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**Applicant to Complete All Items in Sections I, II, III, IV V and VI**

**Note: Separate Applications Must be Completed for Plumbing, Mechanical and Electrical Work Permits**

| I. Project Information   |  |  |   |
|--|--|--|---|
| PROJECT NAME   |  | ADDRESS  |   |
| NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED  |  | COUNTY   | ZIP CODE  |
| <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township <b>OF:</b>  |  |  |   |
| BETWEEN  |  | AND  |   |
| II. Identification   |  |  |   |
| A. Owner or Lessee   |  |  |   |
| NAME   |  | ADDRESS  |   |
| CITY   | STATE                                  | ZIP CODE                                       | TELEPHONE NUMBER (Include Area Code)            |
| B. Architect or Engineer   |  |  |   |
| NAME   |  | ADDRESS  |   |
| CITY   | STATE                                  | ZIP CODE                                       | TELEPHONE NUMBER (Include Area Code)            |
| LICENSE NUMBER   |  |  | EXPIRATION DATE                                 |
| C. Contractor  |  |  |   |
| NAME   |  | ADDRESS  |   |
| CITY   | STATE                                  | ZIP CODE                                       | TELEPHONE NUMBER (Include Area Code)            |
| BUILDERS LICENSE NUMBER  |  |  | EXPIRATION DATE                                 |
| FEDERAL EMPLOYER ID NUMBER (or reason for exemption)   |  | CONSTRUCTION VALUE                             |   |
| WORKERS COMP INSURANCE CARRIER (or reason for exemption)   |  |  |   |
| UIA NUMBER (or reason for exemption)   |  |  |   |
| III. Type of Improvement and Plan Review   |  |  |   |
| A. Type of Improvement   |  |  |   |
| <input type="checkbox"/> 1. NEW BUILDING   | <input type="checkbox"/> 3. ALTERATION | <input type="checkbox"/> 5. DEMOLITION         | <input type="checkbox"/> 7. FOUNDATION ONLY     |
| <input type="checkbox"/> 2. ADDITION   | <input type="checkbox"/> 4. REPAIR     | <input type="checkbox"/> 6. MOBILE HOME SET-UP | <input type="checkbox"/> 8. PREMANUFACTURE      |
|  |  |  | <input type="checkbox"/> 9. RELOCATION          |
|  |  |  | <input type="checkbox"/> 10. SPECIAL INSPECTION |
| B. Plan Review Required  |  |  |   |
| <p><b>Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as listed below.</b></p> <p><b>Plans are not required</b> for alterations and repair work determined by the building official to be of a minor nature.</p> <p>Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.</p> <p><b>Plan Review Submission No.</b> _____</p> |  |  |   |

**IV. Proposed Use of Building**

**A. Residential**

- 1. ONE FAMILY
- 2. TWO OR MORE FAMILY  
NO. OF UNITS \_\_\_\_\_
- 3. HOTEL, MOTEL  
NO. OF UNITS \_\_\_\_\_
- 4. ATTACHED GARAGE
- 5. DETACHED GARAGE
- 6. OTHER \_\_\_\_\_

**B. Non-Residential**

- 7. AMUSEMENT
- 8. CHURCH, RELIGION
- 9. INDUSTRIAL
- 10. PARKING GARAGE
- 11. SERVICE STATION
- 12. HOSPITAL, INSTITUTIONAL
- 13. OFFICE, BANK, PROFESSIONAL
- 14. PUBLIC UTILITY
- 15. SCHOOL, LIBRARY, EDUCATIONAL
- 16. STORE, MERCANTILE
- 17. TANKS, TOWERS
- 18. OTHER \_\_\_\_\_

**NON-RESIDENTIAL** - DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G., FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

