



www.twp.northville.mi.us

# BUILDING / COMPLIANCE PERMIT APPLICATION

DEPARTMENT OF PUBLIC SERVICES  
CHARTER TOWNSHIP OF NORTHVILLE  
44405 SIX MILE ROAD  
NORTHVILLE, MI 48168  
(248) 348-5830; Fax: (248) 348-5823

DATE RECEIVED STAMP

## A. PROJECT INFORMATION

|              |         |
|--------------|---------|
| Project Name | Address |
| Subdivision  | Lot #   |

## B. IDENTIFICATIONS

### 1. OWNER or LEASEE

|                |           |          |                                     |
|----------------|-----------|----------|-------------------------------------|
| Name           | Address   |          |                                     |
| City           | State     | Zip Code | Driver's License<br>-Copy Required- |
| E-Mail Address | Telephone | Cell     | Fax                                 |

### 2. ARCHITECT or ENGINEER

|                                  |                 |          |
|----------------------------------|-----------------|----------|
| Name                             | Address         |          |
| City                             | State           | Zip Code |
| E-Mail Address                   | Telephone       | Fax      |
| State of Michigan License Number | Expiration Date |          |

### 3. CONTRACTOR

|  |                 |   |     |
|--|-----------------|---|-----|
| Name   | Address         |   |     |
| City   | State           | Zip Code                                |     |
| E-Mail Address   | Telephone       | Cell                                    | Fax |
| State of Michigan Builder's License Number (copy required)     | Expiration Date | Driver's License Number (copy required) |     |
| Federal Employer ID Number or Reason for Exemption             |                 |   |     |
| Workers Compensation Insurance Carrier or Reason for Exemption |                 |   |     |
| MESC Employer Number or Reason for Exemption                   |                 |   |     |

|                     |                              |
|---------------------|------------------------------|
| <b>Approved by:</b> | <b>Notes and Amendments:</b> |
| <b>Date:</b>        | <b>Code Text:</b>            |

**A \$25 APPLICATION FEE IS REQUIRED WHEN SUBMITTING THIS FORM.**

**C. TYPE OF IMPROVEMENT**

- New Building                       Addition / Alteration \_\_\_\_\_
- Deck             Roof     Tent                       Finished Basement     Paver / Concrete Patio / Retaining Wall
- Windows     Fence    Pool                       Shed                       Detached Garage / Structure
- Change of Occupancy / Use                       Demolition
- Other \_\_\_\_\_

Total Square Footage of Improvement: \_\_\_\_\_

Total Height of Improvement: \_\_\_\_\_

Total % of Lot Coverage: \_\_\_\_\_

Total Linear Feet of Fence: \_\_\_\_\_

Total Cubic Feet of Demolition: \_\_\_\_\_

**D. PROPOSED USE OF BUILDING**

- Single Family Residence (detached)                       Change of Occupancy or Use \_\_\_\_\_
- Single Family Residence / Duplex (attached)                       New Commercial Building \_\_\_\_\_
- Multi Family Residence                       Garage / Storage \_\_\_\_\_
- # of Units: \_\_\_\_\_ # of Tenant Spaces: \_\_\_\_\_                       Tenant Finish \_\_\_\_\_
- Other \_\_\_\_\_

For Change of Occupancy or Use: Applicant/Tenant must provide written statement of day to day operations, including details: Hours of operation, open to the public, exterior storage, parking equipment, etc.

**E. SELECTED CHARACTERISTICS OF BUILDING**

Use Group: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

Principal Type of Frame:     Masonry                       Wood Frame                       Structural Steel

Reinforced Concrete     Other \_\_\_\_\_

Sewage Disposal:                       Public                       Private (Septic)                       Electric

Heating Fuel:                       Gas                       Oil

Water Supply:                       Public                       Private (Well)

Mechanical:                       Central Air

   \_\_\_\_\_ Number of Stories

Total Square Feet of Floor Area (all floors based on exterior dimensions): \_\_\_\_\_

First Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ Garage \_\_\_\_\_ Basement \_\_\_\_\_ (F/UF) Other \_\_\_\_\_

Residential Buildings Only: Number of Bedrooms \_\_\_\_\_ Number of Bathrooms (Full) \_\_\_\_\_ (Partial) \_\_\_\_\_

Number of Off-Street Parking Spaces: Enclosed \_\_\_\_\_ Outdoors \_\_\_\_\_

**F. TOTAL COST OF IMPROVEMENT:** \$ \_\_\_\_\_ (Labor and Materials)

**G. REGISTERED DESIGN PROFESSIONAL**

Michigan Building Code (MBC) Section 107.3.4.1 General. When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional who shall act as the registered design professional in responsible charge. If the circumstances require, the owner 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 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. Where structural observation is required by MBC Section 107.1 & 107.3.4, the inspection program shall name the individual or firms who are to perform structural observation and describe the states of construction at which structural observation is to occur. See also duties specified in MBC Section 1704.

I have read and agreed to the above statement.

Signature of Design Professional: \_\_\_\_\_ Date: \_\_\_\_\_

**H. HOMEOWNER AFFIDAVIT (FOR HOMEOWNER PERMIT ONLY)**

By signing below, I hereby certify the building work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the 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.

**I. APPLICANT SIGNATURE (also see page 4 for required signature)**

By signing below, 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 authorized agent and I agree to conform to all applicable laws of this jurisdiction. All information submitted with and on this application is accurate to the best of my knowledge.

**Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violations of Section 23a are subject to civil fines.**

Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## ATTENTION – IMPORTANT PERMIT INFORMATION

When inspection of work completed, on an active permit, is conducted and a violation notice is issued, a follow-up re-inspection will be performed at no additional charge. When items previously identified in the violation notice have not been corrected, a re-inspection fee of \$50 can be assessed. This fee shall be paid before the re-inspection will be scheduled. Re-inspection fees may also be assessed for failure to cancel a requested inspection or when the inspection is scheduled, but not ready, when the inspector arrives on site.

All permits expire after six (6) months from date of last inspection or date of issuance where no activity on the permit has taken place.

When expired, Building, Electrical, Plumbing and Mechanical permits may be extended. Requests to extend an expired permit must be submitted to the Building Department in writing and justifiable cause demonstrated. The Building Official is authorized to grant, in writing, one (1) or more extensions of time. The Building Official is not required by the Building Code or Township Ordinance to approve extension requests.

Before an extension is granted, a special site inspection is required to determine if an extension is justifiable. A fee of \$65 is required for this inspection. Fee payment is required in advance.

If an extension is granted, the required fee payment will be assessed at \$50 or 15% of the original permit fee, whichever is greater. The extension assessment shall be applied separately for each expired permit.

The fee to cancel a permit is \$50 or 10% of the permit fee, whichever is greater, plus \$50 per each inspection completed at the time of cancelation.

Failure to obtain a final inspection and approval for any permit may result in a citation being issued to the permit holder. A personal appearance at 35<sup>th</sup> District Court will be required.

I have read and understand the information above regarding permits.

---

Signature of Applicant