



Andy Schor, Mayor

CITY OF LANSING

Department of Economic Development and Planning

316 N. Capitol Ave., Suite C-1 – Lansing, MI 48933-1238
(517) 483-4355 – Fax (517) 377-0169

Brian McGrain, Director
www.LansingMi.gov

Office of Building Safety

DEVELOPMENT READY DEMOLITIONS

This information is to clarify the requirements for demolition of a structure governed by the State Construction Code as set forth by Act 230 of 1972, STILLE-DEROSSETT-HALE-SINGLE STATE CONSTRUCTION CODE, commonly known as the Michigan Building Code, as amended; and in particular Section 3303 of said Code.

Under the State Construction Code, a demolition involves the “removal” of a structure. This includes the building foundation(s), all concrete/pavement on the site including driveway approaches along with repairing or removing curb cuts and all accessory structures (garages, sheds, pools, recreational equipment, etc.). Curb cuts shall be repaired or removed and replaced under the direction and with the benefit of permit from the Public Service Department. The excavated site shall be filled with a Class II fill material. It shall also be graded and planted with grass seed to form a lawn. If the excavated site encroaches on the load path of any existing structure, the site shall be filled with engineered fill as set forth by the State Construction Code.

If a property owner wishes to retain any part of a structure on the lot for which a demolition permit has been issued, prior approval by the Department of Planning and Neighborhood Development will be required.

In addition to the requirements set forth by the State Construction Code, best management practices for soil erosion and sedimentation control must be implemented at each demolition site, including use of inlet protection for any area storm sewer catch basins. Damage caused by the contractor to any facilities in the public right-of-way (ROW) including sidewalk, curb & gutter, parkway turf, and road pavement must be removed and replaced at the contractor’s expense and in conjunction with a permit issued by the Department of Public Service.

Following removal of a driveway approach in City of Lansing right-of-way as part of demolition permit, the following narrative specification shall be applied at parcels where it is appropriate to “close” / “remove” the associated curb-cut opening.

No existing curb & gutter shall be removed as part of the work to close the curb-cut for the former driveway opening. Rather, the existing gutter pan and curbing shall be modified and retrofitted with additional formed-concrete to effect closure of the curb-cut in conjunction with reinforcing steel to assure stability of the resulting “new” curb back.

Epoxy-coated #4 tie bars shall be inserted vertically into the gutter pan at MAXIMUM 24” centers the entire width of the curb-cut; noting that a vertical tie bar is required at both ends of the curb-cut immediately adjacent the riser section to the top of curb. Insertion of tie bars shall be accomplished by cutting the tie bars to a length of 9” and inserting them into a 6” deep hole

drilled vertically into the gutter pan, which should result in 3" of vertical exposed tie bar for F4-style curb, the primary style of curbing existing in the City of Lansing. Epoxy adhesive shall be injected into each drilled hole prior to insertion of the tie bar. Efforts shall be made to remove concrete dust from the drilled hole prior to injecting the epoxy adhesive.

For placing of curb, forms shall be placed around the above described reinforcing steel to allow for placement of continuous curbing through the location of the previous opening. The concrete shall be Grade P1 with 6.0 sacks of cement per cubic yard unless otherwise specified.

Property owners are responsible for ensuring that their sites are continuously maintained in accordance with all applicable Codes and Ordinances. This includes keeping the lawn mowed and keeping all sidewalks free of obstruction and hazards such as snow and ice.



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Demolition Permit Checklist

RETURN THIS FORM SIGNED AND DATED WITH ALL REQUIRED DOCUMENTATION

Permit Location (Job Address): _____

Owner's Name: _____

Permit Applicants Name: _____

Before a permit may be issued, all of the documentation must be provided or justified as non-applicable (N/A).

- ___ 1. **SEWER DISCONNECTION NOTICE**, contact Department of Public Service (DPS) 483-4455.
- ___ 2. **ELECTRICAL DISCONNECTION NOTICE**, contact Board of Water and Light at 702-6006.
- ___ 3. **SOIL EROSION AND SEDIMENTATION** permit must accompany application if your project is within 500 feet of a lake, body of water, stream or county drain. Contact Public Service 483-4455.
- ___ 4. **PEDESTRIAN PROTECTION and/or CONSTRUCTION SITE SAFETY PLAN.**
- ___ 5. **DRIVEWAY PERMIT:** for authorization of any work within the Public Right-of Way *including removing driveway approaches and repairing or removal of curb cut.* Contact Public Service 483-4455.
- ___ 6. **PLOT PLAN/SITE PLAN** shall be provided for all construction projects.
- ___ 7. **PROOF OF OWNERSHIP:** Recorded Deed. Contact the Ingham County Register of Deeds at 676-7287.
- ___ 8. **PROPERTY CODE/TAX IDENTIFICATION NUMBER** for all subject parcels.
- ___ 9. **CITY OF LANSING DEMOLITION CONTRACTOR REGISTRATION.** A copy of which shall be submitted with this application. Contact the City Clerk's office for more information at 483-4131.
- ___ 10. **HAZARDOUS MATERIALS REPORT.**
- ___ 11. **RESIDENTIAL BUILDERS LICENSING** information shall be provided for all residential structures.
- ___ 12. **DEPT. OF ECONOMIC DEVELOPMENT AND PLANNING** approval is required for all demolition permits.
- ___ 13. **NEIGHBORHOOD NOTIFICATION:** 72 hours prior to the commencement of work the applicant shall notify the adjacent property owners and property owners on both sides of the block of the proposed activity. Acceptable methods would include direct mail, door hangers or fliers.

Yes-No Is the proposed building and/or structure within 500 feet of a body of water? Will the excavated area include an acre or more? If yes, a **Soil Erosion and Sedimentation Permit** shall be obtained from the Public Service Department. No site work shall begin until a valid permit has been issued.

I understand Public Act 230, Section 10 requires that I obtain a building permit prior to starting construction/demolition.

Applicant Signature _____ Date _____



Applying for Permits Online

FOR CONTRACTORS



Contractors:
 This brochure explains the required steps for applying online for a permit.
 Start the process by accessing the following website:
<https://www.accessmygov.com/?uid=384>
 If assistance is needed, please see the contact information below.
 Thank you for utilizing the City of Lansing online permit and scheduling system!

