

# Charter Township of Shelby

Timothy Wood  
Building Director

52700 Van Dyke  
Shelby Township, MI 48316-3572

Phone: (586) 731-5969  
Fax: (586) 803-2099  
E-mail: [building@shelbytwp.org](mailto:building@shelbytwp.org)

## OUTLINE PROCEDURES FOR DETACHED RESIDENTIAL ACCESSORY BUILDINGS [ Larger than 200 sq/ft in Area ]

### PERMIT PROCEDURE

A building permit is required by the OWNER or BUILDER. Submit the information indicated below and allow at least two weeks for plan review and processing. The permit applicant will be contacted when the permit is ready to be picked up. An application fee is required at the time the application is submitted (residential \$75.00 and commercial \$75.00).

- |   |  |
|---|--|
| <b>1) Permit application</b>                | Complete all applicable sections of application. Missing information will cause delays.  |
| <b>2) Plot Plan<br/><br/>(3 copies)</b>     | Provide a copy of mortgage survey or scaled drawing indicating location of structure, streets, easements, existing buildings, septic system, and property lines.<br>Provide setback dimensions to all property lines, existing buildings, septic systems, and streets. |
| <b>3) Construction Plans<br/>(3 copies)</b> | Provide detailed plans showing proposed construction   |

***Special Conditions may require approval of Township Board, Planning Commission, or the Zoning Board of Appeals.***

### ZONING REQUIREMENTS

- |             |   |
|-------------|---|
| <b>Area</b> | <b>No accessory building shall have a floor area greater than 75% of the floor area of the principle building.</b>  |
| <b>Use</b>  | <b>Use of the accessory building shall be incidental to the principal permitted use and shall not involve any business, profession trade or occupation.</b> |

**Location**

Accessory structures shall conform to the following:

- a) **Front Yards** – no accessory building shall be located in a front yard.
- b) **Rear and side yards** – detached accessory building shall be located no closer than 5 feet to the side or rear property line.
- c) **Easements** – no accessory building shall be located in an easement or on any portion thereof.
- d) **Septic system** – a minimum separation of 10 feet to septic systems is required unless otherwise authorized by the Macomb County Health Department.
- e) A minimum of 10 feet shall be provided between accessory buildings located on adjoining parcels.

**Grading**

**All sites shall be graded in a method and manner, which will not cause or allow storm water runoff onto any adjacent property, except to an approved ditch or retention area. Any problematical sites(s) shall require the submission of an engineered site plan.**

**Height**

Accessory buildings shall not exceed a maximum height of 15 feet as measured from grade level to mid-point of the roof.

**SPECIAL NOTICE REGARDING DEED RESTRICTIONS AND EASEMENTS**

Please be advised that construction activities that are permitted by the Building Department may be further regulated by Subdivision Restrictions or Easement Agreements applicable to the subject property. **In some cases, activities permitted by the Building Department may be prohibited by subdivision restrictions or easement agreements.**

You are strongly advised to check that all current and future lot improvements are in conformance with any applicable subdivision restrictions and easement agreements. Further, you should obtain approval of the subdivision association (if applicable) prior to construction. The laws pertaining thereto generally make the property owner, or agent, responsible for such, and failure to conform may subject you to prosecution.

The installation of doors and other points of ingress and egress in proximity to easements are done at the property owner's risk. No present or future construction and/or lot improvements of any kind shall be permitted within an easement.

To obtain information on recorded subdivision restrictions and easements, the Macomb County Register of Deeds provides the most complete property records and can be reached at (586) 469-5120. In many cases, the Township Clerk's office has copies of restrictions that may apply.

The permit holder is responsible to secure the appropriate approvals for placement of a fence in an easement area and compliance with all applicable subdivision restrictions. **The authorization of a permit by the Building Department shall not be construed as authority to violate any easement or subdivision restrictions.**

**Building Requirements** (See the code for full text and additional requirements)

- All construction shall be in accordance with the current Building Code.
- Foundation anchors or ½” bolts are required to attach the exterior sole plates to the foundation perimeter at maximum 6’ intervals and within 1 foot of each corner.
- All wood within 8” of finished grade shall be pressure treated or “naturally durable”
- Roof framing shall be designed to safely support all dead loads and a 25 p.s.f. Snow load.
- Provide roof ventilation at a minimum of 1 s.f. per 150 s.f. of the area ventilated or 1 s.f. per 300 s.f. if an intake / exhaust method of ventilation is used.
- For roof slopes from 2:12 to 4:12, a minimum of 2 layers of underlayment is required. For roof slopes exceeding 4:12, a single layer of underlayment is required.
- Exterior wall surfaces shall be covered with a weather resistant siding and/or membrane.

**Inspections**

**Electrical** (if applicable)  
**Foundation/ Sand** (prior to placement of concrete) and  
**Final Building** upon completion.

# Charter Township of Shelby

Timothy Wood  
Building Director

52700 Van Dyke  
Shelby Township, MI 48316-3572

Phone: (586) 731-5969  
Fax: (586) 803-2099  
E-mail: [building@shelbytwp.org](mailto:building@shelbytwp.org)

## NOTICE

**TO: Builders, Developers and Owners of property undergoing construction activity**

**RE: Containment of Construction Litter**

Pursuant to Section 3.35 of the Shelby Township Zoning Ordinance, "trash dumpsters shall be required for all construction sites for the purpose of disposing of all construction debris." As a builder, developer, and/or owner of property undergoing construction activity, you are responsible to provide and maintain a dumpster onsite during the course of construction.

Trash dumpsters shall be sized proportionately to the amount of construction debris generated on each site. Such dumpsters shall be periodically emptied and continually maintained in a neat and orderly condition. For projects involving minor construction activity (i.e. wood decks, swimming pools and similar project) a smaller size trash receptacle may be used as long as all construction debris is contained.

For single family residential sites, site built "trash corrals" may be accepted in lieu of a dumpster (see photograph). Such corrals shall be minimum of 8 foot X 8 foot X 4 foot high for the typical single family site. **The corral shall be constructed in such a manner as to effectively contain construction debris.**

At a minimum, trash dumpsters or trash corrals shall be onsite upon the beginning of above grade construction (i.e. erection of walls) and shall be maintained until construction is completed. Pursuant to Section 7-17.04.01 of the Township Code of Ordinances, construction debris that is not contained within an acceptable trash dumpster or corral shall be considered litter, which is therein prohibited.

