

RESIDENTIAL BUILDING PERMIT APPLICATION

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

Jobsite Address: _____

Property ID # __H-11- _____ Zoning District: _____

Subdivision _____ Lot # _____

1. Type of Ownership:

_____ Private Property (individual, corporation, nonprofit group, etc.)

_____ Public Property (federal, state, or local government)

2. Type of Improvement:

_____ New Structure _____ Addition to Existing Structure _____ Alteration/Remodel of Existing Structure

_____ Relocating Existing Structure _____ Other (Specify) _____

3. Proposed Use of Structure:

Single Family: _____ House _____ Garage (Attached or Detached) _____ Shed _____ Deck

_____ Pole Barn (floor? Y or N) _____ Addition to _____ Other _____

Multi Family: _____ number of buildings _____ units per building

Other: Specify _____

4. Dimensions: # of Bedrooms _____ # of Full Bathrooms _____ # of 1/2 Bathrooms _____

of Stories _____ SqFt of 1st Story _____ SqFt of 2nd Story _____ Total SqFt of Bldg _____

5. Principal Type of Framing:

_____ Wood Frame _____ Masonry (wall bearing) _____ Structural Steel _____ Reinforced Concrete

_____ Other, Please Describe _____

6. Principal Heating Fuel:

_____ Gas _____ Electricity _____ Oil _____ Propane _____ Other (specify) _____

7. Type of Sewage Disposal:

_____ Public, Municipal, Private Company _____ Private (septic tank & field) Perk Test # _____

8. Type of Water Supply:

_____ Public, Municipal, Private Company _____ Private (well, etc)

9. Total (estimated) Cost of the Improvement (labor & materials): \$ _____

10. Cited for working without a building permit? _____ No _____ Yes, Violation # _EE_____

11. Was a Zoning Variance granted for this project? _____ No _____ Yes, Case# _____

Additional Job Specifications & Details Not Stated Above: _____

Please circle to indicate applicant

Property Owner:

Name: _____ Phone # _____
Mailing Address (if different from jobsite) _____ E-Mail _____

Architect/Engineer Name: _____ Phone # _____
Mailing Address: _____

Contractor/Company Name: _____ Phone # _____
Mailing Address: _____
E-Mail Address _____

Lessee Name: _____ Phone# _____
Mailing Address (if different from jobsite) _____ E-mail _____

Contractor ONLY to complete the following section:

Builders License # _____ exp date _____
Federal ID # _____ Are you Self Employed? _____ Yes _____ No
If No, MESC Employer # _____ Workers Comp ins Carrier _____

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 all capped survey markers must for visible.

AFFIDAVIT OF APPLICANT

I have been given a copy of the information sheet regarding Permit Deposits. I agree to read this document and understand that failure to comply with the terms therein could result in forfeiture of my Permit Deposit.

Furthermore, I hereby certify that the proposed work is authorized by the owner to make this application as his 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 s30, 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: _____ **Date:** _____

Print Name of Applicant: _____

THIS PAGE FOR OFFICE USE ONLY

PLAN REVIEW CHECKLIST

- ___ 1. Contractor Information Section completed on Application.
- ___ 2. Applicant's Signature on Application
- ___ 3. If Complaint Violation, complaint # on application, Double All Fees
- ___ 4. Zoning District and Sidwell # entered on the application
- ___ 5. Two sets of blueprints submitted
- ___ 6. Two Plot plans submitted approved, stamped, and signed by Planning Dept and Health Division
- ___ 7. Contractor's License and Drivers License submitted
- ___ 8. Contractor's Proof of Insurance submitted
- ___ 9. Michigan Energy Code for new houses submitted
- ___ 10. Property Owner Authorization submitted
- ___ 11. Proof of Ownership submitted If owner info doesn't match BS&A
- ___ 12. OCHD Septic Permit Submitted (not over 2 years old) or sewer connection permit
- ___ 13. OCHD Well Permit submitted, or receipt for same if on public water system
- ___ 14. Driveway Approach Permit submitted
- ___ 15. Soil Erosion Permit or Waiver submitted if near water or subaqueous area
- ___ 16. Project created in BS&A if electrical, mechanical, or plumbing required
- ___ 17. If ZBA Case then enter the case number and conditions in work description
- ___ 18. Notice of New Address Issued for new builds
- ___ 19. Square Footage of new construction is figured and entered on Office Only page
- ___ 20. Valuation figured and entered on Office Only page
- ___ 21. Type and Group entered on Office Only page
- ___ 22. Permit fees and Deposit figured and entered on Office Only page
- ___ 23. Plan Reviewer signature, date and permit number of Office Only page

ADDITIONAL NOTES

Calculations and Fees:

Total Square Footage: _____	Building Fee: \$ _____
Valuation: \$ _____	Fine: \$ _____
Type: _____	Review Fee: \$ _____
Group: _____	Registration Fee: \$ _____
	Subtotal: \$ _____
	Permit Deposit: \$ _____
	Grand Total: \$ _____

Sign: _____
 PLAN REVIEWER

Application Fee Amount: _____

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.

I, _____ have read and understood the above information
(Print name) and still wish to obtain the required building permit

(signature)

(date)