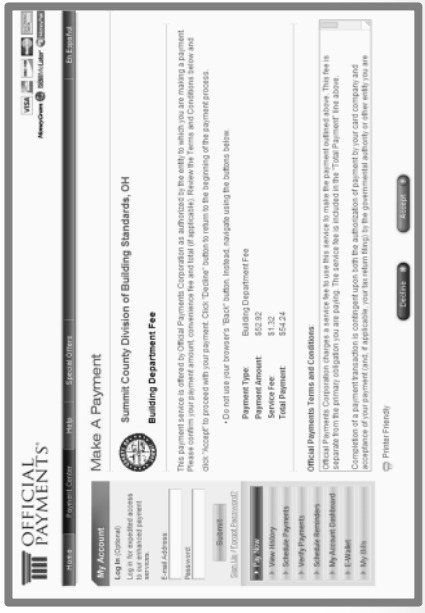
Online Payments

Once your application has been processed, you can pay your invoice(s) online from the "View My Activity" Screen

You may also pay by check, mailed to the Lansing Building Safety Office (see Contact information on this brochure). Include the permit # & work address on the check.



When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website



Once completed, you can then print the confirmation, exit the webpage, or apply for another permit

Developed by

 Service, Solutions, Support...Satisfactor

FOR MORE INFORMATION:
 Lansing Building Safety Office
 316 N. Capitol Ave, Suite C-1
 Lansing, MI 48933

Phone: 517-483-4355
 Fax: 517-377-0169
 Email: buildingsafety@lansingmi.gov
 Website:
<https://www.accessmygov.com/?uid=384>



Start by accessing:
<https://www.accessmygov.com/?uid=384>
 Choose "Apply for a Permit" from the left column

STEP 1: Select a Property

You can search by Address, Parcel Number,

Apply for a Permit
 Submit a permit application online.

Select a Property 100 PLEASANT COVE DR Enter Applicant Information Estimate Fees

Step 1: Select a Property

Property Search

Search By: Address
 Search For: 100

Owner Name	Address	Parcel Number
Oakland County	100 Conversion Property, Novi, MI 48375	00-00-00-000-000
KLOPFACE ERK & BIGNASSO, JENNIFER	100 PENHILL ST, NOVI, MI 48375	50-22-03-451-008
SCHLESSMAN, RODNEY W	100 PLEASANT COVE DR, NOVI, MI 48377	50-22-10-277-018

STEP 3: Enter Applicant Info

Verify your contact information and choose the parties to receive e-mail notifications when the permit's status changes

Apply for a Permit
 Submit a permit application online.

Select a Property 100 PLEASANT COVE DR Enter Applicant Information Estimate Fees

Step 3: Enter Applicant Information

Verify your contractor information and select the licensees who will be doing work on the permit (if necessary).

Verify Contractor Information

Name: BrianContracting
 Address: 854 SOFTWARE BATH, MI
 Phone: (517) 641-8900
 Federal ID: 123456789

Update Contractor Information

Select Parties to Notify

Select one or more email addresses to include in notifications regarding permit application updates.

Name	Email Address	
Brian Powell	BrianContractor@Email.com	<input checked="" type="checkbox"/>

STEP 2: Enter Permit Details

Choose the permit type, input the work description and pick the Basic Usage (if applicable)
 NOTE: Residential Contractors are limited to Single Family Residential Roofing, Siding, and Roofing & Siding.

Apply for a Permit
 Submit a permit application online.

Select a Property 100 PLEASANT COVE DR Enter Applicant Information Estimate Fees

Step 2: Enter Permit Details

Enter the type of permit for which you wish to apply:

Building Residential

Please describe the work to be done in detail:
 Enter Work Description Here.

STEP 5: Attachments

Some permit types may allow, or even require an attachment

While not applicable for all applications, this can be used to submit any relevant plans or images for the permit.

Apply for a Permit
 Submit a permit application online.

Select a Property 1 Conversion Property Enter Applicant Information Estimate Fees Add Attachments

Step 5: Add Attachments

If you have any files or attachments that will be required for the approval of your Permit (required plan documents or other relevant materials) click the button below to browse your computer and attach them to your application. Please note: If you fail to submit required plan documents, your application may be delayed or denied.

Select...

Back Finish

STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity

Apply for a Permit
 Submit a permit application online.

Select a Property 100 PLEASANT COVE DR Enter Applicant Information Estimate Fees

Step 4: Estimate Fees

Estimate your permit fees by filling out the below information as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

Fee Description	Details	Quantity	Total Fee
Application Fee	Enter quantity:	1	\$30.00
BOCA Review	Enter quantity:	0	\$0.00
Contractor Registration	Enter quantity:	1	\$15.00
Inspection - Final	Enter quantity:	0	\$0.00
No additional fees found.			
Total Estimated Fees:			\$45.00

Successful Permit Application

You will receive a summary confirmation screen at the end of the permit application indicating a successful application submission.

Application Submitted Successfully

Your application is awaiting review by building department staff. You will receive an email notice when the application has been processed.

Application Date: 02/20/2014
 Permit Type: Electrical
 Email Address: brian@briancontracting.com
 Address: 1 Conversion Property
 Parcel Number: 00-00-00-000-000
 Total Estimated Fees: \$2.00

This amount is subject to change based on permit application review or subsequent inspections.

Apply for another permit: on 1 Conversion Property | on a different property

*Disclaimer: BSA software provides information as a way for manufacturer to deliver information online and is not responsible for the content or accuracy of the information. The information may vary without notice. BSA does not warrant the accuracy of the information. Please contact your manufacturer if you believe there are errors in the data.



APPLICATION & PERMIT

FOR CONNECTION TO CITY SEWER, SOIL EROSION OR USE OF CITY RIGHT OF WAY

PUBLIC SERVICE DEPARTMENT
124 W. Michigan Ave – 7th Floor
Lansing, MI 48933
Tel: (517) 483-4455 Fax: (517) 483-4431

_____ N ^o : _____
Date Received _____ Permit No. _____

APPLICATION

LOCATION: _____ BETWEEN _____ AND _____

APPLICANT HEREBY AGREES TO ABIDE BY THE CONDITIONS SET FORTH BELOW AND ON THE REVERSE SIDE.

