



October 2026

IRA TOWNSHIP

Building Department

7085 Meldrum Rd
Fair Haven, MI 48023

Cell: (586) 531-5887

Office: 586-725-0207

Email: buildingofficial@iratownship.org

New House Checklist

Residential New House Application Checklist and Required Submittals

*****ITEMS 1-5 MUST BE COMPLETED AND/OR TURNED IN AT THE TIME OF APPLICATION*****

1. Pre-Submission

- All lot splits or combinations must be fully completed before you apply.

2. Core Forms & Licenses

- Address Application: Submit the address request form and pay the fee.
- Building Permit Application: Complete, sign, and list the total project cost.
- Contractor IDs: Provide the Individual Builder's License and Driver's License (no company licenses).

3. Technical Plans & Worksheets

- Engineered Site Plan: Submit 2 hard copies + 1 digital copy (must match architectural drawings and show building grades 1–3 feet above the street or match the Master Grading Plan).
- Architectural Drawings: Submit 2 hard copies + 1 digital copy (must be stamped if the house is over 3,500 sq. ft. of habitable space).
- Energy & Heat Plans:
 - Energy Code Worksheet
 - HVAC calculations (Manual D & J)

4. Environmental Clearances

- Floodplain: Provide an official FEMA determination showing if the site is in a floodplain and its Base Flood Elevation.
- Wetlands: Provide written EGLE verification proving no regulated wetlands exist, or submit your approved wetland permits.
- Soil Erosion Permit: Submit a St. Clair County Soil Erosion Permit or Exemption Letter (required if disrupting 1+ acres or building within 500 feet of lake, river, stream, drain or other water body).

5. Infrastructure & Utilities

- St. Clair County Road Commission Driveway Permit.
- St. Clair County Health Department Well Permit (if applicable).
- St. Clair County Health Department Septic Permit (if applicable).
- Lateral line frontage and tap permits paid to the Water Department (if applicable).

Inspection FYIs

- Before Garage Footings: Submit the As-Built Drawings.
- Before Rough Inspection: Submit both the Stamped Truss Drawings and TJI Drawings.
- Before Final Inspection: Submit the Blower Door test results.
- *For homes in the floodplain ONLY:*
 - Before Backfill: Submit the Certificate of Grade Elevation
 - Before Occupancy (CO): Submit the final Elevation Certificate
 - The finished floor must sit at least 1 foot above the floodplain elevation.
 - Flood vents must meet building codes and be clearly shown on your architectural plans.



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NEW HOME CONTACT LIST

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IRA TOWNSHIP

Title	Name	Phone	Email
Assessor	Shawn Biernat	586-725-0263	assessor@iratownship.org
Building Administrator	Kayshe Johnson	586-725-0207	buildingasst@iratownship.org
Building Official	Mike Bommarito	586-531-5887	buildinginspector@iratownship.org
Plum/Mech Inspector	Bill Karas	810-650-8183	bkinspect@yahoo.com
Electrical Inspector	Mark Schwartz	313-220-5180	mrschwartz313@gmail.com
Planner/Zoning	Steve Cassin	586-924-9306	cassin@cassinplanninggroup.com
Zoning Admin	Lori Endres	586-339-3978	lorie@iratownship.org
PCE - Civil Engineer	Erin Jones	810-794-1931	ejones@pce-eng.com
Water/Sewer	Renee Darga	586-725-4186	utilities@iratownship.org

ADDITIONAL CONTACTS

Title	Name	Phone	Email
EGLE Permitting	Erica Volansky	586-601-7985	volansky@michigan.gov
FEMA Engineer	Pat Durack	586-256-7273	durackp@michigan.gov
SCC Soil Erosion	Mike Malcolm	810-987-5300	mmalcolm@stclaircounty.org
Well & Septic Permits		810-987-5306	environmentalhealth@stclaircounty.org
Driveway Permits	Road Commission	810-364-5720	permits@stclaircounty.org