



April 2026

IRA TOWNSHIP

Building Department

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New House Checklist

Residential New House Application Checklist and Required Submittals

1. Completed Building Permit Application – signed with cost of project listed.
2. Contractor Builder's and Driver's License
3. 2 Copies of Engineered Site Plan - Site Plan must show building grades 1-3 feet above street elevation or Master Grading Plan, and must match Architectural Drawings.
4. 2 Copies of Architectural Drawings – stamped if home is over 3,500 sf. habitable area
5. Energy Code Worksheet
6. Address must be assigned.
7. Lot splits/combinations must be complete.
8. St. Clair County Soil Erosion Permit - submitted if for an earth change which disturbs one or more acres of land or occurs within 500' or a lake, river, stream, drain or other water body or Letter of Exemption.
9. St. Clair County Road Commission Driveway Permit
10. St. Clair County Health Department Well Permit – *if applicable*
11. St. Clair County Health Department Septic Permit - *if applicable*
12. Lateral line frontage and Water & Sewer Tap Permits must be paid for through Water Department- *if applicable*
13. Heat Plan (Heat Calculations – Manual D & J)
14. Homes built in floodplain. Finish floor elevation must be 1' above floodplain elevation and flood vents must be installed to code and shown on plans.
15. Homes built in the floodplain must submit a Certificate of Grade Elevation prior to backfill.
16. Homes built in the floodplain will need an Elevation Certificate before Certificate of Occupancy can be issued.
17. Homes built on property with wetlands will need EGLE approval before Permit can be issued.
18. Truss Drawings must be submitted prior to scheduling Rough Building Inspection.
19. TJI Drawings must be submitted prior to scheduling Rough Building Inspection.
20. As Built Drawings must be submitted prior to Garage Footings.
21. Blower Door must be submitted prior to Final Inspection.

Floodplain & Wetlands Requirements

A building permit will not be issued until the following documents have been submitted:

- An official floodplain determination from FEMA confirming that the proposed building site is not located within a designated floodplain, or identifying the Base Flood Elevation if the site is within a floodplain.
- Written verification from EGLE confirming that no regulated wetlands are present on the site, or that all required wetland permits and approvals have been obtained.