OWNER

NAME: _____ PHONE: _____
 ADDRESS: _____
 SIGNATURE: _____
 TITLE\DATE

CONTRACTOR

NAME: _____ PHONE: _____
 ADDRESS: _____
 SIGNATURE: _____
 TITLE\DATE

- | | | | | | |
|------------------------------------|---------------------------------|---|-------------------------------------|----------------------------------|-------------------------------------|
| <input type="checkbox"/> SIDEWALK | <input type="checkbox"/> SEWER | <input type="checkbox"/> UTILITY (Aerial) | <input type="checkbox"/> ANNUAL | <input type="checkbox"/> EROSION | <input type="checkbox"/> LANE CLOSE |
| <input type="checkbox"/> PAVT. CUT | <input type="checkbox"/> ACCESS | <input type="checkbox"/> UTILITY (Buried) | <input type="checkbox"/> LTR INTENT | <input type="checkbox"/> DETOUR | <input type="checkbox"/> MISC |

PURPOSE: _____

 Starting Date: _____ Completion Date: _____ 30 Day:

FINANCIAL REQUIREMENTS

PERMIT FEE: _____
 EST. INSPECTION COST: _____
 PAVEMENT DEPOSIT: _____
 BOND REQUIREMENT: _____
 OTHER: _____

APPLICANT ATTACHMENTS

PERFORMANCE BOND: _____
 PROOF OF INSURANCE: _____
 PLANS: _____
 OTHER: _____

CONDITIONS OF APPROVAL:

PERMIT

- CALL FOR INSPECTION
CONCRETE 483-4455
- CONTACT BWL FOR STREET
LIGHT CONDUIT INFO 371-6317
- CALL MISS DIG 800-482-7171
- CALL FOR INSPECTION
SEWER 483-4161

ATTACHMENTS

APPROVED BY: _____ DATE: _____ FORESTRY: _____ TRAFFIC: _____ MDOT: _____

INSPECTION

PAVEMENT PREPARATION: Material: _____ Forms: _____ Traffic Control: _____ Stamp: _____
 Subgrade: _____ Compaction: _____ Curing: _____ Other: _____

REMARKS: _____

SEWER PARTIAL
 BY: _____
 DATE: _____

Inspector: _____ Date: _____

FINAL INSPECTION: Work Covered by this permit SATISFACTORIALLY COMPLETED NOT SATISFACTORY

CHARGES: _____

 REMARKS: _____

 Inspector: _____ Date: _____

GENERAL CONDITIONS

For concrete or asphalt inspections, call (517) 483-4156

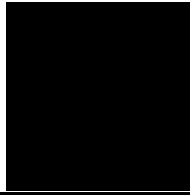
This permit is issued with the following conditions:

1. **START UP:** Prior to commencing, contact the Public Service Permits Office (PSPO) at (517) 483-4156 with the date the work is scheduled to start. Contact the PSPO if the work is to be rescheduled.
2. **SPECIFICATIONS:** Meet the requirements of the current City of Lansing Public Service Department (or governing agency) Specifications, Standard Details, the City Code and attachments to this permit. A copy of the permit and attachments shall be kept on site.
3. **SAFETY:** Take, provide and maintain all necessary precautions to prevent injury or damage to persons or property from operations covered by this permit. Pedestrian safe access must be maintained. Maintain traffic as per approved traffic control plan or the Michigan Manual of Uniform Traffic Control Devices, Part 6.
4. **MISS DIG:** Contact Miss Dig at least 72 hours before you dig at (800) 482-7171 or 811.
5. **PAVEMENT CUT:** As per the **City of Lansing Utility Cut Policy**. Edges must be squared, straight, not undermined and extend onto 12" of undisturbed subbase. Replacement of road cross-section shall match existing road cross-section. All asphalt patches will be made by the Department of Public Service and billed to the applicant. Contact PSPO at (517) 483-4156 when cut is prepared for filling.
6. **SIDEWALK RESTORATION:** Sidewalks and/or curb ramps shall be replaced within two weeks of their removal, or temporarily restored to public use within five days of removal with the City Engineer's approval on method and permanent restoration date. Final product must comply with the American Disability Act specifications.
7. **RESTORATION:** Topsoil and grass seeding within five calendar days after final grading is completed (City Code 1218.16).
8. **SOIL EROSION & SEDIMENT CONTROL (SESC):** The permit holder is responsible for soil erosion & sediment control related to all earth changes occurring under this permit. If more than one acre is disturbed or if the work is within 500 feet of a lake, river or stream, a separate SESC permit will be required as per City Code 1218.11. Streets and sidewalks shall be kept clean of tracked dirt. If permanent SESC measures are not installed in a timely manner as per City Code 1218.16, the Public Service Department reserves the right to implement permanent SESC measures and charge the expense to the permit holder.
9. **TREES:** Contact the Forestry Division at (517) 483-4161 prior to excavating within 10' of a tree or within the drip line/root zone. Stockpiling material or storing equipment within the drip line of a tree is prohibited.
10. **RIGHT TO COMPLETE/REVOICATION OF PERMIT:** The Public Service Department has the right to demand completion by the permit holder or the performance surety. The Public Service Department has the right to correct any activity which adversely affects the operation and maintenance of the City's right-of-way or sewer system. Under City Code 1022.02, the Public Service Department reserves the right, after a 24-hour notification to the permit holder, to repair the right-of-way and charge the expense to the permit holder. In cases of immediate danger to people or property, the Public Service Department reserves the right to make the situation safe and charge the expense to permit holder. This permit may be suspended at will, and the permit holder shall surrender this permit and alter, relocate or remove its facilities at its expense at the request of the Public Service Director.
11. **STORM/SANITARY SEWER LEADS:** Individual storm and sanitary leads are private utilities in the public right-of-way, and are not regulated by Miss Dig. If the permit holder damages a storm or sanitary sewer lead, the permit holder shall make repairs at his expense. The permit holder shall use a City of Lansing licensed drain layer to make the repair and obtain the necessary sewer permits.
12. **CONCRETE:** All formwork must be inspected and approved by the City inspector prior to the placement of concrete. A follow-up inspection will be made to ensure compliance with all conditions of the permit.
 - a. Sidewalks must be stamp imprinted indicating contractor's name and date of placement. The concrete shall be stamped every 80 linear feet, at each end of the placement and on every drive approach. The characters shall be 1.5" high.
 - b. White pigment curing compound or plastic film must be immediately applied to the broom finished concrete.
 - c. Between Oct. 1st and May 1st, any permitted concrete work shall have cold weather protection. Off season work will be reinspected in the spring.
 - d. Mix: 6-sack Portland cement, 5.0 gallons water per bag of cement, 6.5% +/- 1.5% air entrainment, 3" maximum slump, delivered by redi-mix truck.
 - e. Minimum thickness: drive approaches 6" residential, 8" commercial, sidewalks 6" in downtown, 4" in elsewhere. Note: sidewalk thickness adjacent to an approach shall be the approach thickness.
 - f. Drive approach width at curb: maximum 20' for double car garage, 14' for single car garage and commercial approach as approved by Transportation Division.
 - g. Concrete is to be barricaded from vehicle traffic until minimum design strength per MDOT specification has been achieved.
 - h. Damaged or improperly installed sidewalk shall be replaced as per City Code 1024.06.
13. **ASPHALT DRIVE APPROACHES:** Shall be placed and compacted in layers of no greater than 3". Concrete sidewalk shall be continuous through the approach. During adverse weather, the City may not allow the placement of asphalt.
14. **HOURS:** City Code 654.07.g prohibits a noise disturbance across residential property from 8 PM to 7 AM and on weekends.
15. **INDEMNIFICATION:** The permit holder shall carry the appropriate level of insurance and hold harmless the City for any claims for damages arising from operations covered by this permit.
16. **AMERICANS WITH DISABILITIES ACT:** Permit holder shall comply with ADA rules and regulations.

