



# TOWNSHIP OF RAY

## Building Department

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Building Department Ext 203  
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### Board of Trustees

Joe Jarzyna, Supervisor  
Lori Lascoe, Clerk  
Betsy Bart, Treasurer  
Douglas Stier, Trustee  
Betty Grader, Trustee

### ACCESSORY BUILDING/DETACHED GARAGE REQUIREMENTS

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1. COMPLETED AND SIGNED BUILDING PERMIT APPLICATION FORM.
2. COMPLETED AND SIGNED CERTIFICATE OF ZONING COMPLIANCE.
3. Three (3) copies of SITE PLAN (FOLDED) Plans no larger than 24"x36" (Standard size). (1 copy retained by Building department and 1 by Assessor, 1 returned to builder/contractor).
4. Three (3) PRINTS OF PROPOSED STRUCTURE (FOLDED) Plans no larger than 24"x36" (Standard size). Ordinance attached. (1 copy retained by Building department, 1 by Assessor and 1 returned to builder/contractor).
5. TWO (2) COPIES OF TRUSS PLANS
6. Show footing depth. For a concrete floor, show rat wall depth.
7. HOMEOWNERS PERMIT (Estoppel Certificate) or CURRENT BUILDERS LICENSE REQUIRED. Builder to furnish letter authorizing application letter authorizing signer if not same name. Builder to furnish: Federal employer I.D.#, M.E.S.C. Employer #, Copy of Workman's Compensation Insurance Carrier and Liability Coverage, Driver's License # and date of birth.
8. Section II, D, #17 on application: **STATE SPECIFIC STORAGE USE.**
9. PLAN REVIEW/CZC FEE APPLICATION FEE: Due with application. (NON-REFUNDABLE)  
PLAN REVIEW/CZC \$125.00  
PERMIT FEE \$100.00 PLUS REQUIRED INSPECTIONS \$75.00 EACH  
ADDITIONAL INSPECTIONS AND RE-INSPECTIONS \$75.00 – MUST BE PAID PRIOR TO INSPECTION  
BOND \$500.00
10. PERMIT FEE, REQUIRED INPECTION FEES AND BOND DUE WHEN PERMIT IS ISSUED. BOND AND PERMIT FEE IF PAID BY CHECK MUST BE TWO SEPARATE CHECKS.
11. Electrical, Mechanical and Plumbing permits are separate permits.

**\*NOTE REQUIRED:** Accessory buildings require a completed Certificate of Zoning Compliance and Affidavit of Zoning Compliance form *PRIOR* to any building permit being issued. The affidavit requires the owners signature to be Witnessed and Notarized, which can be performed and the Ray Township Office, at no cost to the Owner. Upon completion the affidavit form will be recorded at the Macomb County Records of Deeds office in Mt. Clemens, MI.

**\*\*NOTE REQUIRED:** A completed Certificate of Zoning Compliance and an Affidavit of Agricultural Zoning Compliance must be submitted with the Application and Plan Review. The CZC form must be approved by the Ray Township Assessor, Building Official, Planning Committee, Supervisor and Fire Department *PRIOR* to the beginning of construction. The Affidavit requires the owners signature to be Witnessed and Notarized, which can be performed and the Ray Township Office, at no cost to the Owner. Upon completion the affidavit form will be recorded at the Macomb County Records of Deeds office in Mt. Clemens, MI.

Detached accessory structures under 200 sq. ft. require a certificate of zoning compliance permit and must follow all set back requirements as set forth by the township.

**RAY TOWNSHIP ZONING ORDINANCE NO 36, SECTION 2900 F. EXPIRATION OF BUILDING PERMIT**

If the work described in any building permit has not begun within six (6) months from the date of issuance thereof, said permit shall expire, except as otherwise provided herein; it shall be cancelled by the Building Inspector; and written notice thereof shall be given to the persons affected.

If the work described in any building permit has not been completed within one (1) year from date of issuance, the permit shall expire unless it is renewed. The Building Inspector may reissue said permit for a second period of one (1) year at the cost of ½ original permit fee. The renewal permit will expire at the end of one (10 year having allowed a total of two 92) years for final construction under original permit.

At the end of two (2) years from the date of issuance of the original building permit, the permit shall expire and the Building Inspector will notify the permit holder in writing of said expiration. No further work may be undertaken and all monies (financial guarantees, plan reviews and permit fees) will be forfeited. To undertake additional work after this period a new application, permit and fees will be required.

SECTION 207: No accessory building or structure shall be converted into living quarters on a lot where a residential dwelling exists.

SECTION 209: Basement or garage swellings which constitute a second separate dwelling are prohibited.

See ordinance attached.