
RESIDENTIAL ADDITIONS



City of East Lansing

Planning Building Development
410 Abbot Road, Second Floor
East Lansing, MI 48823
Ph. 517-319-6871 or 517-319-6810
Website: cityofeastlansing.com

This publication provides guidelines for constructing an addition to a detached single-family home. The code requirements herein are not all-inclusive and should not be construed to represent all code requirements for your project and are representative of all conditions that you may encounter.

You must obtain permits for the construction of a residential addition. The types of permits required, depending on the complexity of the project are listed below. Apply for your permits at:

<https://www.cityofeastlansing.com/1979/21068/Apply-for-a-Permit-Online>.

- **Building permit** for all architectural and structural elements.
- **Electrical permit** for all electrical installations.
- **Mechanical permit** for all heating, cooling and ventilation systems.
- **Plumbing permit** for all installations of plumbing and gas piping systems.

***HELPFUL HINT:** As the property owner, you may obtain permits in your own name providing you will be doing the work and not hiring someone to perform the work. If a contractor is to perform the work, it is required that a licensed contractor secures the permit and listed as the responsible party. In this way, the city will be in a better position to assist you in gaining compliance with codes if the work is defective.*

PLANNING & DEVELOPMENT

Prior to issuance of any building permit, an approval of your proposed addition is required from the City of East Lansing office of Planning & Development, to ensure compliance with all applicable zoning requirements. That office is in the East Lansing City Hall, 2nd floor, 410 Abbot Road, phone 517-319-6930.

HISTORIC PRESERVATION

A *Certificate of Appropriateness application* is required for new construction, additions, alterations, moving, demolition and repairs of property in any East Lansing Historic District. Questions regarding a *Certificate of Appropriateness* should be directed to the Community Development Analyst at 517-319-6928. The Historic Preservation Code applies to:

- Exterior changes such as additions, alterations (adding or changing windows, doors, etc.) to buildings (including garages and sheds) in designated Historic Districts.
- All sides of a structure visible from the street (generally the front and sides).
- Features protected by the Code include, but are not limited to: a building's general shape; gables, dormers and other roof features; cornices, brackets and eaves; size, shape, arrangement, number and size of window panes and muntins (exterior grids); beveled, leaded and stained glass; door and window trim; ornamental moldings; distinctive siding, such as stone, stucco, brick or patterned shingling; distinctive roofing, such as false thatch, slate and Spanish tile.

BUILDING CODE

Your project is required to comply with the 2015 Michigan Residential Code (MRC), effective February 8, 2016, which incorporates the 2015 International Residential Code. You may purchase the MRC through the State of Michigan Bureau of Construction Codes, ph. 517-241-9313, or by visiting their website at <http://www.michigan.gov/bcc>.

MINIMUM SUBMISSION REQUIREMENTS

All submissions for a new residence must include the following:

- Electronic set of building plans (see below for requirements).
- Electronic copy of the house location survey.

BUILDING PLANS

Building plans must meet the requirements or show the items listed below.

- Minimum scale of 1/4" = 1'-0". All dimensions must be shown.
- Minimum sheet size: 8 1/2" x 11". No pencil sketches.
- Edition of the code used for the design.
- Name, address and phone number of the building designer, if not noted on the permit application.
- If plans are prepared by a Michigan licensed design professional, at least one set of plans must bear the original seal, signature and date in accordance with Public Act of 1980. This set will be retained by the City of East Lansing.
- List of material specifications including, but not limited to, grade and species of lumber, concrete strength and steel strength.
- Location of smoke alarms and carbon monoxide detectors.
- Floor plans of all levels with all rooms labeled.
- Footing and foundation plan. The minimum footing depth is 42 inches.
- Structural framing plans of the floor and roof accurately detailing all members, sizes, species, grade, span lengths and spacing.
- Wall bracing, including method, location and braced wall panels and any special requirements.
- Location of safety glazing.
- Manufacturer's design specifications for prefabricated fireplaces.
- Insulation R-values.
- Truss shop drawings for pre-engineered floor or roof trusses may be submitted directly to PBD after the building permit has been issued, but prior to any truss erection.
- Structural details of connections.
- Evaluation report from an approved testing laboratory and load calculations for all adjustable columns.
- Typical wall section showing wall bracing and sheathing thickness (special products or devices require an evaluation report from an approved testing laboratory).
- Elevations (front, sides and rear) indicating window and door location and dimensions.