A SEWER CAP PERMIT SHALL BE OBTAINED FROM PUBLIC SERVICE PRIOR TO APPLICATION

CITY OF LANSING BUILDING SAFETY OFFICE
316 N CAPITOL AVE SUITE C-1
LANSING, MI 48933-1238
(517) 483-4356

Permit #



DEMOLITION PERMIT APPLICATION

DATE: _____

DEMOLITION ADDRESS: _____

DEMOLITION REQUESTED BY: _____

APPLICANT NAME: _____ DAY/PHONE (____) _____

APPLICANT ADDRESS: _____

PROPERTY OWNER: _____ DAY/PHONE (____) _____

PROPERTY OWNERS ADDRESS: _____

Consumer's Power letter provided? Date: _____

Board of Water & Light letter provided? Date: _____

Building Use: _____ Number of Stories: _____

Intended Use of Property: _____

- **Erection of new structures and providing new parking areas each require review, approval, and/or permits from the City of Lansing.**
- **Sewer must be inspected by Public Service Department before capping. (517) 483-4455**
- **Work to be done under this permit must comply with the requirements of the Building Code and all other applicable laws and ordinances.**

APPLICANT SIGNATURE _____

For Office Use Only

License required? Yes No License current? Yes No **TOTAL FEE:** _____

Zoning District:

- A B C DM-1 DM-2 Dm-3 DM-4 D-1 D-2
 E-1 E-2 F F-1 G-1 G-2 H I J

Yes No Reviewed for historical significance?

Reviewed by: _____ Date: _____

Approved Disapproved If disapproved was owner notified? Yes No

Comments: _____

Director Signature (or authorized representative) _____ Date: _____

Building Office Approval: _____ Date: _____



Building Permit Fee Schedule July 1, 2017

Schedule A

The following fees shall be charged for new construction, additions, alterations, and repairs. The determination of value or valuation under any of the provisions of this Code shall be made by the Manager of the Building Safety Office. The valuation to be used in computing the permit fee shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent work or permanent equipment.

<u>Valuation</u>	<u>Fee</u>
\$1.00 to \$2,000	\$100.00
\$2001 to \$4,000	\$120.00
\$4,001 to \$10,000	\$155.00
\$10,001 to \$15,000	\$200.00
\$15,001 to \$50,000	\$200.00 for the first \$15,000 plus \$7.50 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$1,000,000	\$462.50 for the first \$50,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 to \$5,000,000	\$6,637.50 for the first \$1,000,000 plus \$5.25 for each additional \$1,000 or fraction thereof, to and including \$5,000,000.
\$5,000,001 to \$10,000,000	\$27,637.50 for the first \$5,000,000 plus \$4.25 for each additional \$1,000 or fraction thereof, to and including \$10,000,000.
\$10,000,001 and up	\$48,887.50 for the first \$10,000,000 plus \$3.00 for each additional \$1,000 or fraction thereof

The fee shall be based upon the estimated valuation established by multiplying the square footage of the building by a reasonable unit cost factor or by such other method or methods established and approved by the Building Official. Such cost factors shall be posted in the Building Safety Office. No permit shall be issued upon a lesser value than determined from this table or approved by the Building Official.

The most recent square foot cost data provided by the International Code Council shall be used in determining building permit value. The square footage used to determine value shall be the floor area within the external dimensions of the building.

Plan Review Fees

Residential Structures governed by the Michigan Residential Building Code:

Permits having a work value of \$3,000.00 or less including reroofing, siding and demolition projects are exempt from a Plan Review Fee. Plan Review Fees on valuations of more than \$3,000.00 shall be 20% of the Building Permit Fee.

Commercial and Multi-Family (including attached R3) Structures:

When construction documents are required to be submitted in accordance with the Michigan Building Code, an **Application for Plan Review shall be completed and the Plan Review Fee shall be paid at the time of submitting the application and construction documents for review.** The Plan Review Fee shall be 56% of the Building Permit Fee as shown in the Building Permit Fee Table, rounded up to the next whole dollar. The Plan Review Fee includes review of the original submission plus one revision. Additional reviews prior to *issuance of the permit* will be billed at \$100.00 per hour with a one hour minimum and in 1/2 hour increments over one hour. The review of Revisions, Addendums, Architect's Supplemental Instructions, and Change Orders etc., submitted after the issuance of the permit (other than deferred submittals noted in original plan review), will be billed at \$100.00 per hour with a one hour minimum and in 1/2 hour increments over one hour.

