



MONROE CHARTER TOWNSHIP BUILDING DEPARTMENT

4925 East Dunbar Road

Monroe, Mi. 48161

OFFICE 734-241-5502 FAX 734-457-2677

www.monroechartertownship.org

Requirements for Obtaining Building Permits From the Building Department

Residential Structures

(One-and Two-Family Residential with **less** than 3,500 square feet of calculated floor area)

Building Permit Application with Zoning Compliance information or approvals.

Minimum of two (2) sets of plans that include the following:

Foundation and floor plans to include all egress size & locations

Roof and wall section, truss load detail sheet if applicable

Building and floodplain elevations with details if proposing to occupy a floodplain area

Site plan with proposed existing and finished grades

Provide method of compliance with the Michigan Uniform Energy Code

Commercial Structures

(Including One and Two-Family Structures with **more** than 3,500 square feet of calculated floor area)

Building Permit Application.

Copy of plan review approval indicating Zoning Compliance. Building plan review must be approved prior to a building permit being issued (see "Plan Review Checklist" for details).

Mobile and Premanufactured Homes

Building Permit Application.

Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation for Mobile Homes.

Site plan indicating Zoning Compliance.

For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

Demolition of Structures

Building Permit Application.

Dust Control Schedule and MDEQ approval (EQP 5661) (MIOSHA-CSH 142)

Proof of Utility Disconnects (electrical, water, gas, any other on site utility)

Instructions for Completing Application

Page 1 of the application: Complete all applicable sections. Note section II(C, D). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space. ***HOMEOWNER'S NOTE*** If hiring a **Builder to perform this work, all residential improvements exceeding \$600 require a contractor to have an active Michigan Residential Builders License (PA 299 of 1980, Section 2403), include a copy of this License or the License Number and we can verify a License status for you.**

Page 2 of the application: Enter the information as required. (Type of improvement, use of structure, type of construction and Dimensions/Data)

Page 3, Section VI of the application: The application must be signed by the owner and the applicant. (If the applicant is the owner only sign the application on the "Signature of Owner" line).

Page 4, Section IX of the application: Please provide a plot plan or use this area as your site or plot plan.

Section VII. This section will be completed by the Building Department for any environmental control approvals (all local requirements A through I must be approved prior to permit issue). Indicate if a well or septic approval is required (if yes, attach permit copy). Well and septic permits are issued by the Monroe County Health Department.

School grades K-12: Contact the Bureau of Construction Codes for these permits at www.michigan.gov.bcc

Building Permit Fees

Building permit fees may be obtained from the Monroe Charter Township Building Department by calling us at (734)241-5502 or at www.monroechartertownship.org.

You will need to furnish the following information when calling

- Total square footage of the structure to include total construction costs (labor & material, all trades included).
- Use group (i.e., R-3 use group for single family homes, U use group for detached garages, pole barns, etc.).
- Type of construction (5B for wood frame construction is typical for a residence & garages).

When to Call for an Inspection

Please call the Building Department's telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of six (6) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

Required inspections;

Foundation Inspection

Prior to placing concrete in forms, piers, trenches, and with all formwork and reinforcement in place.

Backfill Inspection

Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed, compacted soils in place necessary to support any below grade and embedded pipes (sewer, water, storm, ect).

Rough Inspection

The rough inspection is to be made after the roof, all framing, firestopping, bracing, and the electrical rough, mechanical rough, and the plumbing rough installations have been approved and before the insulation is installed.

Insulation Inspection

The insulation inspection is conducted after all insulation has been installed and before any finish work is installed.

Wall Board or Drywall Inspection

After the drywall is installed and before any compound or finishing materials are placed onto the board.

Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

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. **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 \$50.00.**

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy (in writing) upon the completion of the project. This request must include the building, electrical, mechanical, plumbing, boiler and elevator permit numbers (when applicable), the plan review submission number.

An occupancy cannot be authorized until all fees are paid, permits are finalled, and the work covered by a building permit has been completed in accordance with the permit, the code, and all other applicable laws and ordinances. If an electrical, mechanical, plumbing, or plan review submission is not required, write "not applicable" on the request form in the appropriate space.

