

CHARTER TOWNSHIP OF SHELBY – BUILDING DEPARTMENT

52700 Van Dyke Ave., Shelby Township, MI 48316 Phone: 586-731-5969 Fax: 586-803-2099

APPLICATION FOR BUILDING PERMIT, ZONING COMPLIANCE PERMIT, AND PLAN EXAMINATION

AUTHORITY: P.A. 230 of 1972, as amended COMPLETION: Mandatory to obtain permit PENALTY: Permit will not be issued	The department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.
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APPLICANT MUST SUPPLY ALL INFORMATION IN SECTION I, II, III, IV, V AND VI
In order to avoid delay – all forms must be completely filled out and plans must contain required information.
NOTE: Separate applications must be completed for electrical, mechanical, and plumbing permits

I. PROJECT INFORMATION

Project Name		Address	
Lot Number	Subdivision		

II. IDENTIFICATION

Owner or Lessee			
Name	Address		Phone
			Cell Phone
City	State	Zip Code	Facsimile
			E-mail
Architect or Engineer		Check box if not applicable	
Name	Address		Phone
			Cell Phone
City	State	Zip Code	Facsimile
			E-mail
License/Registration Number		Expiration Date	
Contractor		Check box if not applicable	
Name	Address		Phone
			Cell Phone
City	State	Zip Code	Facsimile
			E-mail
Builders License Number		Expiration Date	Federal Employer ID Number or Reason For Exception
Workers Comp Insurance Carrier or Reason For Exception		MESC Employer Number or Reason For Exception	

III. PROJECT DESCRIPTION, TYPE OF IMPROVEMENT AND PLAN REVIEW

Detailed Description of Project	Estimated Cost of Construction
_____	\$

Type of Improvement – Check box(es) that are applicable	
1. New Building	3. Alteration
2. Addition	4. Repair
5. Demolition	6. Mobile Home Set-up
7. Foundation Only	8. Premanufactured
9. Relocation	10. Other _____
Review(s) requested to be performed	
Building	Electrical
Mechanical	Plumbing
Foundation	Other _____

IV. PROPOSED USE OF BUILDING/IMPROVEMENT

RESIDENTIAL		CHECK BOX IF NOT APPLICABLE	
1. One Family	4. Detached Accessory Structure (>200 s.f.)	7. Pool/Hot Tub	
2. Duplex	5. Attached Garage	8. Deck/Porch	
3. Multi-Family, No. of units _____	6. Mobile Home	9. Other _____	
NON-RESIDENTIAL		<input type="checkbox"/> CHECK BOX IF NOT APPLICABLE	
10. Amusement	14. Service Station	18. School, Library, Educational	
11. Church, Religion	15. Hospital, Institutional	19. Store, Mercantile	
12. Industrial	16. Office, Bank, Professional	20. Tanks, Towers	
13. Parking Garage	17. Public Utility	21. Other _____	
<p>NON-RESIDENTIAL: Describe in detail the proposed use of the 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. Please indicate multiple uses separately (e.g. office and machine shop).</p> <p>_____</p> <p>_____</p>			

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		D. TYPE OF WATER SUPPLY		E. NUMBER OF BATHROOMS	
11. Public or Private Company		13. Public or Private Company		1 - 2 1/2 (min. 5/8" meter)	
12. Septic System		14. Private Well or Cistern		3 - 3 1/2 (min. 3/4" meter)	
				> 4 (min. 1" meter)	
F. TYPE OF MECHANICAL					
15. Will there be air conditioning?		Yes	No	16. Will there be fire suppression?	
				Yes No	
G. DIMENSIONS/DATA					
17. Number of Stories _____		21. Floor Area:		Existing	Alterations
18. Use Group _____		Basement		_____	_____
19. Const. Type _____		1st Floor		_____	_____
20. No. of Occupants _____		2nd Floor		_____	_____
H. NUMBER OF OFF STREET PARKING SPACES					
<input type="checkbox"/> Enclosed _____			Outdoors _____		

VI. APPLICANT INFORMATION

Name (Print)		Address	
City	State	Zip Code	Phone Number
Drivers License Number		Date of Birth	
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 Charter Township of Shelby and 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 subject to civil fines.			
Signature Of Applicant (<u>Homeowner signature indicates compliance with Section VII. Homeowner Affidavit</u>)			Date

VII. HOMEOWNER AFFIDAVIT

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, used, or put into operation until it has been inspected and approved** by the Building Inspector. I will cooperate with the Building Inspector and assume responsibility to arrange for necessary inspections.

VIII. BUILDING DEPARTMENT REVIEW – FOR DEPARTMENT USE ONLY – Do not write below this point

Tree Preservation _____ <input type="checkbox"/> n/a Street Frontage _____ <input type="checkbox"/> n/a Health Department _____ <input type="checkbox"/> n/a Engineer _____ <input type="checkbox"/> n/a Planning _____ <input type="checkbox"/> n/a	Rep. Trees _____ Street Trees _____ Road Commission _____ <input type="checkbox"/> n/a Soil Erosion _____ <input type="checkbox"/> n/a Water _____ <input type="checkbox"/> n/a Sewer _____ <input type="checkbox"/> n/a	D.P.W. _____ <input type="checkbox"/> n/a Assessing _____ <input type="checkbox"/> n/a Fire _____ <input type="checkbox"/> n/a Permit # _____ 23-07- _____
Code Edition _____ <input type="checkbox"/> MI Residential Code <input type="checkbox"/> MI Building Code Use Group _____ Type of Construction _____ Occupant Load _____ Flood Zone _____ Fire Suppression _____ Zoning _____	Electrical _____ <input type="checkbox"/> n/a _____ Plumbing _____ <input type="checkbox"/> n/a _____ Mechanical _____ <input type="checkbox"/> n/a _____	
AREA: First Floor _____ Second Floor _____ TOTAL _____ Basement _____ Garage _____ Other _____	FEES: Fee Index _____ Permit Fee _____ Plan Review _____ Sidewalk _____ Eng./Grade _____ Less- application fee _____ TOTAL \$ _____ BOND _____	
Footing Approval _____		
CONDITIONS/COMMENTS: _____ _____ Permit issued for: _____		
Approval Signature _____		Date _____