Miscellaneous Fees

Technology Fee applies to all permits:	\$ 10.00
Additional Inspection Fee:	\$ 80.00
Siding Installation Permit Fee for: Aluminum, vinyl, steel, or wood siding; when repair, remodel or	
Residing on residential buildings.....	\$ 100.00
Commercial	Value Of Work
Tear off and Re-roof: Single Family/Residential	\$ 100.00
Commercial	Value of Work
Demolition Permit Fee to Demolish Buildings and Structures:	
Private garages or sheds	\$ 100.00
Single Family (R3) Dwellings (include garage):	\$ 160.00
Commercial Buildings and Multi – Family (R1 & R2):	Value of work
<u>Sites must be “Development Ready” at completion of the demolition.</u>	
Moving Permit Fee to Move Buildings and Structures:	
All buildings and structures less than 500 square feet in area and less than 17 feet high when loaded.....	\$ 100.00
All buildings over 500 square feet in area over 17 feet high	\$ 135.00
Police Escort Fee, paid to Lansing Police Department per approved LPD fee schedule is required.	
Swimming Pool Installation Fee:	\$ 100.00
City Clerk License Inspections:	\$ 100.00
Investigation Fee (work started without a permit)	\$ 150.00
Show Cause Letter	\$ 80.00
Stop Work Order	\$ 250.00
Stop Work Order – Monthly Monitoring Fee	\$ 150.00
Special Inspector Approval (per discipline/per firm)	\$ 25.00
Commercial Paper Application Fee	\$ 25.00
Commercial Construction Document – Electronic Conversion (11 x 14 and smaller, per sheet)	\$ 2.50
Commercial Construction Document – Electronic Conversion (larger than 11 x 14, per sheet)	\$ 5.00
Building Permit Application – Electronic Conversion (per page)	\$ 1.50
Building Permit Application fee (Contractors only)	\$ 25.00
NOTE: These fees apply only to licensed contractors for permit types that can be obtained online (roofing, siding, and roofing & siding)	
Board of Appeals & Administrative Modifications:	
Single Family Residential.....	\$ 125.00
Commercial	\$ 200.00
Single Family Residential Rentals	\$ 200.00

Refund of Fees

Holders of permits upon which **work has not been started** may make written application for a refund of Fees paid for such Permits, provided such application is made by the same person or corporation who originally applied for such permit or by the estate of such person or receiver of such corporation, within **6 months of date of issue**. Upon verifying the facts in such cases, the Building Safety Manager shall refund 75% of all fees in excess of \$5.00 in such manner as may be directed by the City Controller.



Andy Schor, Mayor

PUBLIC SERVICE DEPARTMENT

7th Floor City Hall
124 West Michigan Avenue
Lansing, Michigan 48933
(517) 483-4455
FAX: (517) 483-6082
www.lansingmi.gov/pubserv



To: All Contractors, Developers, Architects and Engineers

Re: Soil Erosion and Sedimentation Control Permit

Codified Ordinance of Lansing, Michigan, Chapter 1218, provides for the soil erosion and sedimentation control from non-agricultural development within the City of Lansing.

A Soil Erosion and Sedimentation Control Permit is required by anyone who allows or engages in any earth change, grading, stripping, excavating, or cutting, which disturbs one or more acres of land, or which is within 500 ft. of a lake, river, stream or natural drain.

In accordance with this ordinance, the Owner of a proposed demolition and/or construction project is required to file an application for the appropriate permit on a prescribed application. Prior to issuance of said permit, it will be determined if a Soil Erosion Permit is required.

If it is determined that a Soil Erosion Permit is required, the following procedure should be followed:

1. Complete the attached Soil Erosion-Sedimentation Control Permit Application.
2. Submit three (3) sets of plans showing: the proposed grading, excavating, cutting or stripping, with submission of an application for a permit. A professional engineer, registered architect, landscape architect, agronomist, soil scientist, soil engineer, or other persons of established experience or training must prepare your plans. These plans shall, as a minimum, include:
 - Vicinity map (no smaller than 1" = 2000'), showing the site location and adjacent properties and the distance to the nearest river, stream, natural drain, lake or pond from the site.
 - Boundary line survey and legal description of the site.
 - Site plan (no smaller than 1" = 100') showing the names, addresses, and phone numbers of the owner, developer and the applicant.
 - Proposed control measures identified on the plans by the Michigan Unified Keying System as defined in the Michigan Soil Erosion & Sedimentation Control Guide book.
 - Time schedule and sequence description of the work.
 - A certified statement of the quantity of excavation or fill involved.
 - A description and location of all proposed and existing drainage facilities, including delineation of the drainage area of the land tributary to the site and estimated runoff of the area served by the drain, using the prescribed City of Lansing methods.
 - A topographic map showing existing and proposed contours with maximum contour interval of five feet; all existing and proposed structures or developments; natural features of the site and adjacent lands within 50 feet of the site boundaries; location with respect to any nearby lake, stream, or natural drain; elevations, dimensions, location, slope and extent of the proposed activity, soil investigation report indicating the nature, distribution, and supporting ability of soils on the site.
3. At the time of filing an application for a permit, a Plan Review Fee and a Permit Closure Fee are required. Additionally, a monthly SESC Inspection Fee per 30-day increments, based on

- the submitted construction schedule, is required. These fees are non-refundable. No portion of the fee will be refunded if the site is stabilized prior to the scheduled completion date. Additional fees will be required if the site is not stabilized prior to scheduled completion date.
4. Fees are determined by the type of project, which is divided into two types; residential and commercial. Residential projects are those that involve a single family dwelling and are generally less than one acre in size. All other projects fall into the Commercial project category. After plans have been approved by the City, the applicant is required to provide a surety in accordance with the size of the project to the nearest whole acre. Partial acres are rounded up to the next whole acre. The surety can be in the form of a bond, irrevocable letter of credit or cash. The surety shall not have an expiration date. Upon completion of the work, inspection and approval by the City Engineer, the surety will be released.
 5. The current fee and surety schedules can be found on the Public Service Department's website. Fees are annually reviewed and adjusted according to the estimated Public Service engineering, inspection, and administrative staff effort to review, approve, inspect, and close out projects. Surety bonds are based on the estimated cost to restore and stabilize the disturbed area should the project not be fully completed.