**V. Selected Characteristics of Building**

**A. Principal Type of Frame**

- 1. MASONRY, WALL BEARING
- 2. WOOD FRAME
- 3. STRUCTURAL STEEL
- 4. REINFORCED CONCRETE
- 5. OTHER \_\_\_\_\_

**B. Principal Type of Heating Fuel**

- 6. GAS
- 7. OIL
- 8. ELECTRICITY
- 9. COAL
- 10. OTHER \_\_\_\_\_

**C. Type of Sewage Disposal**

- 11. PUBLIC OR PRIVATE COMPANY
- 12. SEPTIC SYSTEM

**D. Type of Water Supply**

- 13. PUBLIC OR PRIVATE COMPANY
- 14. PRIVATE WELL OR CISTERN

**E. Type of Mechanical**

- 15. WILL THERE BE AIR CONDITIONING?  YES  NO
- 16. WILL THERE BE FIRE SUPPRESSION?  YES  NO

**F. Dimensions / Data**

|                             |                  |                 |                    |            |
|-----------------------------|------------------|-----------------|--------------------|------------|
| 17. NUMBER OF STORIES _____ | 21. FLOOR AREA:  | <b>EXISTING</b> | <b>ALTERATIONS</b> | <b>NEW</b> |
| 18. USE GROUP _____         | BASEMENT         | _____           | _____              | _____      |
| 19. CONSTRUCTION TYPE _____ | 1ST & 2ND FLOOR  | _____           | _____              | _____      |
| 20. NO. OF OCCUPANTS _____  | 3RD - 10TH FLOOR | _____           | _____              | _____      |
|                             | 11TH - ABOVE     | _____           | _____              | _____      |
|                             | TOTAL AREA       | _____           | _____              | _____      |

**G. Number of Off Street Parking Spaces**

- 22. ENCLOSED \_\_\_\_\_
- 23. OUTDOORS \_\_\_\_\_

**VI. Applicant Information**

**APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.**

|      |       |          |                                      |
|------|-------|----------|--------------------------------------|
| NAME |       | ADDRESS  |                                      |
| CITY | STATE | ZIP CODE | TELEPHONE NUMBER (Include Area Code) |

FEDERAL EMPLOYER ID NUMBER (or reason for exemption)

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

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 subjected to civil fines.

**Signature of Applicant**

BUILDING PERMIT FEE ENCLOSED  
(The first \$75.00 of an application is non-refundable)

\$ \_\_\_\_\_ OR STATE ACCOUNT NUMBER \_\_\_\_\_

**VII. Local Governmental Agency to Complete This Section**

**ENVIRONMENTAL CONTROL APPROVALS**

|                              | REQUIRED?  | APPROVED | DATE | NUMBER | BY |
|------------------------------|--|----------|------|--------|----|
| <b>A - Zoning</b>            | <input type="checkbox"/> Yes <input type="checkbox"/> No |          |      |        |    |
| <b>B - Fire District</b>     | <input type="checkbox"/> Yes <input type="checkbox"/> No |          |      |        |    |
| <b>C - Pollution Control</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No |          |      |        |    |
| <b>D - Noise Control</b>     | <input type="checkbox"/> Yes <input type="checkbox"/> No |          |      |        |    |
| <b>E - Soil Erosion</b>      | <input type="checkbox"/> Yes <input type="checkbox"/> No |          |      |        |    |
| <b>F - Flood Zone</b>        | <input type="checkbox"/> Yes <input type="checkbox"/> No |          |      |        |    |
| <b>G - Water Supply</b>      | <input type="checkbox"/> Yes <input type="checkbox"/> No |          |      |        |    |
| <b>H - Septic System</b>     | <input type="checkbox"/> Yes <input type="checkbox"/> No |          |      |        |    |
| <b>I - Variance Granted</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |          |      |        |    |
| <b>J - Other</b>             | <input type="checkbox"/> Yes <input type="checkbox"/> No |          |      |        |    |

**VIII. Validation - For Department Use Only**

|                            |                             |
|----------------------------|-----------------------------|
| USE GROUP _____            | BASE FEE _____              |
| TYPE OF CONSTRUCTION _____ | NUMBER OF INSPECTIONS _____ |
| SQUARE FEET _____          |                             |

