



BUILDING PERMIT APPLICATION

CITY OF MADISON HEIGHTS
COMMUNITY DEVELOPMENT DEPARTMENT
300 WEST THIRTEEN MILE ROAD
MADISON HEIGHTS, MI 48071
(248) 583-0831 FAX (248) 588-4143
www.madison-heights.org

PERMIT # _____

ISSUED BY: _____

JOB LOCATION

STREET ADDRESS:		
PROPERTY TAX ID # 44 - 25 -	-	ZONING:

PROPERTY OWNER

NAME:	
ADDRESS:	PHONE #
DRIVERS LICENSE NUMBER:	D.O.B.

APPLICANT INFORMATION

INDICATE WHO THE APPLICANT IS: <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> HOME OWNER <input type="checkbox"/> ARCHITECT				
NAME OF APPLICANT: _____				
DRIVERS LICENSE NUMBER: _____ D.O.B. _____				
ADDRESS: (STREET NO. & NAME) _____				
CITY: _____ STATE: _____ ZIP: _____				
TELEPHONE (INCLUDE AREA CODE) _____ CELL PHONE (INCLUDE AREA CODE) _____				
FAX (INCLUDE AREA CODE) _____				
EMAIL ADDRESS: _____ (REQUIRED TO RECEIVE NOTICE OF REPAIR)				
STATE LICENSE NUMBER _____		EXPIRATION DATE: _____		
NAME OF LIABILITY INSURANCE COMPANY: _____				
MESC # _____		FEDERAL ID # _____		

TYPE OF JOB

<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ADDITION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> FOUNDATION ONLY	<input type="checkbox"/> GARAGE	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> REPAIR
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TYPE OF STRUCTURE

<input type="checkbox"/> RESIDENTIAL - SINGLE FAMILY	<input type="checkbox"/> RESIDENTIAL - MULTI FAMILY	NO. OF UNITS _____	<input type="checkbox"/> GARAGE
<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> INDUSTRIAL		<input type="checkbox"/> OTHER

SCOPE OF PROJECT

<input type="checkbox"/> STRIP AND RE-ROOF	<input type="checkbox"/> PORCH	<input type="checkbox"/> SIDING/TRIM	<input type="checkbox"/> GUTTERS	<input type="checkbox"/> ADDITION/DORMER
<input type="checkbox"/> RE-ROOF ONLY (2 LAYERS MAX)	<input type="checkbox"/> DUMPSTER	<input type="checkbox"/> ENCLOSURE	<input type="checkbox"/> ABOVE GROUND POOL	<input type="checkbox"/> DECK
<input type="checkbox"/> WINDOWS - # _____	<input type="checkbox"/> OTHER	_____		

----- OVER -----

DESCRIPTION OF WORK BEING PERFORMED

DRAWING SUBMITTED: YES NO DRAWINGS REQUIRED: YES NO

ALL OTHER CONSTRUCTION: COMMERCIAL/ INDUSTRIAL/ MULTI FAMILY

CONSTRUCTION COST: \$ _____ **(INCLUDE ALL COSTS EXCEPT FIXTURES AND SITE IMPROVEMENTS)**
SQUARE FOOTAGE: _____ **(TOTAL AREA USING OUTSIDE DIMENSIONS)**
MBC USE GROUP(S) _____ MBC CONSTRUCTION TYPE _____
SPRINKLER SYSTEM TYPE: _____ MEZZANINE: YES NO IF YES, AREA IS _____
SPECIFIC USE (S) OF STRUCTURE: _____
OF FIRE AREAS: _____
HAS KNOX BOX BEEN ORDERED? YES NO IS SPECIAL INSPECTION LIST ATTACHED? YES NO

RESIDENTIAL CONSTRUCTION: NEW/REMODEL/ADDITIONS

CONSTRUCTION COST: \$ _____ **(INCLUDE ALL COSTS INCLUDING DRIVEWAYS ETC BUT NO LAND VALUE)**
SQ FOOTAGE: _____ **(INCLUDE ALL HABITABLE AREA ON ALL FLOORS INCLUDING FINISHED BASEMENT AND BONUS ROOMS)**
BEDROOMS: _____ # BATHROOMS: FULL _____ HALF _____ # STORIES: _____
WATER/SEWER UTILITIES: NEW EXISTING
FINISH FLOOR ELEVATION: _____ FINSIH GRADE ELEVATION: _____

ALL SUBMISSIONS MUST INCLUDE TWO (2) COPIES OF THE CONSTRUCTION DOCUMENTS. ONE (1) COPY MUST BE A FULL SIZE COPY (24 X 36 MAXIMUM) TO SCALE AND THE OTHER MUST BE NO LARGER THAN 11 X 17 INCHES. ALL REDUCED COPIES MUST BE FULLY LEGIBLE. REVERSED TEXT DRAWINGS WILL NOT BE ACCEPTED.

- Construction documents, including site plans, shall be of sufficient clarity to indicate location, nature and extent of the proposed work and show in detail that it will conform to the provisions of the code and local ordinances.
- Construction shall not commence until a building permit has been issued.
- Applications must be accompanied by a signed owner contract and/or scope of work.

APPLICANT SIGNATURE

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.

PERMITS ARE NOT TRANSFERABLE AS TO PERSON AND ARE NOT REFUNDABLE. ISSUANCE OF A PERMIT DOES NOT GUARANTEE COMPLIANCE WITH ANY BUILDING OR OTHER CODE. HOMEOWNERS MUST COMPLETE WORK THEMSELVES OR HIRE A LICENSED CONTRACTOR. COMPLETED WORK MUST BE INSPECTED IMMEDIATELY. THE APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING PERMITS, INSPECTIONS AND PAYMENT OF FEES. WORK CANNOT BEGIN UNTIL A PERMIT IS ISSUED.

APPLICANT SIGNATURE: I HAVE READ AND UNDERSTAND THE CONDITIONS LISTED ABOVE.

APPLICANT'S SIGNATURE

DATE

COMMENTS: _____

APPROVED BY: _____ DATE: _____