

APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

**DUNDEE TOWNSHIP**

179 MAIN STREET DUNDEE, MICHIGAN 48131

PHONE: (734) 529-2650

FAX: (734) 529-5909

PERMIT #
----------

<b>AUTHORITY:</b> P.A. 230 OF 1972, AS AMENDED <b>COMPLETION:</b> MANDATORY TO OBTAIN PERMIT <b>PENALTY:</b> APPLICATION MUST BE COMPLETED, SIGNED, PROPER FEE ENCLOSED, OR PERMIT WILL NOT BE ISSUED.	DUNDEE TOWNSHIP WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, AGE, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP OR POLITICAL BELIEFS.
--	---

**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V, AND VI**  
**NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS**

<b>I. LOCATION OF BUILDING</b>			
ADDRESS			
CITY/VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
PARCEL TAX ID#			DATE
<b>II. IDENTIFICATION</b>			
<b>A. OWNER OR LESSEE</b>			
NAME		TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP
<b>B. ARCHITECT OR ENGINEER</b>			
NAME		TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP
LICENSE NO.		EXPIRATION DATE	
<b>C. CONTRACTOR</b>			
NAME		TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP
BUILDERS LICENSE NUMBER		EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP. INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESC. EMPLOYER NUMBER OR REASON FOR EXEMPTION			
<b>III. TYPE OF IMPROVEMENT AND PLAN REVIEW</b>			
<b>A. TYPE OF IMPROVEMENT</b>			
1. <input type="checkbox"/> NEW BUILDING	3. <input type="checkbox"/> ALTERATION	5. <input type="checkbox"/> WRECKING	7. <input type="checkbox"/> FOUNDATION ONLY
2. <input type="checkbox"/> ADDITION	4. <input type="checkbox"/> REPAIR	6. <input type="checkbox"/> MOBILE HOME SETUP	8. <input type="checkbox"/> PREMANUFACTURE
9. <input type="checkbox"/> RELOCATION			
<b>B. REVIEWS TO BE PERFORMED</b>			
<input type="checkbox"/> BUILDING	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL
<input type="checkbox"/> ENERGY			

<b>IV. PROPOSED USE OF BUILDING</b>		
<b>A. RESIDENTIAL</b>		
1. <input type="checkbox"/> ONE FAMILY	3. <input type="checkbox"/> HOTEL, MOTEL (NO. OF UNITS _____)	5. <input type="checkbox"/> DETACHED GARAGE
2. <input type="checkbox"/> TWO OR MORE FAMILY (NO. OF UNITS _____)	4. <input type="checkbox"/> ATTACHED GARAGE	6. <input type="checkbox"/> OTHER
<b>B. NON-RESIDENTIAL</b>		
7. <input type="checkbox"/> AMUSEMENT	11. <input type="checkbox"/> SERVICE STATION	15. <input type="checkbox"/> SCHOOL, LIBRARY, EDUCATIONAL
8. <input type="checkbox"/> CHURCH, RELIGION	12. <input type="checkbox"/> HOSPITAL, INSTITUTIONAL	16. <input type="checkbox"/> STORE, MERCANTILE
9. <input type="checkbox"/> INDUSTRIAL	13. <input type="checkbox"/> OFFICE, BANK, PROFESSIONAL	17. <input type="checkbox"/> TANKS, TOWERS
10. <input type="checkbox"/> PARKING GARAGE	14. <input type="checkbox"/> PUBLIC UTILITY	18. <input type="checkbox"/> OTHER
<p>NON-RESIDENTIAL - DESCRIBE IN DETAIL PROPOSED USE OF 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 HERE.</p>		
<b>V. SELECTED CHARACTERISTICS OF BUILDING</b>		
<b>A. PRINCIPAL TYPE OF FRAME</b>		
1. <input type="checkbox"/> MASONRY, WALL BEARING	2. <input type="checkbox"/> WOOD FRAME	3. <input type="checkbox"/> STRUCTURAL STEEL
4. <input type="checkbox"/> REINFORCED CONCRETE	5. <input type="checkbox"/> OTHER	
<b>B. PRINCIPAL TYPE OF HEATING FUEL</b>		
6. <input type="checkbox"/> GAS	7. <input type="checkbox"/> OIL	8. <input type="checkbox"/> ELECTRICITY
9. <input type="checkbox"/> COAL	10. <input type="checkbox"/> OTHER	
<b>C. TYPE OF SEWAGE DISPOSAL</b>		
11. <input type="checkbox"/> PUBLIC OR PRIVATE COMPANY	12. <input type="checkbox"/> SEPTIC SYSTEM	
<b>D. TYPE OF WATER SUPPLY</b>		
13. <input type="checkbox"/> PUBLIC OR PRIVATE COMPANY	14. <input type="checkbox"/> PRIVATE WELL OR CISTERN	
<b>E. TYPE OF MECHANICAL</b>		
15. WILL THERE BE AIR CONDITIONING? <input type="checkbox"/> YES <input type="checkbox"/> NO		
16. WILL THERE BE FIRE SUPPRESSION? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>F. DIMENSIONS / DATA</b>		
17. NUMBER OF STORIES _____	18. FLOOR AREA	1ST & 2ND FLOOR _____
		3RD - 10TH FLOOR _____
		11TH - ABOVE FLOOR _____
		TOTAL AREA _____
<b>G. NUMBER OF OFF STREET PARKING SPACES</b>		
19. ENCLOSED _____	20. OUTDOORS _____	