Construction Storm Water – MDEQ Notice of Coverage

Construction activities (which include earth change activities such as clearing, grading, excavating, stockpiling, etc.) that disturb one or more acres, are regulated under the under Michigan's NPDES construction storm water program. Landowners of regulated construction sites are required to obtain Soil Erosion and Sedimentation Control (SESC) permits from the county or municipal enforcing agency or the work must be conducted by an Authorized Public Agency. Earth change activities that disturb 1 to 5 acres are deemed to have automatic construction storm water coverage once the SESC permit coverage is obtained. **Earth change activities that disturb greater than 5 acres must file a Notice of Coverage with the DEQ including a copy of the SESC permit**, a location map and a copy of the approved Soil Erosion and Sedimentation Control Plan for the Project, the name and certification of the certified construction storm water operator, and the filing fee. Once the SESC permit is in place and the respective storm water coverage is obtained, the landowner must ensure that the site is inspected by a certified construction storm water operator once per week, and within 24 hours after every precipitation event that results in a discharge from the site and ensure that any needed corrective actions are carried out. Any questions regarding the Construction Storm Water Notice of Coverage should be directed to the MDEQ Water Resources Division staff found on the staff map at http://www.michigan.gov/documents/deq/wrd-sesc-const-sw-staff_344830_7.pdf

If you have any questions regarding the SESC requirements, please contact a City of Lansing staff engineer at (517) 483-4455.

Very truly yours,

D. Dean Johnson, P.E.
City Engineer

Enc.
rev 1/13
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**CITY OF LANSING
PUBLIC SERVICE DEPARTMENT
ENGINEERING DIVISION**

SOIL EROSION AND SEDIMENTATION CONTROL Permit
(Issued under the authority of Part 91, Soil Erosion and Sedimentation Control,
of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended)

1. APPLICANT (Please check if applicant is the landowner or designated agent*)

Name <input type="checkbox"/> Landowner <input type="checkbox"/> Designated Agent			
Address			
City	State	Zip Code	County

2. LOCATION

Section	Town	Range	Township	City Lansing	County
Subdivision	Lot No.	Property Tax ID Number	Street Address		

3. PROPOSED EARTH CHANGE

Project Type: Residential Multi-family Commercial
 Industrial Land Balancing

Describe Project	Size of Earth Change (acres or square feet)
Name of and Distance to Nearest Lake, Stream, or Drain	Date Project to Start
	Date Project to be Completed

4. SOIL EROSION AND SEDIMENTATION CONTROL PLAN

Note: <u>3</u> Complete Set of plans must be attached	Estimated Cost of Erosion and Sediment Control
	Plan Preparer 's Name Telephone ()

5. PARTIES RESPONSIBLE FOR EARTH CHANGE

Name of Landowner (if not provided in Box No. 1 above)		Address	
City	State	Zip Code	Telephone ()
Name of Individual "On Site" Responsible for Earth Change		Company Name	
Address	City	State	Telephone ()

6. PERFORMANCE DEPOSIT (If required by the permitting agency)

Amount Required \$ _____	<input type="checkbox"/> Cash	Receipt # _____	<input type="checkbox"/> Certified Check	Receipt # _____	<input type="checkbox"/> Irrevocable Letter of Credit	<input type="checkbox"/> Surety Bond
Name of Surety Company						
Address	City	State	Zip Code	Telephone ()		

I (we) affirm that the above information is accurate and that I (we) will conduct the above described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resource and Environmental Protection Act, 1994 PA 451, as amended, applicable local ordinances, and the documents accompanying this application.		
Landowner's Signature	Print Name	Date
Designated Agent's Signature*	Print Name	Date

* Designated agent must have a written statement from landowner authorizing him/her to secure a permit in the owner's name.

CITY OF LANSING
SOIL EROSION AND SEDIMENTATION CONTROL
PERMIT FEE AND BOND REQUIREMENTS

Last updated 8/14

PERMIT FEE REQUIREMENTS	PAYABLE AT THE TIME OF FILING OF THE APPLICATION
	<p>TECHNOLOGY FEE \$ 5.00</p> <p>PLAN REVIEW FEE \$200.00</p> <p>PERMIT CLOSURE FEE \$200.00</p> <p>SESC INSPECTION FEE \$300.00 PER 30-DAY INCREMENTS</p> <p>This is based on the submitted construction schedule. There will be no refund of fees if work is completed ahead of schedule. Additional fees will be required if the earth change is not stabilized within the submitted construction schedule.</p>
	MINIMUM FEE \$705.00
WINTER SESC INSPECTION	<p>WINTER INSPECTION FEE \$65.00 PER 30-DAY INCREMENTS</p> <p>The SESC Winter Inspection Fee is to be used when the site has been temporarily stabilized for the Winter and there is no active earth change.</p>
BOND (SURETY) REQUIREMENTS	PAYABLE AT THE TIME OF SESC PLAN APPROVAL
The surety can be in the form of a bond, irrevocable letter of credit, certified check or cash.	FIXED RATE FEE \$750.00
If a surety is used, it must be from a United States based company.	PER ACRE FEE \$1500.00 PER ACRE
The surety shall not have an expiration date.	Rounded up to the nearest acre
	MINIMUM FEE \$2250.00
	The SESC Bond shall be release when the SESC Certificate of Completion is issued.

Notes

Ingham Co. 4N, 2W Section 9
Lot 86 of "Blue Hills"

*It may be necessary to dewater excavated area prior to completion of basement. If dewatering is necessary, a pump and a geotextile bladder will be used.

*Silt fence will be trenched 6". Sediment will be removed when covering 50% of exposed silt fence. See attached detail.

