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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 #

***It is the responsibility of the Applicant to comply with any and all HOA requirements.**

B. IDENTIFICATIONS

1. OWNER or LEASEE

Name	Address		
City	State	Zip Code	Driver's License -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			

Approved by:	Notes and Amendments:
Date:	Code Text:

A \$25 APPLICATION FEE (CHECK ONLY) IS REQUIRED WHEN SUBMITTING THIS FORM

Please provide a signed contract between homeowner and contractor with amount of renovation.

G. FOR COMMERCIAL OR NON-RESIDENTIAL ONLY

REGISTERED DESIGN PROFESSIONAL

Michigan Building Code (MBC) Section 107.3.4 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 35th District Court will be required.

I have read and understand the information above regarding permits.

Signature of Applicant