



BUILDING PERMIT APPLICATION

SECTION A: OFFICE USE ONLY

- PLOT PLAN CONSTRUCTION DRAWINGS SIGNED CONTRACT SKETCH PLAN (SIGNS)
 (1 COPIES RESIDENTIAL / 2 COPIES COMMERCIAL / 2 COPIES NEW HOME)

SECTION B: JOBSITE INFORMATION

OWNER NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

- RESIDENTIAL COMMERCIAL NEW SERVICE ONLY ALTERATION OTHER _____

SECTION C: CONTRACTOR / HOMEOWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

DRIVERS LICENSE # _____ FEDERAL ID # _____

WORKER'S COMP INS CARRIER _____ MESC EMP # _____

CONTRACTOR ID: _____

SECTION D: DESIGN PROFESSIONAL (2015 MICHIGAN BUILDING CODE – SEC 108 (A) 1107.3.4)

Where it is required that documents be prepared by a *registered design professional*, the *building official* shall be authorized to require the *owner* or the owner's authorized agent to engage and designate on the building permit application a *registered design professional* who shall act as the *registered design professional in a responsible charge*. If the circumstances require, the *owner* or the owner's authorized agent shall designate a substitute *registered design professional in responsible charge* who shall perform the duties required of the original *registered design professional in responsible charge*. The *building official* shall be notified in writing by the *owner* or the owner's authorized agent if the *registered design professional in responsible charge* is changed or is unable to continue to perform the duties. **The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.**



Registered Design Professional Signature



Substitute Registered Design Professional Signature

Registered Design Professional Name (Please Print)

Substitute Registered Design Professional (Please Print)

Date

Date

SECTION E: COSTS / FEES / PERMITS

STRUCTURAL IMPROVEMENT VALUE		\$	APPLICATION TYPE (Check appropriate box)		
Value below is NOT included in the above cost			New Building		Demolition
A. Electrical		\$	Addition		Mobile Home Set-Up
B. Plumbing		\$	Deck		Alteration / Repair
C. Heating / AC		\$	Window		Pre-Manufacture
D. Other:		\$	Fence		Sign
TOTAL VALUE:		\$	Roof		Other
FEES (office use only)			PROPOSED USE (CHECK APPROPRIATE BOX BELOW)		
PERMIT		\$	RESIDENTIAL USE		
C of O (Temporary)		\$	One Family		
Plan Review		\$	Two or More Families (# of units)		
YCUA Permit #			Transient Hotel / Motel / Dorm (# of units)		
WCRC Permit #			Garage		Carport
Bike Path		\$	Other		
Number of Sign Faces x \$50		\$	NON – RESIDENTIAL USE		
Contractor Registration Fee		\$	Church / Other		Industrial
Administration Fee		\$	Hospital / Intuitional		Public Utility
Other		\$	Stores / Mercantile		Office / Bank
School / Library / Other Educational		\$	Service Station		Repair Garage

SECTION F: DETAILED DESCRIPTION OF JOB

- Describe in detail the proposed use of existing and / or new building and the work to be performed. Describe in detail materials, structure, weight, method of attachment, color, sign copy, etc.

SECTION I: APPLICANT SIGNATURE

Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.



SIGNATURE OF LICENSEE OR HOMEOWNER

PLEASE PRINT NAME LEGIBLY



WITNESS SIGNATURE AND TITLE

DATE

SECTION J: HOMEOWNER AFFIDAVIT

I hereby certify the work described on this permit application shall be installed by myself, in my own home, which I am living in or am about to occupy. All work shall be installed in accordance with the Michigan Building Code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the Building Inspector. **I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections and also understand that performing construction activities in contradiction to the application language is a violation of STATE law - Public Act 299; Article 24, section 339.2403.**



SIGNATURE OF HOMEOWNER

PLEASE PRINT NAME LEGIBLY

<p>GENERAL: Work shall not be started until issuance of permit. All installations shall be in conformance with the Michigan Code. No work shall be concealed until it has been inspected. When ready for inspection, call the building department at (734) 544.4000 x 1. A minimum of one business day advance notice is required. The clerk will need the JOB LOCATION AND PERMIT NUMBER.</p>	<p>Expiration of Permit: A permit remains valid as long as work progresses and inspections are requested and conducted. A permit shall become invalid if the authorized work has not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work.</p>
<p>A PERMIT WILL BE CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELED PERMITS MAY NOT HAVE A 60% REFUND IF INSPECTIONS / SITE VISITS HAVE BEEN MADE OR SIX MONTHS TIME HAS ELAPSED SINCE PERMIT ISSUANCE. PLAN REVIEW FEES ARE NOT REFUNDABLE. RENEWALS OR EXTENSION APPLICATIONS SHALL BE IN WRITING BEFORE THE EXPIRATION DATE HAS OCCURED. A \$50 FEE SHALL BE CHARGED FOR RENEWALS.</p>	

****See next page for office use only***