*Permanent Soil Erosion and Sedimentation Control (SESC) measures include: sodding, landscaping, and gravel drive. Maintenance of permanent SESC measures is the landowner's responsibility.

*Soil stock pile will be temporary stabilized with vegetation.

*Construction and SESC measure schedule attached.

*The soil for the area of earth change is a Sandy Loam.

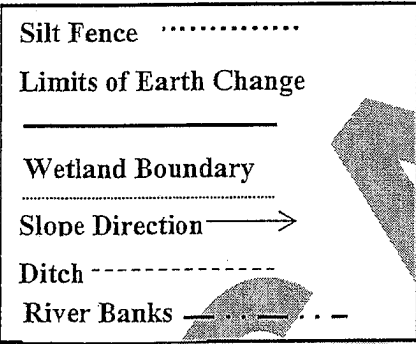
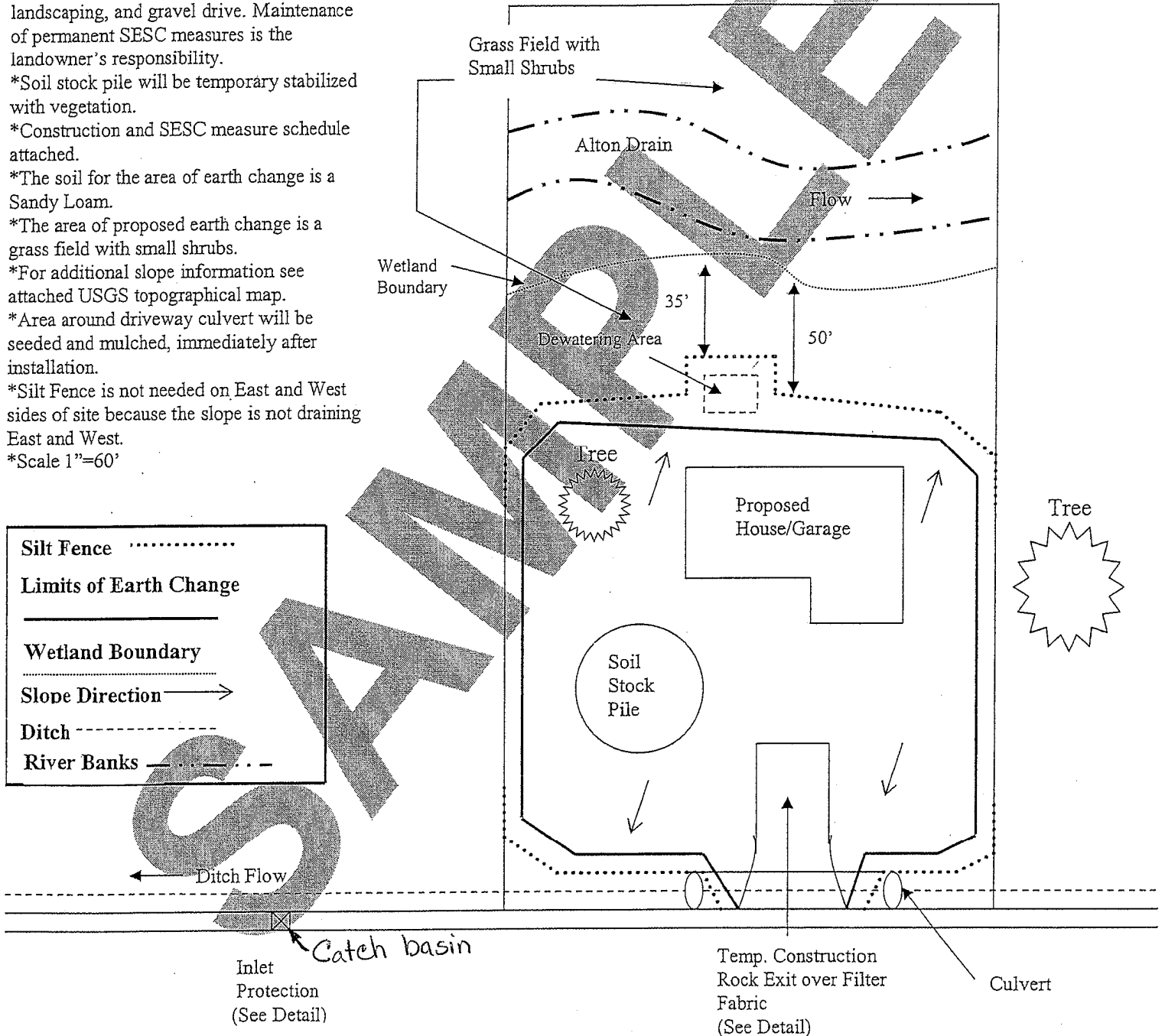
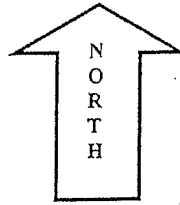
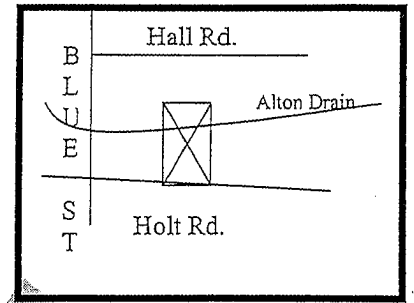
*The area of proposed earth change is a grass field with small shrubs.

*For additional slope information see attached USGS topographical map.

*Area around driveway culvert will be seeded and mulched, immediately after installation.

*Silt Fence is not needed on East and West sides of site because the slope is not draining East and West.

*Scale 1"=60'



Holt Road

803.01

Section 803. CONCRETE SIDEWALK, SIDEWALK RAMPS, AND STEPS

803.01. Description. The work consists of constructing concrete sidewalks, sidewalk ramps, and steps.

803.02. Materials. Provide materials in accordance with the following:

Sound Earth.....	<u>205</u>
Concrete, Grade P2, P1	<u>601</u>
Concrete, Grade S3, S2	<u>701</u>
Granular Material Class II.....	<u>902</u>
Curing Compound	<u>903</u>
Steel Reinforcement	<u>905</u>
Pipe Railing	<u>908</u>
Joint Fillers	<u>914</u>

A. **Steps.** Use Grade P1 or Grade S2 concrete for steps. The Department will allow precast steps if the Engineer determines that precast steps meet requirements for cast-in-place steps.

