: No detached accessory building or structure shall be located closer than 10 feet to any main building, or other accessory building or structure; nor shall any accessory building or structure (except swimming pools which have their own setback criteria) be located within 5 feet of the side lot line unless proper fire separation has been installed. An accessory building or structure may be located 18 inches from a side lot line with proper fire separation. No accessory building or structure shall be located within 5 feet to any rear lot line or easement. In no instance shall an accessory building or structure be located within a dedicated easement or right-of-way. NOTE: NO PART OF GARAGE (OVERHANG, GUTTERS, ETC.) SHALL ENCROACH INTO SETBACK OR EASEMENT.

Height:

Distance from Rear Lot Line to Structure	Height of Structure Allowed
0 to 5 feet	No structures permitted
5-35 feet	15 feet
Greater than 35 feet	Maximum height allowed in the zoning district.

An accessory building shall be considered 2 stories if the second floor contains a room (interior space at least 70 square feet in area with a ceiling height of at least 7 feet). Accessory buildings with 2 stories shall have proper fire separation as required by state building code. Attics which do not have sufficient headroom or area to qualify as a room are permitted for storage use only. Access to such storage area shall be permitted by ladder or drop down stairs only.

Corner Lots:

On lots where a rear yard abuts a rear yard, the exterior side yard setback shall not be less than 10 feet.

On lots where a rear yard abuts a side yard, the required exterior side yard setback shall be as follows:

Distance from Rear Lot Line to Structure	Setback required
0 to 5 feet	No structures permitted
5-35 feet	25 feet
Greater than 35 feet	10 feet

Garages may be attached to the principal structure provided that the principal structure including the garage is at least 5 feet from the rear lot line and all other setback requirements are met. The garage door or combination of garage doors shall not exceed 18 feet.

Attached to main building: Where the accessory building or structure is structurally attached to a main building it shall be subject to, and shall conform to, all regulations of this chapter applicable to the main building. The width of a front loading attached garage shall not be greater than 50% of the total width of the main building as measured along the front building line. The garage portion must also be recessed at least 5 more feet from the front building line. All attached garages are to be fire separated from Dwelling per MRC 2015, Sec. R302: R 302.5, R302.6, Table R302.6 or any other material approved by the building inspector. All openings in firewalls are to be firestopped.

Garages-Minimum requirements*:* All garages must be built according to the following minimum requirements.

1) All poured concrete shall be at least six (6) bag cement content to each yard of sand and gravel and must have a compressive strength after twenty-eight (28) days of at least three thousand (3,000) pounds.
2) All ratwalls under frame unattached garages shall be not less than four (4) inches wide and twenty-four (24) inches in depth. NOTE: Garage floor to be a minimum of four (4) inches concrete. Footings required under attached and masonry garages shall be eight (8) inches by forty-two (42) inches. All depths of footing and ratwall shall be measured below ground.
3) All garages shall be attached to footings with one-half inch bolts, six (6) foot on center and starting from front corner to tie down wall (or equivalent).
4) All garage floors must be properly pitched to expel surface water.
5) No concrete shall be poured unless sod shall be first removed and replaced with a minimum of two (2) inches of fill sand in the area to be covered by such concrete.
6) Framing shall be properly nailed to meet specifications of the building code and shall be wind braced at all corners, both ways.
7) All headers over doors and other openings shall conform to the following minimum schedule:

Span (feet)	Nonbearing	Bearing
8	2 - 2 x 8	2 - 2 x 10
9	2 - 2 x 10	2 - 2 x 12
16	2 - 2 x 12	3 - 2 x 12

8) Provide gutters, downspouts and splash blocks.
9) Grading, as it relates to residential structures, shall be so developed as to drain surface water away from residential dwellings as per Ordinance Chapter 26, Article VII Section 26-334 through 26-337.
10) Provide roof or gabled vents.

Windows**:** On elevations facing neighboring properties, where the window header is eight feet or more above grade, the amount of glazing shall be limited to no more than eight square feet per elevation.

Electrical Service: The City of Berkley does not require that garages or sheds be wired for electricity. However, should you choose to do so, these are the minimum requirements: the garage must be serviced with a dedicated circuit. The circuit will provide 15 - 20 amp service. The service supply to the garage must be underground.

The minimum requirements will not provide enough power to charge an electric vehicle. If you think you may be purchasing an electric vehicle in the future, it will be less expensive to install the proper amount of power to your garage now rather than retrofitting it later.

RESTRICTIONS: No accessory building shall be used as a dwelling unit, unless it meets ADU requirements under Chapter 138, Article 8, Section 8.20, or used as storage for a nonresidential purpose. In no instance shall a rooftop deck on an accessory building be permitted.

EXEMPTIONS: Accessory buildings that are 36 square feet or less in square footage and 6 feet or less in height do not require a permit.

SKETCH
SHOW DISTANCE FROM REAR AND SIDE LOT LINES - LOCATION IN RELATION TO HOUSE
- ELEVATION (FRONT & SIDE VIEW). Grading Plan may be required per Sec. 26-336.

CONSTRUCTION PERMITS: PDF Electronic set of plans - (2) INSPECTIONS (ratwall, final) **(3) INSPECTIONS IF FIREWALL REQUIRED**