

Dear Home Owner Associations:

This letter is to inform you that the Building Inspection Services Division for Canton Township is considering a change to the process in which it issues permits for replacement of windows/doors and roofs. The change would be to no longer request Association approval in writing for these permits; however, the contractor would still be required to obtain Association approval before starting work.

Due to the current age of the housing stock in the community, the demand for permits for these items has drastically increased. With this change, these permits would now be able to be issued over the counter or by mail upon receipt of the application. This will streamline the permit process for these permits and eliminate the wait for the inspector review process that the homeowner/contractor currently has to endure. We also feel this is a way that we can provide better customer service to our homeowners and contractors, without the unnecessary wait.

Our research over the past years shows that there were little to no changes required to the roof and window permits submitted without the required Homeowner Association approval. That is why, in our opinion, this change should be an easy one.

We are also proposing to insert specific code language along with other language that directs the responsibility for the Homeowner Association approval (if required) onto the homeowner to which the permit is applied for. These changes, in no way, eliminates the requirement for the homeowner to obtain their Homeowner Association approval if it is required for these permits.

Another change that we have proposed is in our inspection process for windows. The inspector would now have to gain entry into the home to perform the final inspection. This change is mainly for the purpose of inspecting the bedroom egress windows for compliance.

Section 310 of the Michigan Residential Code states the requirements for Emergency Escape and Rescue Openings that must be maintained when replacing windows in basements with habitable space and every sleeping room.

Your feedback on this matter is appreciated. Our hope is to put the change in place by July 1, 2015, so we ask that you respond by June 15, 2015 if you have any concerns. You can email jbunjik@canton-mi.org or call 734-394-5185 to ask questions or provide comments.

Sincerely,

Robert Creamer, Building Official
Canton Township
robert.creamer@ canton-mi.org
734/394-5207