**VI. APPLICANT INFORMATION**

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

NAME		TELEPHONE NUMBER		
ADDRESS		CITY	STATE	ZIP CODE
FEDERAL ID NUMBER / SOCIAL SECURITY NUMBER				
FEE ENCLOSED		\$	VALUE	
SIGNATURE OF APPLICANT				

**VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION**

**ENVIRONMENTAL CONTROL APPROVALS**

	REQUIRED ?		APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
B - FIRE DISTRICT	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
C - POLLUTION CONTROL	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
D - NOISE CONTROL	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
E - SOIL EROSION	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
F - FLOOD ZONE	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
G - WATER SUPPLY	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
H - SEPTIC SYSTEM	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
I - VARIANCE GRANTED	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
J - OTHER	<input type="checkbox"/> YES	<input type="checkbox"/> NO				

**VIII. VALIDATION - FOR DEPARTMENT USE ONLY**

USE GROUP _____	BASE FEE _____
TYPE OF CONSTRUCTION _____	NUMBER OF INSPECTIONS _____
SQUARE FEET _____	
APPROVAL SIGNATURE _____	
TITLE _____	DATE _____

IF PERMIT IS BEING REQUESTED BY MAIL, ENCLOSE A COPY OF YOUR CURRENT LICENSE AND SELF ADDRESSED, STAMPED ENVELOPE, AND ADDRESS TO BUILDING DEPT. IF RECEIPT AND PERMIT IS TO BE RETURNED. OTHERWISE, PERMIT AND RECEIPT MUST BE PICKED UP AT THE TOWNSHIP OFFICE.

**INSTRUCTIONS FOR COMPLETING APPLICATION**

GENERAL: Building, plumbing, mechanical and electrical work shall not be started until the application for permit has been filed with Dundee Township. All installations shall be in conformance with the \_\_\_\_\_ Code. **No work shall be concealed until it has been inspected.**

Initial \_\_\_\_\_

The name of the inspector and the telephone number will be provided on the permit form.

When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the **job location and permit number.**

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six (6) months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing work. **A permit will be cancelled when no inspections are requested and conducted within six (6) months of the date of issuance or the date of a previous inspection. Cancelled permits cannot be refunded or reinstated.**

Initial \_\_\_\_\_

**PLAN REVIEW REQUIREMENTS**

Plans and specifications for new construction work, alteration, repair, expansion, addition, or modification work shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. **A PLAN REVIEW IS REQUIRED BEFORE A PERMIT CAN BE ISSUED.**

Exception 1: Alterations and repair work determined by the appropriate official to be of a minor nature.

Exception 2: Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

Exception 3: A building of use group R-3 or R-4 containing not more than 3,500 square feet of building area.

Exception 4: Wiring or alteration to an electrical system that costs less than \$10,000.00, unless requested by administrative authority.

Initial \_\_\_\_\_

**"Section 23a of the State Construction Codes Act of 1972, Act No. 230 of Public Act 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 perform work on residential buildings or a residential structure. Violators of Section 23a are subjected to civil fines."**

**Signature of Licensee or Homeowner (Homeowners must also sign affidavit below)**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Homeowner Affidavit**

I hereby certify that the 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 Dundee Township adopted Code and **shall not be enclosed, covered up,** or put into operation until it has been **inspected** and **approved** by the Dundee Township building, plumbing, mechanical and electrical inspector. I will cooperate with the Dundee Township inspectors and assume the responsibility to arrange for necessary inspections.

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

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

**Application For:**

Building

Electrical

Plumbing

Mechanical