
RESIDENTIAL ALTERATIONS



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 an alteration of a 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 an alteration. Listed below are the types of permits required. Apply for your permits online at <https://www.cityofeastlansing.com/1979/21068/Apply-for-a-Permit-Online>.

- **Building permits** 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.*

HISTORIC PRESERVATION

A *Certificate of Appropriateness application* may be required for an alteration of a property in an East Lansing Historic District. Questions regarding a *Certificate of Appropriateness* should be directed to the Community Development Analyst at 517-319-6828. 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; 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 $\frac{1}{4}'' = 1'-0''$. All dimensions must be shown.
- Minimum sheet size: $8\frac{1}{2}'' \times 11''$. No sketches.
- Edition of the code used for the design.
- Name, address, email, and phone number of the building designer, if not noted on the permit application.

- List of material specifications including, but not limited to, grade and species of lumber, concrete and steel strength.
- Location of smoke alarms and carbon monoxide detectors.
- Floor plans of all levels with all rooms labeled and area of work clearly identified.
- Structural framing plans of the floor and roof accurately detailing all members, sizes, species, grade, span lengths and spacing.
- Location of safety glazing.
- Manufacturer’s design specifications for prefabricated fireplaces.
- Insulation R-values.
- 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, if the alteration modifies the exterior of the building.

PERMIT PROCESS

- Apply for your permits 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 will be issued and emailed when all required approvals have been obtained and applicable fees have been paid. Once your permits are issued, you must post a copy on the job site until the project has received final approval.
- A building permit must be issued within 6 months of the application date or the application will be canceled.
- Permits that have no activity for 6 months or more will be canceled.

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).

INSPECTION REQUIREMENTS

A copy of the approved permit 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.

- **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