205 N. John Street, Highland, MI 48357 Phone: (248) 887-3791, ext 8-1

## **RESIDENTIAL BUILDING PERMIT APPLICATION**

Agents must have notarized letter to pull permits on behalf of the Contractor

Property ID #H-11-	Zoning District:		
Subdivision			
Type of Ownership:     Private Property (individual, corporation, non Public Property (federal, state, or local government)	,		
	tructure Alteration/Remodel of Existing Structure er (Specify)		
3. Proposed Use of Structure:  Single Family: House Garag Pole Barn (floor? Y or N) Addition	ge (Attached or Detached) Shed Dec		
Multi Family: number of buildings Other: Specify			
	Full Bathrooms # of ½ Bathrooms SqFt of 2 <sup>nd</sup> Story Total SqFt of Bldg		
<ul><li>5. Principal Type of Framing:</li><li>Wood FrameMasonry (wall bearing</li><li>Other, Please Describe</li></ul>	)Structural SteelReinforced Concrete		
6. Principal Heating Fuel: GasElectricityOil	PropaneOther (specify)		
7. Type of Sewage Disposal:Public, Municipal, Private Company	Private (septic tank & field) Perk Test #		
Type of Water Supply:Public, Municipal, Private Company	Private (well, etc)		
9. Total (estimated) Cost of the Improvement (I	abor & materials): \$		
10. Cited for working without a building permit?	NoYes, Violation # _EE		
11. Was a Zoning Variance granted for this proje	ect?NoYes, Case#		

Additional Job Specifications & Details Not Stated Above:		
Please circle to indicate applicant		
Property Owner:	D. "	
	Phone # E-Mail	
Mailing Address (if different from Jobsite)	C-IVIAII	
Architect/Engineer Name:	Phone #	
Mailing Address:		
Contractor/Company Name:	Phone #	
Mailing Address:		
E-Mail Address		
	Phone#	
	E-mail	
Contractor ONLY to complete the following section		
Builders License # Federal ID #		
	/orkers Comp ins Carrier	
, 1 ,		
Have you included everything for your application	packet? (Check Booklet to determine which apply)	
Two plot/grading plans to scale	Two complete sets of Blueprints to scale	
Subdivision Assoc Approval	Michigan Uniform Energy Code Worksheet	
Driveway Approach Permit	Soil Erosion Permit	
Septic Permit	Well Permit	
Proof of Property Ownership	Signed Authorization from Property Owner	
Copy of Contractors License	Copy of Contractors/Applicants Drivers License	
Copy of Contractors Insurance	Notarized letter for agent to pull permit	
LV district must have a Certified Survey or have	· · · · · · · · · · · · · · · · · · ·	
AFFIDAVIT OF APPLICANT		
I have been given a copy of the information sheet regarding	Permit Deposits - Lagree to read this document and	
understand that failure to comply with the terms therein could		
Furthermore, I hereby certify that the proposed work is authoragent, and we agree to conform to all applicable laws of the application is accurate to the best of my knowledge.	orized by the owner to make this application as his authorized State of Michigan. All information submitted on this	
"Section 23a of the state construction code act of 1972, 1972	2 PA s30, MCL 125.1523A, prohibits a person from conspiring to persons who are to perform work on a residential building cted to civil fines."	
Signature of Applicant:	Date:	
Print Name of Applicant:		

## THIS PAGE FOR OFFICE USE ONLY

PLAN REVIEW CH	<u>ECKLIST</u>				
1. Contractor I	nformation Section completed on Application.				
2. Applicant's S	Signature on Application				
3. If Complaint Violation, complaint # on application, Double All Fees					
	ict and Sidwell # entered on the application				
	blueprints submitted				
	ns submitted approved, stamped, and signed by Pla	anning Dept and Health Division			
	License and Drivers License submitted Proof of Insurance submitted				
	ergy Code for new houses submitted				
	vner Authorization submitted				
	rnership submitted If owner info doesn't match BS&	AA			
	tic Permit Submitted (not over 2 years old) or sewer				
	13. OCHD Well Permit submitted, or receipt for same if on public water system				
	pproach Permit submitted				
15. Soil Erosion	Permit or Waiver submitted if near water or subaque	eous area			
16. Project crea	ated in BS&A if electrical, mechanical, or plumbing re	required			
· · · · · · · · · · · · · · · · · · ·	e then enter the case number and conditions in work	description			
18. Notice of N	ew Address Issued for new builds				
	tage of new construction is figured and entered on C	Office Only page			
	gured and entered on Office Only page				
	roup entered on Office Only page				
<u> </u>	and Deposit figured and entered on Office Only pag ver signature, date and permit number of Office Onl				
25.1 lan itteviet	ver signature, date and permit number of Office Offi	ly page			
	ADDITI-	ONAL NOTES			
		<u> </u>			
Calculations and	<u>1 Fees:</u>				
T / 10 F		D "" E	•		
Total Square Fo	ootage:	Building Fee:	\$		
Valuation	<b>c</b>	Cino:	¢		
Valuation:	\$	Fine:	\$	·	
Type:		Review Fee:	\$		
туро.		11001000 1 00.	Ψ		
Group:		Registration Fee:	\$		
		9	τ		
		Subtotal:	\$		
		Permit Deposit:	\$		
		Grand Total:	\$		
0.					
Sign:	_AN REVIEWER	Application For A	oount:		
PI	-AN REVIEWER	Application Fee Ar	nount:		
Date:					

## **HOMEOWNER PERMIT POLICY**

The Michigan Licensing Law gives a homeowner an exemption to act as his or her own general contractor. This means that in the case of his or her own single-family residence, the homeowner may obtain a building permit for construction at his or her home, even though a licensed or unlicensed builder may be significantly involved.

If you the homeowner choose to act as your own general contractor and obtain the required building permit, then **please be aware of the following**:

## AS THE PERMIT HOLDER YOU, THE HOMEOWNER, INCUR ALL OF THE LIABILITY AND ALL OF THE RESPONSIBILITY THAT THE LICENSED CONTRACTOR WOULD NORMALLY ASSUME.

- ➤ The Township of Highland cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the building permit you obtained.
- ➤ It is your responsibility as **homeowner** to have a complete understanding of the current building code.
- ➤ You, the homeowner, are responsible to correct any code violations. Even if the contractor or any other person did the work, under the permit you obtained.
- You, the homeowner, could be held liable for any injury that occurs on the job, whether it is to a builder or subcontractor's employee.
- In the event of an occurrence beyond the builder's control, which causes the builder to be unable to complete the work, you, the homeowner, will be legally responsible for completion of the job, under the permit you obtained.

l,	have read and understood the above information
(Print name)	and still wish to obtain the required building permit
(signature)	(date)