



HOMEOWNERS' GUIDE TO PERMITS



**BERKLEY COMMUNITY DEVELOPMENT
DEPARTMENT**

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INTRODUCTION

The State of Michigan requires its cities, townships, and villages to enforce the most current version of the building and residential construction codes. As of 2024, the code for residential structures is the 2015 Michigan Residential Code (2015 MRC), and the 2015 Michigan Building Code (2015 MBC) for commercial structures.

At the beginning of a home project, understanding what steps are needed, and what the required inspections will be is integral to the project's success. If you are unsure what inspections will be required, we are here to help you understand the project's expectations and the needs of the code.

PERMITS

Below are the most common types of permits homeowners apply for when working on their homes.

ROOFING

GARAGE

KITCHEN REMODEL

BATHROOM REMODEL

DRIVEWAY AND SIDEWALK

DECK AND PORCH

SHED

EGRESS WINDOW

FINISHED BASEMENT

HOME ADDITION

WATER HEATER

ELECTRICAL CIRCUITS



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APPLICATION AND PLANS

➤ STEP 1

Permit applications are available online at: www.berkleymich.org/permits, or in person at City Hall. Submit your application along with any required plans (not all projects will require plans). Not sure what application you need or if plans are required? Give us a call at 248-658-3320.

➤ STEP 2

This is the phase called 'Plan Review'. At this step, we examine the applicable building and zoning codes that your project entails. Sometimes at this stage we will call you to ask for additional information, clarifications, or to let you know that changes are required before the permit can be granted.

➤ STEP 3

Once the plans have been reviewed and approved, a member of the Community Development Department will reach out and notify you of approval, and provide the final permit cost totals. Now the fun part begins, you can begin your project!

INSPECTIONS

Not all projects are going to require the same number or type of inspections; some may only have two, and some may have 10 or more. If you have questions about what inspections are needed for your project and when they should be scheduled, the Berkley Community Development Department will assist you in making that determination.

Below are a few of the most common required inspections and the reason(s) they are needed.

➤ **Rough:** A rough inspection can be for building, plumbing, electrical, or HVAC/Mechanical. The purpose of this inspection is to ensure the basic items have been installed correctly and meet the plans and code minimums.

➤ **Insulation:** If the project requires insulation, the location of the work will require different R-Values. The higher the number after the R, the higher its thermal performance is. Example, R-13 will not perform as strongly as R-38 but, the higher the R the thicker the insulation.

➤ **Footing/Post Hole:** The frost line in Michigan is 42" inches below the surface. Anytime a structure is being supported by the ground, its needs to be held up from a post, pier, or footing that is at least 42" deep.

➤ **Final:** After a project has been completed, the final inspection is the last walkthrough for the required inspectors to observe the work, and to ensure it has been completed to the minimum standards of the code.

INSPECTION EXAMPLES



There is not a 'one size fits all' explanation for every project type; each one might include or exclude certain steps that are required in a very similar project. The following examples are to help illustrate the general required framework for project organization and the corresponding inspection schedule.

Please give the Community Development Department a call at 248-658-3320 with any questions you might have.

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NEW DECK

Inspection 1: A post hole inspection confirms that holes are dug a minimum of 42" below the ground.

Inspection 2: The deck is framed and the posts have been set; this inspection checks that the framing meets code standards, and that items like galvanized brackets, flashing at the home (if required), and proper fasteners have been used to build the project.

Inspection 3: The final inspection is where the project has been completed and all items have been installed. If handrails, guardrails, and steps are required, they are inspected to ensure rigidity and dimensions. Deck boards and steps are inspected to verify a securely fastened and predictable walking surface.

KITCHEN REMODEL

Inspection 1: Rough inspection for all plumbing, electrical, HVAC, and framing items. Again, your project might not have these items, but if they are being replaced, or modified, they need to be inspected before they are closed inside the walls.

Inspection 2: If exterior walls are exposed, insulation will need to be updated if not meeting current code standards, and an insulation inspection is required.

Inspection 3: The final inspection for the plumbing, electrical, and HVAC.

Inspection 4: The final inspection from the building inspector. The inspection will include the use of adequate fasteners for cabinets, silicone sealing at seams near wet locations, required clearance from combustible surfaces.

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ROOF

Inspection 1: The 'open roof' is the first roof inspection required on a new or replacement roof. On this inspection, the condition of the roof decking, and the placement of water and ice shield will be examined.

Inspection 2: On the final roof inspection, the inspector is looking at whether the roof has the proper amount and placement of venting, drip edge is installed, flashing is in place and installed correctly, all exposed nail heads and screws are sealed with tar or silicone, and that any manufacturer-specific requirements have been met.