



BUILDING PERMIT APPLICATION
MONROE CHARTER TOWNSHIP BUILDING DEPARTMENT

4925 East Dunbar Road
 Monroe, MI 48161
 Phone: (734) 241-5502

Website: monroechartertownship.org

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B 2024 B

Authority 1972 PA 230 Penalty Failure to provide the information may result in denial of your request.	Monroe Charter Township is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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APPLICANT TO COMPLETE ALL ITEMS IN SECTIONS 1-17

1. Project or Facility Information

PROJECT NAME		ADDRESS			
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED: MONROE CHARTER TOWNSHIP			Monroe Charter Township		ZIP CODE 48161
COUNTY MONROE	BETWEEN	AND			

2. Applicant/Contractor or Lessee (for Certificate of Zoning Compliance for Occupancy Zoning Permit Applications)

NAME		E-MAIL			
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area code)	

3. Owner of the land in fee

NAME		ADDRESS			
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area code)		

E-MAIL

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

5. CERTIFICATE OF OCCUPANCY (\$50.00 FEE) YES O NO	6. Estimated Project Cost \$ _____	NOTE: Plumbing, Mechanical and Electrical Work Require Separate Permits Re-open Expired Permit \$75.00
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For Department Use Only

Validation Area

APPROVAL SIGNATURE _____
Zoning Enforcement Officer

DATE APPROVED ____/____/____

USE GROUP _____ SQUARE FEET _____

TYPE OF CONSTRUCTION _____

APPROVAL SIGNATURE _____
Building Official

DATE APPROVED ____/____/____

INSPECTIONS: (foundation/ftg.main, footing garage, backfill, pre-pour, frame,
truss drawings, insulation, drywall, flashing, flood certificate, flood gates, zoning
compliance, fire inspection, gas pressure test, performance bond, post holes, final,

ALL other _____

TOTAL PERMIT VALUE \$ _____

TOTAL PERMIT FEE \$ _____

SEWER USE FEE PAID YES NO \$ _____ AMOUNT DUE

_____ UNITS X \$ _____ = \$ _____

7. Purpose of Project

NEW BUILDING ALTERATION DEMOLITION FOUNDATION ONLY ADDITION REPAIR MOBILE HOME SET-UP PREMANUFACTURE OTHER

MOBILE HOME HUD & SERIAL NUMBERS _____

Plan Review Required

5 sets of construction documents are required with each application for a commercial building permit. Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended.

The seal and signature is not required for one- and two-family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost. Applicant must submit a detailed statement in writing, verified by affidavit of the individual making it, of the specifications for the building or structure, and full and complete copies of the plans drawn to scale of the proposed work. Applicant must also submit a site plan showing the dimensions, and the location of the proposed building or structure and the other buildings or structures on the same premises.

For buildings regulated by the Michigan Building Code, 2 sets of construction documents must be submitted and approved before a building permit can be issued.

8. Residential Buildings Regulated by the Michigan Residential Code

ONE FAMILY TOWNHOUSE NO. OF UNITS _____ DETACHED GARAGE

TWO OR MORE FAMILY NO. OF UNITS _____ ATTACHED GARAGE OTHER

9. Residential builder or Residential maintenance and alteration contractor

NAME		COMPANY NAME	ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area code)	
STATE OF MICHIGAN LICENSE NUMBER		EXPIRATION DATE		E-MAIL
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			WORKERS COMP INSURANCE CARRIER (or reason for exemption)	
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)				

10. Type of Construction

(A-1) ASSEMBLY (THEATRES, ETC)
 (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC)
 (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC)
 (A-4) ASSEMBLY (INDOOR SPORTS, ETC)
 (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC)
 (B) BUSINESS
 (E) EDUCATION
 (F-1) FACTORY (MODERATE HAZARD)
 (F-2) FACTORY (LOW HAZARD)
 (H-1) HIGH HAZARD (DETONATION)
 (H-2) HIGH HAZARD (DEFLAGATION)
 (H-3) HIGH HAZARD (COMBUSTION)
 (H-4) HIGH HAZARD (HEALTH HAZARD)
 (H-5) HIGH HAZARD (HPM)
 (I-1) INSTITUTIONAL 1 (SUPERVISED)
 (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.)
 (I-3) INSTITUTIONAL 3 (PRISONS ETC)
 (I-4) INSTITUTIONAL 4 (DAY CARE ETC)
 MERCANTILE
 (R-1) RESIDENTIAL 1 (HOTELS, MOTELS)
 (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY)
 (R-3) RESIDENTIAL 3 (1 & 2 FAMILY)
 (R-4) RESIDENTIAL 4 (ASSISTED LIVING)
 (S-1) STORAGE 1 (MODERATE HAZARD)
 (S-2) STORAGE 2 (LOW HAZARD)
 (U) UTILITY (MISCELLANEOUS)

11. WILL THERE BE FIRE SUPPRESSION ADDED?
 YES NO

FIRE SUPPRESSION WORK REQUIRES A SEPARATE MECHANICAL PERMIT

12. Type of Construction

O1A - Non-Combustible (Protected Structural Elements) 3HR	O1B - Noncombustible (Rated Structural Elements) 2HR	O2A - Non-Combustible (Rated Structural Elements) 1 HR
O2B - Noncombustible (Non-Rated Structural Elements) 0 4	O 3A - Non-Combustibles (Exterior Walls Only)	O3B - Non-Combustible (Bearing Walls Rated)
O 4-Heavy Timber	O 5A - Combustible (Structural Elements Rated) 1HR	O5B - Combustible (All Elements Not Rated)

13. Dimensions / Data

FLOOR AREA:	EXISTING	ALTERATIONS	NEW
BASEMENT	_____	_____	_____
1ST & 2ND FLOOR	_____	_____	_____
3RD FLOOR & ABOVE	_____	_____	_____
TOTAL AREA	_____	_____	_____

15. 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 subjected to civil fines.

I, [redacted] (name), [redacted] (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

16. SIGNATURE

17. DATE

A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.

Where to Submit Application: The Bureau of Construction Codes is responsible for code enforcement in units of government throughout the state which have no local inspection authority and for all state-owned buildings as well as school building construction where a local delegation of authority does not exist. Prior to applying for a permit, please review the Statewide Jurisdiction List for anything other than K-12 Educational Facilities. For K-12 Educational Facilities please review the Local School Construction Enforcement List. This information is updated regularly due to changes in the construction code enforcement authority as they may be conducted by either the state, county, or local unit of government. A permit application must be submitted to the appropriate enforcing agency based upon these lists. Permit applications should be sent to the State of Michigan for K-12. Questions regarding issued permits may be directed to bccpermits@michigan.gov or 517-241-9313.

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