HOUSE LOCATION SURVEY

If you do not have a copy of your house location survey, review your loan closing documents or contact your mortgage lending institution to obtain one. You may also contact City of East Lansing Planning and Development, telephone 517-319-6930. Surveys are not available for all properties through Planning and Development. If you are unable to locate a copy of your survey through these sources, you will be required to hire a certified land surveyor or civil engineer to have one prepared. House location surveys must meet the following requirements:

- No reduced, enlarged or faxed copies.
- The area of the addition drawn to scale.
- Provide the square footage or overall dimensions of the addition.

PERMIT PROCESS

- You must submit an application and attach supporting documents online at: <https://www.cityofeastlansing.com/1979/21068/Apply-for-a-Permit-Online>. The application will be converted to permit and will then advance to the plan review process.
- A building permit is issued when all required approvals have been obtained and applicable fees have been paid. Once your permits are issued (email), you must post a copy on the job site until the project has received final inspection.
- A building permit must be issued within 6 months of the application date or the application will be canceled.

SOILS

- Footings shall bear on undisturbed soils, at a minimum depth of 42” below grade.
- Problem soils are soil types which may have a high water table, organic materials, expansive clays or other behavioral problems. If your property contains a problem soil, you may need to hire a registered design professional to design the foundation system. The maximum assumed soil bearing capacity shall be 1500 PSF unless a soil bearing report is provided.

ELECTRICAL, MECHANICAL AND PLUMBING PERMIT PROCESS

Electrical, mechanical and plumbing permits are issued after the building permit is approved but may be processed at the same time. In most cases they do not require a plan submission. Code compliance will be determined at the time of the inspection.

FEES

- The fee schedule is located at <https://www.cityofeastlansing.com/DocumentCenter/View/2772/Building-Division-Fees-PDF?bidId=>
- Fees may be paid by cash/check, debit or credit card (Discover, Visa or MasterCard), online (Invoice Cloud).

REQUIREMENTS FOR PUBLIC UTILITIES

You must call the MISS DIG System, a free service, at **811** or 800-482-7171, at least 3 full working days before excavating to ensure that the construction does not interfere with underground utility lines. The MISS DIG System member utilities will mark the approximate location of their underground public utility lines at no charge. If you fail to contact Miss Dig and damage occurs, you may be liable for all costs of repair.

INSPECTION REQUIREMENTS

A copy of the approved permit, plat or grading plan and building plans must be on the job site and must be available to the inspector during each inspection. Approval must be obtained prior to proceeding with the next applicable element.

- **Footing:** The footing trench or formwork prepared, steel reinforcement in place, and ready for placement of concrete. The bottom of the footing must bear on solid ground, free of water and loose soil. If problem soil exists, inspection must be made by a geotechnical engineer.
- **Backfill:** Prior to placement of backfill soil, allowing inspector to check drain tile, stone, damp-proofing and/or waterproofing and exterior insulation where provided.
- **Slab:** For house and attached garage, prior to placement of concrete floor, after trade undergrounds are inspected and approved, if applicable. Floor base, vapor retarder and reinforcing steel, if required, must be installed. Also, walkout basement slab insulation
- **Masonry:** Inspection prior the installation of masonry veneer and after the installation of base course flashing and weather-resistant sheathing paper as specified and after completion of masonry construction to verify weep holes and flashing as required.
- **Electrical, Mechanical and Plumbing Rough:** Rough inspection required prior to or completed and approved before scheduling the building rough inspection.
- **Building Rough:** Concrete or masonry walls and slabs must be approved. Sill plates must be installed and secured to the foundation. Structure must be weather tight. Wall and roof sheathing must be installed. Windows and doors must be installed. Electrical, mechanical and plumbing rough inspections must be completed and approved before the building rough inspection.
- **Electrical, Mechanical and Plumbing Final:** Final inspection required prior to or completed and approved before the building final inspection.
- **Building Final:** Any electrical, mechanical or plumbing permit final inspections must be approved or completed before the final building inspection. The structure must be complete and ready for use and occupancy.

SCHEDULING AN INSPECTION

It is the responsibility of the permit holder or their representative to notify the city when the stages of construction are reached that requires an inspection. Ladders, scaffolds, and testing equipment required to complete an inspection must be provided. Inspection requests may be made by calling our main office number or your inspector directly.

Administrative Secretary	517-319-6871
Administrative Secretary	517-319-6810
Plan Reviewer	517-319-6803
Building Inspector	517-319-6921
Electrical Inspector	517-319-6807
Plumbing Inspector	517-319-6816
Mechanical Inspector	517-319-6983
Building Official	517-319-6878

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