

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