APPROVAL SIGNATURE

|       |      |
|-------|------|
| TITLE | DATE |
|-------|------|

| <b>Building Permit Fee Schedule</b>                       |                      |
|---|----------------------|
| <b>Building Permit Base Fee (Includes one inspection)</b> | \$50.00              |
| Each \$1000.00 Cost of improvement or fraction thereof    | \$10.00              |
| Re-inspection fee   | \$50.00              |
| Additional Inspections                                    | \$50.00              |
| <b>City Certification Inspection:</b>                     |                      |
| Residential ( Single Family, Multiple Family, Etc...      | \$150.00             |
| Each Additional Unit                                      | \$50.00              |
| Commercial  | \$175.00             |
| City Cert fee include 2 inspections                       |                      |
| <b>Temporary Certificate of Occupancy Processing fee</b>  | \$75.00              |
| <b>Demolition Permit:</b>                                 |                      |
| Accessory Building  | \$50.00              |
| Residential Building                                      | \$100.00             |
| Commercial, Industrial, Building                          | \$200.00             |
| Additional Inspections                                    | \$50.00              |
| <b>Moving a Building</b>                                  |                      |
| Building 1/4 Mile   | \$150.00             |
| Each Additional 1/4 Mile                                  | \$30.00              |
| Add any fees charged for Police, Fire, DPW                | as charged           |
| <b>Sign Permit</b>  | \$75.00              |
| Additional Inspections                                    | \$50.00              |
| <b>Temporary Signs (30 days)</b>                          | \$30.00              |
| <b>A-frame or Sandwich Signs</b>                          | \$30.00              |
| <b>Permanent Signs (in individual zoning districts)</b>   | \$165.00             |
| <b>Swimming Pool Permit ( 2 Inspections )</b>             |                      |
| Above Ground  | \$125.00             |
| In Ground   | \$175.00             |
| <b>Antenna Permit</b>                                     | \$75.00              |
| <b>Temporary Structure 1 Inspection</b>                   | \$75.00              |
| Additional Inspections                                    | \$50.00              |
| <b>Special Inspection</b>                                 | \$50.00              |
| <b>Permit Renewal</b>                                     | 50 % of original fee |
| <b>Mobile Home Setup</b>                                  | \$175.00             |
| <b>Floodplain Evaluation fee</b>                          | \$75.00              |

|   |                 |
|---|-----------------|
| <b>Plan Review fee</b>  |                 |
| <b>New single family residential, addition, alteration (minimum)</b>  | \$100.00        |
| \$1.50 x each \$1000.00 of construction cost of fraction thereof  |                 |
| <b>Fast-track (fee equal to 150 percent of the above fees)</b>  |                 |
| <b>Commercial, industrial, and Multifamily,</b>   |                 |
| \$1.50 x each \$1000.00 of construction cost (minimum)  | \$300.00        |
| <b>Fast-track (fee equal to 150 percent of the above fees)</b>  |                 |
|   |                 |
| <b>Building Permit Fee Schedule</b>   |                 |
|   |                 |
| <b>Electrical, Mechanical, Plumbing plan review 25% of building plan review</b>   |                 |
| Sign plan review  | \$25.00         |
| Plan Review for Residential Accessory Building  | \$25.00         |
| Above Ground swimming pool  | \$25.00         |
| In ground swimming pool   | \$25.00         |
| Temporary structures  | \$25.00         |
| <b>Outside review services may be used at the option of the Building Official</b>   |                 |
| <b>Fees for service will be actual cost plus 20% Admin fee</b>  |                 |
|   |                 |
| <b>Plan Review fees are non refundable and must be paid at time of submittal</b>  |                 |
|   |                 |
| <b>Building Bond Requirements</b>   |                 |
| Jobs up to \$5000.00  | \$50.00         |
| \$5001.00 to \$10,000.00  | \$150.00        |
| \$10,001.00 to \$100,000.00   | \$500.00        |
| \$100,001.00 to 500,000.00  | \$1,000.00      |
| Over \$500,000.00   | 2% of Bldg Cost |
|   |                 |
| Cancellation and Refund: upon Written Request by the permit holder, prior to commencement of any work, permit fee will be returned minus administration fee | \$25.00         |
|   |                 |
| <b>Re-inspect fee</b>   | <b>\$50.00</b>  |
|   |                 |
| <b>Annual Contractor Administration fee</b>   | <b>\$25.00</b>  |
|   |                 |
| <b>Starting work without a Permit</b>   | <b>\$200.00</b> |