School grades K-12: Contact the Bureau of Construction Codes for these permits at www.michigan.gov.bcc

BUILDING PERMIT APPLICATION



MONROE CHARTER TOWNSHIP BUILDING DEPARTMENT

120

4925 East Dunbar Road

Monroe Mi. 48161

Office 734-241-5502 FAX 734-457-2677

B 2013 B

www.monroechartertownship.org

Authority: 1972 PA 230 Completion: Mandatory to obtain permit Penalty: Permit cannot be issued	Monroe Charter Township is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
--	---

Applicant to Complete All Items in Sections I, II, III, IV V and VI

Note: Separate Applications Must be Completed for Plumbing, Mechanical and Electrical Work Permits

I. Project or Facility Information		School grades K-12 require State permits at www.michigan.gov/bcc .	
PROJECT NAME		ADDRESS	
LOT NUMBER & NAME OF SUBDIVISION IN WHICH JOB IS LOCATED		TOWNSHIP MONROE CHARTER TOWNSHIP	ZIP CODE 48161
NEAREST CROSS ROADS, BETWEEN		AND	

II. Applicant/Facility Contact Information			
A. Applicant			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
B. Owner or Lessee **BUILDERS REQUIRING HOMEOWNERS TO SECURE A PERMIT MAY BE REQUIRED BY LAW TO BE LICENSED, PLEASE PROVIDE LICENSE NUMBER AND WE CAN VERIFY A LICENSE STATUS**			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
C. Architect or Engineer			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
LICENSE NUMBER			EXPIRATION DATE
D. Contractor			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
BUILDERS LICENSE NUMBER			EXPIRATION DATE
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)			

III. Type of Job	School grades K-12 require State permits at www.michigan.gov/bcc .
A. Type of Improvement	
<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ALTERATION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> FOUNDATION ONLY <input type="checkbox"/> RELOCATION <input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOBILE HOME SET-UP <input type="checkbox"/> PREMANUFACTURE <input type="checkbox"/> SPECIAL INSPECTION	
B. Plan Review Required	
<p>A set of construction documents are required with each application for a permit, unless waived by the building official when code compliance can be determined based on the description in the application.</p> <p>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.</p> <p>For buildings regulated by the Michigan Building Code, a set of construction documents must be submitted with a separate Application for Plan Examination, the appropriate fee, and approved before a building permit can be issued.</p>	
BCC Plan Review Number _____ Mobile Home HUD & Serial Numbers _____	

IV. Plan Review Information		
A. Residential - Buildings Regulated by the Michigan Residential Code		
<input type="checkbox"/> ONE FAMILY <input type="checkbox"/> TWO OR MORE FAMILY NO. OF UNITS _____	<input type="checkbox"/> TOWNHOUSE NO. OF UNITS _____ <input type="checkbox"/> ATTACHED GARAGE	<input type="checkbox"/> DETACHED GARAGE <input type="checkbox"/> OTHER _____
B. Buildings Regulated by the Michigan Building Code		
<input type="checkbox"/> (A-1) ASSEMBLY (THEATRES, ETC.) <input type="checkbox"/> (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC.) <input type="checkbox"/> (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC.) <input type="checkbox"/> (A-4) ASSEMBLY (INDOOR SPORTS, ETC.) <input type="checkbox"/> (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC.) <input type="checkbox"/> (B) BUSINESS <input type="checkbox"/> (E) EDUCATION <input type="checkbox"/> (F-1) FACTORY (MODERATE HAZARD) <input type="checkbox"/> (F-2) FACTORY (LOW HAZARD)	<input type="checkbox"/> (H-1) HIGH HAZARD (DETONATION) <input type="checkbox"/> (H-2) HIGH HAZARD (DEFLAGRATION) <input type="checkbox"/> (H-3) HIGH HAZARD (COMBUSTION) <input type="checkbox"/> (H-4) HIGH HAZARD (HEALTH HAZARD) <input type="checkbox"/> (H-5) HIGH HAZARD (HPM) <input type="checkbox"/> (I-1) INSTITUTIONAL 1 (SUPERVISED) <input type="checkbox"/> (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.) <input type="checkbox"/> (I-3) INSTITUTIONAL 3 (PRISONS ETC.) <input type="checkbox"/> (I-4) INSTITUTIONAL 4 (DAY CARE ETC.)	<input type="checkbox"/> (M) MERCANTILE <input type="checkbox"/> (R-1) RESIDENTIAL 1 (HOTELS, MOTELS) <input type="checkbox"/> (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY) <input type="checkbox"/> (R-3) RESIDENTIAL 3 (CHILD & ADULT CARE) <input type="checkbox"/> (R-4) RESIDENTIAL 4 (ASSISTED LIVING) <input type="checkbox"/> (S-1) STORAGE 1 (MODERATE HAZARD) <input type="checkbox"/> (S-2) STORAGE 2 (LOW HAZARD) <input type="checkbox"/> (U) UTILITY (MISCELLANEOUS)
<p>Alteration, repairs and additions - Provide a description of the work to be covered by the building permit. As examples; 20,000 square foot roof covering, building a 2,300 square foot addition, replace 5 exterior doors, renovate basement in a residence, etc.</p>		

