

**ARTICLE 27**  
**ADMINISTRATION AND ENFORCEMENT**

Updated 7-1-18

**Sec. 27.01 OFFICE OF ZONING ADMINISTRATOR CREATED.**

There is hereby established the office of Zoning Administrator.

**Sec. 27.02 ZONING ADMINISTRATION.**

The Zoning Administrator (including any authorized representatives) is the person responsible for administering the provisions of this Ordinance, unless the Ordinance provides otherwise. The Zoning Administrator shall be appointed by the Charter Township Board.

**Sec. 27.03 ELIGIBILITY.**

To be eligible for appointment, the Zoning Administrator shall be generally informed on good building construction, on good practice in fire prevention, and the proper installation of safety, health, and sanitary facilities. He shall be in good health and physically capable of fulfilling his duties. In case he is personally interested in the construction of any building subject to the provision of this code, the Charter Township Board shall designate some other person to examine the plans, to inspect such building and to issue the necessary permits, approvals, and certificates.

**Sec. 27.04 PERMIT FOR ERECTION OR ALTERATION OF BUILDINGS AND STRUCTURES.**

**A. Application.** Except as otherwise provided, no person shall erect, construct, or cause to be erected or constructed any new building or structure or to alter any existing building or structure with a value of \$1,000 or more, until a permit therefore has been obtained from the Zoning Administrator by the owner or his duly authorized agent.

Application for a permit shall be in writing and upon duplicate printed forms furnished by the Zoning Administrator. Permits shall be nontransferable and must be obtained before any work, excavation, erection, alteration, or movement is begun. Satisfactory evidence of ownership of the premises may be required by the Zoning Administrator and shall be furnished upon request. If the application is approved, the Zoning Administrator shall so mark both copies over his signature, shall file one copy in the office of the Zoning Administrator return the other copy to the applicant together with a construction card signed by the Zoning Administrator stating the extent of the work authorized, which card shall be attached to and remain on the premises during the progress of the work authorized.

Regardless of whether a permit is required for a proposed building, use, fence, sign, or other structure, all such facilities must comply with the requirements of this Ordinance and other provisions of the township code.

**B. Contents of Application.** Each application shall show, among other matters, the location and actual dimensions of the land to which the permit is to apply; the kind of buildings or structures to be erected or altered; the width of all abutting streets and highways; the area, size, and location of all buildings or structures erected or to be erected or altered upon premises; and the type of use to be made of the building or structure to be erected or altered. Provided, however, that the Zoning Administrator is hereby empowered to waive the inclusion of any item specified herein in any case in which the facts are not pertinent.

**C. Accessory Buildings or Structures.** Accessory buildings or structures, when erected or altered at the same time as the principal building on the same lot or premises and when shown on the application for a building permit, shall not require the issuance of a separate building permit. However, a permit is required for the erection or alteration of any accessory building or structure as defined in this ordinance when the same is erected or altered separately or at a different time than the principal building on the same lot or premises.

**D. Approval of Application.** When the terms of this ordinance shall requires the

approval of the Board of Appeals or of the Planning Commission, both copies of the application shall be marked "approved" by said Board of Appeals or said Planning Commission, if approved. In addition, the Zoning Administrator shall mark the application as provided above.

**E. Issuance of Permit.** Within ten (10) days after receipt of any application or within ten (10) days after the approval of any application by the Board of Appeals or the Planning Commission where the same is required under this ordinance, the Zoning Administrator shall issue a permit to the owner or his agent, provided the building or structure of the proposed erection or alteration, as set forth in the application, are in conformity with the provisions of this ordinance. If the permit is refused, the Zoning Administrator shall state the reason or cause for such refusal in writing.

**F. Expiration of Permits.** A permit is valid for one year from the date of issuance and the construction authorized by it shall be completed within that time. However, if the construction has proceeded above the foundation walls within that time, the permit may be renewed at no additional cost. If construction has not proceeded beyond the foundation walls within the one year period, the permit may be renewed by reapplication and payment of one half (1/2) of the original building permit fee, subject however, to the provisions of ordinances in force at the time of such renewal.