B. **Detectable Warning Surfaces.** Provide detectable warning surfaces, selected from the Qualified Products List, that contrast visually with adjacent walking surfaces, either light-on-dark or dark-on-light. Only use pre-fabricated detectable warning products, placed or grouted in newly cast concrete sidewalk ramps. The Engineer may allow the use of surface applied pre-fabricated products as retrofits on existing concrete only. Ensure surface applied products include mechanical anchors.

803.03. Construction.

A. **Preparation of Base.** Excavate to the required depth and to a width that will allow forming. Remove unsuitable material below the required depth and replace with sound earth. Shape and compact the base to conform to the section shown on the plans.

B. **Forms.** Use either fixed forms or slip forms. Provide straight, full depth, un-warped forms that will resist springing during concrete placement. Firmly stake fixed forms.

C. **Placing and Finishing Concrete.** Moisten the base before placing concrete. Do not place concrete on a frozen base, or base that is unstable from excessive moisture. Place the concrete and consolidate before finishing, ensuring the area along the surfaces of the forms is also consolidated. Place and finish in a continuous operation.

If replacing gutters in addition to sidewalk ramps, transition the gutter cross section in advance of the sidewalk ramp to meet the dimension

and profile in Standard Plan R-28 Series. Use the same reinforcement pattern present in the existing gutter.

Place the railing sockets for concrete steps in the plastic concrete or drill into the hardened concrete.

Float the surface, but do not over-float, to produce a smooth surface, free from irregularities. Round the edges and joints with an Engineer-approved finishing tool.

Texture the surface of sidewalks, sidewalk ramps, driveways and steps, with a coarse broom transverse to the direction of travel.

D. Sidewalk Joints. Construct transverse and longitudinal expansion and plane-of-weakness joints at intervals and locations shown on the plans. Align transverse joints with like joints in adjacent slabs. Construct joints with faces perpendicular to the surface of the sidewalk and no greater than $\frac{1}{4}$ inch from the position shown on the plans. Construct transverse joints at right angles to the centerline of the sidewalk and longitudinal joints parallel to the centerline.

Spade or vibrate and compact the concrete to fill voids at the faces of the joints. Ensure a smooth finished surface, to the required grade.

Place expansion joint filler the full depth of the joint, but slightly below the finished surface of the sidewalk.

Cut the plane-of-weakness joints into the concrete after floating. Cut plane-of-weakness joints to at least $\frac{1}{4}$ the thickness of the sidewalk and from $\frac{1}{8}$ inch to $\frac{1}{4}$ inch wide. Finish the cut joint smooth, to the line required by the contract documents.

Do not seal the joints.

E. Curing and Protection. Cure and protect the concrete in accordance with subsection 602.03.M and subsection 602.03.T. Allow pedestrian traffic after 48 hours.

F. Railing for Steps. Place the railing in the sockets and fill the space between the pipe and the socket with a non-shrink mortar or grout selected from the Qualified Products List.

G. Backfilling. After the concrete gains required strength, remove fixed forms and backfill with sound earth. Compact and level the backfill 1 inch below the concrete surface.

H. Detectable Warning Surfaces. Install detectable warning surfaces in accordance with the manufacturer's instructions and Standard Plan R-28 Series.

803.04

803.04. Measurement and Payment.

Pay Item	Pay Unit
Sidewalk, Conc, __ inch	Square Foot
Sidewalk Ramp, Conc, __ inch	Square Foot
Detectable Warning Surface.....	Foot
Steps, Conc	Cubic Yard
Railing for Steps	Foot

A. **Concrete Acceptance.** Conduct concrete quality control as specified in section 604. The Engineer will conduct quality assurance as specified in section 605. The Department will pay for this work based on the quality assurance results.

B. **Sidewalk, Concrete.** The Engineer will measure **Sidewalk, Conc,** of the required thickness, in place.

C. **Sidewalk Ramp.** The Engineer will measure **Sidewalk Ramp, Conc, __ inch** by the area of ramp and landing in place. Ramped sidewalk includes sidewalk sloped greater than the normal continuous sidewalk grades to meet the elevation of the curb opening or intermediate landing.

The unit price for **Sidewalk Ramp, Conc, __ inch** includes the cost of landings, monolithic rolled curbs or side flares along the longitudinal edges of the ramp or landing, and curb and gutter openings.

The Engineer will not measure landing areas for payment if a landing, meeting the requirements of Standard Plan R-28 Series, is constructed with a proposed sidewalk or is retained with an existing sidewalk at the end of the ramp.

The Department will pay separately for replacing sidewalks, curbs, or curb and gutter outside of the area measured for **Sidewalk Ramp, Conc, __ inch.**

The Department will pay for rolled curb adjacent to the non-traffic edge of parallel or combination ramps separately, only if the required height exceeds 18 inches along a continuous run.

D. **Detectable Warning Surface.** The Engineer will measure **Detectable Warning Surface** in place by length along the center of the 24 inches wide detectable warning material at required locations. If the Contractor elects to remove the existing concrete sidewalk or sidewalk ramp in conjunction with retrofitting a detectable warning device, the unit price for **Detectable Warning Surface** will include the cost of removing sidewalk, sidewalk ramp, and restoration.

E. **Steps, Concrete.** The Engineer will measure and the Department will pay for **Steps, Conc** based on plan quantities in accordance with subsection 109.01.A. The unit price for **Steps, Conc** includes the cost of foundation preparation, constructing forms, providing and placing steel reinforcement, providing, placing, finishing, and curing concrete, providing and placing backfill, and cleanup.

The Engineer will measure **Railing for Steps** in place by length of top rail, for each railing required. The unit price for **Steps, Conc** includes the cost of providing, fabricating, galvanizing, installing, and grouting the railing.

F. **Backfill.** Unless the contract documents include separate pay items for backfill, the unit price for other items of work will include the cost of backfilling.