V. Building Data...A. Type of Mechanical			
WILL THERE BE FIRE SUPPRESSION? <input type="checkbox"/> YES (ATTACH PLAN) <input type="checkbox"/> NO			
B. Type of Construction			
<input type="checkbox"/> 1A - Non Combustible (Protected Structural Elements) 3HR <input type="checkbox"/> 2B - Non Combustible (Non Rated Structural Elements) <input type="checkbox"/> 4 - Heavy Timber	<input type="checkbox"/> 1B - Non Combustible (Rated Structural Elements) 2HR <input type="checkbox"/> 3A - Non Combustibles (Exterior Walls Only) <input type="checkbox"/> 5A - Combustible (Structural Elements Rated) 1HR	<input type="checkbox"/> 2A - Non Combustible (Rated Structural Elements) 1HR <input type="checkbox"/> 3B - Non Combustible (Bearing Walls Rated) <input type="checkbox"/> 5B - Combustible (All Elements Not Rated)	
C. Dimensions / Data			
FLOOR AREA:	EXISTING	ALTERATIONS	NEW
BASEMENT	_____	_____	_____
1ST & 2ND FLOOR	_____	_____	_____
3RD - 10TH FLOOR	_____	_____	_____
11TH - ABOVE	_____	_____	_____
TOTAL AREA	_____	_____	_____
D. Number of Off Street Parking Spaces Please Include all ADA Spaces			
ENCLOSED _____	OUTDOORS _____	HARD-SURFACE ____ YES ____ NO ____	

VI. Signature CONTRACTORS REQUIRING HOMEOWNERS TO SECURE PERMIT MAY BE REQUIRED BY LAW TO BE LICENSED...PROVIDE LICENSE NUMBER TO VERIFY STATUS.

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. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

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.

SIGNATURE OF OWNER (Required)	TYPE OR PRINT
SIGNATURE OF OWNER'S AGENT	TYPE OR PRINT
BUILDING PERMIT VALUE OR CONTRACT FEES TO INCLUDE ALL LABOR, MATERIAL, AND ALL IMPROVEMENTS \$ _____ .00 (The first _____ of an application is _____)	
AMOUNT OF PERMIT FEE ENCLOSED \$ _____ .00 CHECK NUMBER _____	

