



# Building Permit Application

Permit # \_\_\_\_\_

## Project Type/Location *(check all that apply)*

- New House     Detached Garage     Attached Garage     Addition     Renovation  
 Basement Finish     Repair/replacement     Foundation     Roof/Siding/Windows     Other

Job Location (Address)

Property Identification Number (Sidwell No.)

## Applicant Information

Name

Address

City

State

Zip

Cell Phone Number

Telephone Number

Email Address

Property Owner  *Check if same as Applicant*

Name

Address

City

State

Zip

Cell Phone Number

Telephone Number

Email Address

## Contractor Information

Name

Address

City

State

Zip

Cell Phone Number

Telephone Number

Email Address

Individual Builders License Number

Expiration Date

Company Builders License Number

Expiration Date

Federal Employer ID Number

Worker's Comp Insurance Carrier

Unemployment Insurance Agency  
Employer Account Number

**23925 Woodward Ave, Pleasant Ridge, MI 48069**

**Phone: 248-541-2901 Fax: 248-541-2504**

## Project Description

Provide a description of the work to be covered by the building permit:

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## Job Details

Estimated Value of Job

Floor Area (sq. ft.):	Existing	Alterations	New
Basement	_____	_____	_____
First Floor	_____	_____	_____
Second Floor	_____	_____	_____
3 <sup>rd</sup> & Above	_____	_____	_____

## Signature

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 State of Michigan. I certify that I have read, understand, and agree to meet all requirements set forth in the City of Pleasant Ridge "Building Permit Application Requirements" document. I expressly grant the City of Pleasant Ridge, in addition to any applicable law, permission for building, engineering, and planning personnel to enter upon the subject premises for the purposes of conducting such inspections as said departments deem appropriate. I certify that all information submitted on this application is accurate to the best of my knowledge.

**Section 23a of the State Construction Code Act of 1972, PA 230 of 1972, 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.**

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Signature of Applicant \_\_\_\_\_ Type or Print \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Property Owner (required) \_\_\_\_\_ Type or Print \_\_\_\_\_ Date \_\_\_\_\_

**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 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work.

### Department Use Only

Permit Fee: _____	Actual Value of Job: _____
Plan Review Fee: _____	
Registration: _____	
Administration: _____	Approval Signature _____
<b>TOTAL PERMIT FEE:</b> _____	
	Title _____ Date _____

## Building Permit Fees

The permit fee is determined by the total construction value as shown in the most recent edition of the ICC Building Evaluation Data square foot construction costs table.<sup>1</sup> Specifically:

- For residential one- and two-family additions and new construction, the construction value is \$135/sq. ft.
- For all use groups other than one and two family residential, the square foot construction cost is 100% of the value shown in the table.
- For renovations the construction cost shall be determined by the value of the job.

### Fee Schedule

Building Permit Fee	
<i>Construction Value:</i>	
\$1.00 to \$1,000	\$50
Each additional \$1,000 or fraction thereof	\$15
Plan Review Fee (applies when value of job is over \$1,000)	50% of building permit fee
Administration Fee	\$25
Registration (annual one-time fee)	\$15
Re-Inspection Fee (each occurrence)	\$40
Meeting with Inspector (each occurrence)	\$40
Demolition Permit Fee	
Up to 2,500 sq. ft.	\$50
2,500 to 5,000 sq. ft.	\$60
Over 5,000 sq. ft.	\$70
Demolition Bond (cash only, refundable at end of reconstruction)	\$5,000

\*Fees are doubled if work is started without a permit.

<sup>1</sup> <https://www.iccsafe.org/products-and-services/i-codes/code-development-process/building-valuation-data/>



# Building Permit Application Requirements

## General Requirements

- Minimum permit fee is \$50.00. All permits have a \$25.00 administration fee added.
- A double fee will be charged for all work started before obtaining a permit.
- Electrical, Plumbing, and Mechanical permits require separate applications.
- A copy of the applicant's driver's license is required.
- All applications must include copies of both a current individual and company builders' licenses. On the occasion that a state-issued contractor's license is not required, a copy of the company's business license is required. A copy of the contractor's liability insurance is required.
- Any partial inspections will be subject to the re-inspection fee of \$40.00.
- The contractor is responsible for scheduling all inspections and providing access to the property.
- All surveys and site plans must show the location of all city trees in the right-of-way adjacent to the property.
- It is the owner's responsibility to check local deed restrictions and easements prior to construction.
- All work to be done in the right-of-way requires a separate right-of-way permit.

## Submittal Requirements

- Completed building permit application
- Three hard copy sets of construction plans and one digital set in .pdf format
- Construction documents must be signed and sealed by an architect or professional engineer per PA 299 of 1980 (not required for one- and two-family dwellings less than 3,500 sq. ft.)
- A certified survey or site plan drawn in accordance with a certified survey showing to scale the size and location of all existing and proposed construction, distances from all lot lines, and existing and proposed finished grades (not required for renovation of existing buildings).
- Elevation drawings demonstrating compliance with the City's Exterior Design Standards.
- Structural calculations (commercial projects)

## Site Requirements

- Construction sites must have rigid perimeter fencing to secure the entire site. Snow fence is not acceptable.
- Construction site fencing must be placed at least one foot back from the sidewalk.
- Silt fencing for erosion control purposes is required.
- City trees must be protected from damage during construction.
- Concrete washout/slurry disposal:
  - Washout of equipment & vehicles/disposal of excess concrete mix/slurry into the public right of way, onto City streets, or into sewer drains is prohibited.
  - Off-site washout or temporary on-site washout/slurry pit is required.
  - If on-site washout/slurry pit is used the concrete must be allowed to set, be broken up, and then disposed of properly.
  - Slurry pits must be lined with a suitable plastic liner (minimum 10 mil) to prevent leaching into the underlying soil.
- Disposal of concrete slurry onto a public street is cause for cancellation of a permit and code violation fines.
- On-site porta-johns and dumpsters shall be in the rear yard. If this is not practical, they may be in the front yard with prior approval by the City. Dumpsters or porta-johns in the front yard shall be set back as far as possible from the sidewalk.
- On-street dumping or storage of construction materials is prohibited.
- Contractors are responsible for hauling away surplus building materials and debris.