**G. Cancellation of Permits.** The Zoning Administrator has the power to revoke or cancel any permit in case of failure or neglect to comply with any of the provisions of this ordinance, or in case of any false statement or misrepresentation made in the application. The owner or his agent shall be notified of such revocation in writing.

**H. Fees.** With each application for permit where the value is \$1,000 or more a fee shall be paid to the township to defray the cost of reviewing the application and administering the provisions of this Ordinance. Fees shall be established by resolution of the Charter Township Board, adopted and amended from time to time, as necessary.

The amount of such fees shall be determined from the estimated value of the building or structure as set forth in the application for the permit. If, upon completion of the building or structure the Building Inspector determines that the estimated cost did not represent a fair valuation of the cost of the building or structure, he shall notify the applicant in writing of the permit fee deficiency and the building or structure shall not be used until such deficiency has been paid to the Township.

In addition, the special fees shall be paid to the Zoning Administrator who shall remit the same to the Charter Township Treasurer. The payment of such fees is a condition precedent to the approval of a special use permit, site plan review, temporary office building or yard for

construction, permanent or temporary sign permit, razing or moving of a house permit, appeal to the Board of Zoning Appeals, special meetings, zone change, or amendment. The township board shall, from time to time, adopt by resolution a schedule of fees relative to each of the above requests. No action shall be taken on such a request unless or until the applicable fee(s) has been paid.

Where structures are started or are occupied before permit, zoning change, or variance is granted, the fees as listed shall be doubled but payment of such double fees shall not relieve any person from fully complying with the requirements of this Zoning Ordinance.

Value or cost of a building project shall be based on the contract price, including all sub-contracts such as electrical, plumbing, mechanical, parking lots, etc. Evidence of these costs shall be represented by the building permit applicant.

All fees shall be retained by the Zoning Inspector whether a permit is granted or denied and all such fees shall be remitted to the Charter Township Treasurer. No application shall be accepted and no permit shall be valid until said fees have been paid.

**Sec. 27.05 INSPECTION OF BUILDINGS AND STRUCTURES.**

**A.** As work progresses under a zoning permit, the holder thereof or his authorized agent shall cause the Zoning

Administrator to be notified at each of the following stages of construction:

1. Upon the completion of the footings and of the foundation walls.
  2. Upon completion of the rough frame of the structure, including the application of roof shingles and side wall sheathing and the installation of wiring and rough plumbing and chimneys and before lath is applied.
  3. Upon total completion of the work authorized by the zoning permit and before occupancy.
- B.** Inspections of the building or structure shall be made as soon as reasonably practicable following receipt of notification.
- C.** Should the permit holder fail to comply with the requirements at any stage of construction, the Zoning Administrator is hereby authorized to cancel the permit issued and shall cause notice of such cancellation to be posted upon the construction. Posting shall be considered as service upon and notice to the permit holder of the cancellation of the permit. No further work shall be undertaken or permitted upon such construction until a valid permit shall thereafter have been issued.

**Sec. 27.06 CERTIFICATION OF COMPLIANCE.**

No building or structure or part thereof hereafter erected or altered and subject to the provisions of this ordinance shall be used in

whole or in part until the owner thereof shall have been issued a certificate by the Zoning Administrator affirming that such building or structure conforms in all respects so the provisions of this ordinance. Such certificate shall be issued not more than one (1) business day after the final inspection has been made.

**Sec. 27.07 Pre-Construction Meeting and Public Utilities.**

*Updated 7-1-2018  
Ord. No. 2018-6*

For any plat, condominium development, planned unit development, major residential development pursuant to Section 23.06 of this ordinance, or other relevant project, at no time shall a preconstruction meeting be held or scheduled until all permits have been issued by the State of Michigan including but not limited to, a water and or sewer permit for the project. Water meters shall not be provided and building or utility connections shall not be permitted until substantial completion has been achieved as defined within the Standard Construction Requirements of the Township.

Certificates of Occupancy shall not be issued until the completion of public utilities, as defined by the Township, and acceptance of ownership of the system by the Township occurs.

*Updated 7-1-2018  
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