VII. Local Governmental Agency to Complete This Section NO APPLICANT INFORMATION IN SECTIONS VII AND VIII BELOW

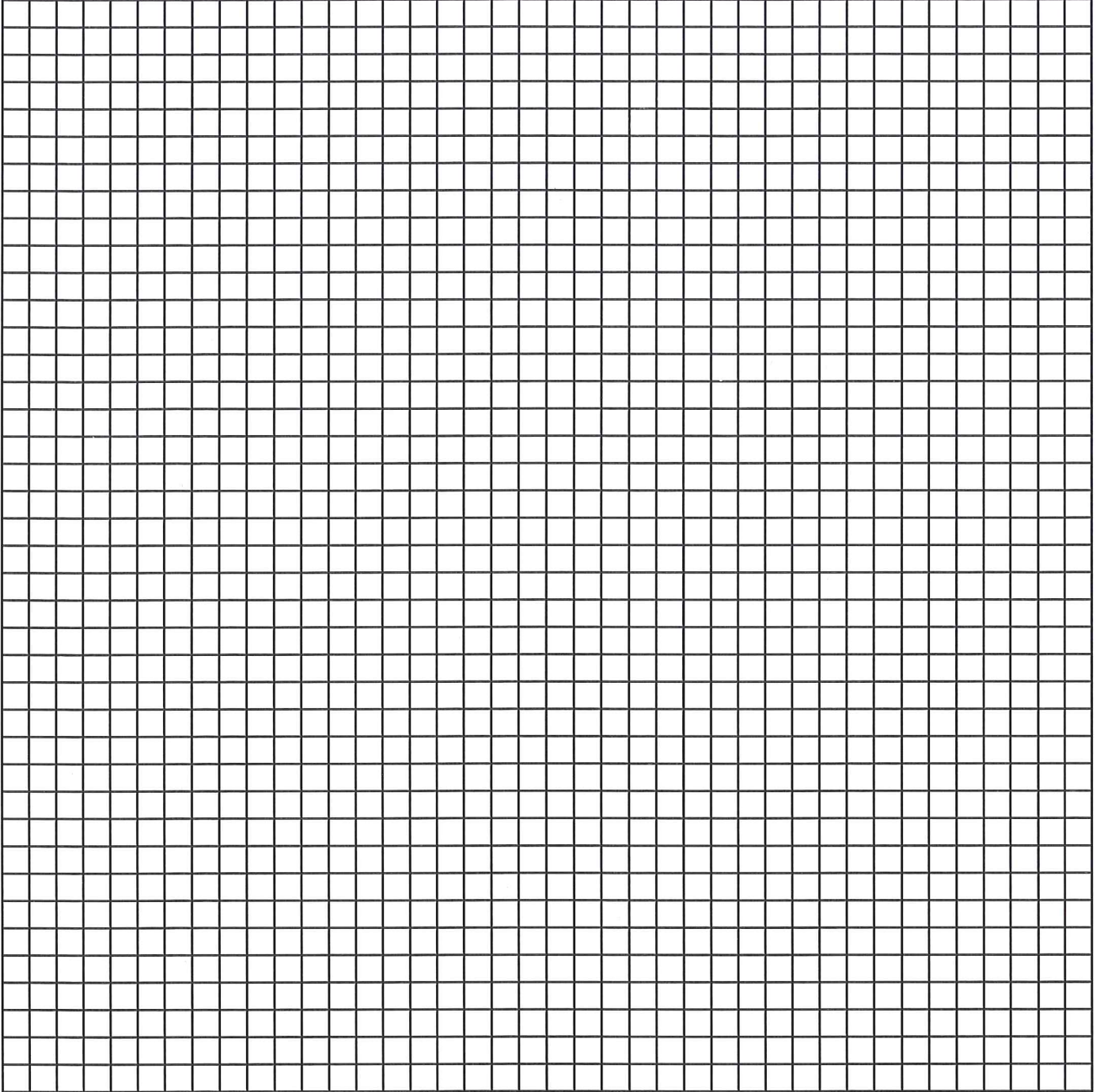
ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED?	APPROVED	DATE	AUTHORIZED OR APPROVED BY;
A - Zoning Enforcement Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No			
B - Planning Commission Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No			
C - Variance Board Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No			
D - Soil Erosion or Mass Grading	<input type="checkbox"/> Yes <input type="checkbox"/> No			
E - Performance Bond \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No			
F - Flood Zone and Benchmark Cert.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
G - Fire Department Review	<input type="checkbox"/> Yes <input type="checkbox"/> No			
H - Water Supply (MCHD permit)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
I - Sanitary System (MCHD permit)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
J - Other	<input type="checkbox"/> Yes <input type="checkbox"/> No			

VIII. Validation - For Department Use Only

VALUE FEES = _____ sq. ft. X \$ _____ .00 per ft. = \$ _____ .00 ADDITIONAL = _____ sq. ft. X \$ _____ .00 per ft. = \$ _____ .00 ADDITIONAL ITEMS AT \$ _____ .00 ea. X _____ ITEMS = \$ _____ .00 TOTAL PERMIT VALUE = \$ _____ .00	PERMIT VALUE \$ _____ .00 PERMIT FEE (first \$50.00 fee is non-refundable) \$ _____ .00 INSPECTIONS (footer, backfill, pre-pour, frame, truss drawings, insulation, drywall, flashing, flood certificate, flood gates, zoning compliance, fire code, performance bond, ALL, other; _____) CERTIFICATE OF OCCUPANCY INCLUDED..... <input type="checkbox"/> Yes <input type="checkbox"/> No- Additional \$ _____ .00 ZONING COMPLIANCE ONLY PERMIT AND INSPECTION FEE \$ _____ .00
USE GROUP _____ TYPE OF CONSTRUCTION _____ SQUARE FEET _____	TOTAL PERMIT FEE DUE \$ _____ .00 SEWER USAGE FEE: PAID YES NO \$ AMOUNT DUE _____ UNITS X \$ _____ .00 = \$ _____ .00
APPROVAL SIGNATURE _____ Mike Black, BUILDING OFFICIAL	DATE APPROVED ____/____/20____

IX. Site or Plot Plan - For Applicant Use PLEASE INCLUDE NORTH ARROW, ALL STRUCTURES, AND LABEL ALL YARDS



OFFICE USE ONLY

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. **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 \$50.00