



**Application for Construction Code Appeal**  
**MONROE CHARTER TOWNSHIP BUILDING DEPARTMENT**

4925 East Dunbar Road  
 Monroe, Michigan 48161  
 Office 734 241 5502 FAX 734 457 2677

**PROPERTY I.D. NUMBER**  
 5812-\_\_\_\_-\_\_\_\_-\_\_\_\_

[www.monroechartertownship.org](http://www.monroechartertownship.org)

**Application Fee: \$275.00**

A2013A

Authority: 1972 PA 230  
 Completion: Voluntary  
 Penalty: Appeal will not be heard

Monroe Charter Township is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

**Note: The applicant is responsible for all fees applicable to this application.**

| INFORMATION   |                   |                  |   |                                      |
|---|-------------------|------------------|---|--------------------------------------|
| NAME  |                   |                  | ADDRESS   |                                      |
| CITY  | STATE             | ZIP CODE         | APPLICATION DATE  |                                      |
| BUILDING DATA   |                   |                  |   |                                      |
| GROSS FLOOR AREA  |                   |                  |   |                                      |
| New Building  | Addition          | Alteration       | Repair  |                                      |
| CLASSIFICATION PER BUILDING CODE                                  |                   |                  |   |                                      |
| Building Use  | Construction Type | No. of Occupants | Area/Floor  | No. of Floors                        |
| PERMIT HOLDER   |                   |                  |   |                                      |
| NAME (Company or Individual)                                      |                   | CONTACT PERSON   |   | TELEPHONE NUMBER (Include Area Code) |
| ADDRESS   | CITY              | STATE            | ZIP CODE  | FAX NUMBER (Include Area Code)       |
| BUILDING OWNER  |                   |                  |   |                                      |
| NAME (Company or Individual)                                      |                   | CONTACT PERSON   |   | TELEPHONE NUMBER (Include Area Code) |
| ADDRESS   | CITY              | STATE            | ZIP CODE  | FAX NUMBER (Include Area Code)       |
| BRIEF EXPLANATION OF CODE ENFORCEMENT AND DATE                    |                   |                  |   |                                      |
|   |                   |                  |   |                                      |
|   |                   |                  |   |                                      |
| SUMMARY OF APPEAL   |                   |                  |   |                                      |
| CODE UNDER WHICH APPEAL IS SOUGHT                                 |                   |                  |   |                                      |
| Building  | Electrical        | Mechanical       | Plumbing  |                                      |
| CODE SECTION(S)   |                   |                  | Provide copies of the following as appropriate (see Back page for instructions and number of copies):             |                                      |
| DESIRED RELIEF (State Briefly)                                    |                   |                  | Statement of Facts and Reasoning<br>Copy of Enforcement's Determination   |                                      |
| BASIS OF APPEAL (State Briefly)                                   |                   |                  | Supporting Material<br>Copy of Any Material Helpful With Determination<br>Statement Why or IF Code Does Not Apply |                                      |
| APPLICANT (Note: All correspondence will be sent to this address) |                   |                  |   |                                      |
| NAME OF COMPANY   |                   |                  | APPLICANT NAME  |                                      |
| ADDRESS   | CITY              | STATE            | ZIP CODE  | TELEPHONE NUMBER (Include Area Code) |
| APPLICANT SIGNATURE (Must be an original signature)               |                   | DATE             | FAX NUMBER (Include Area Code)  |                                      |

**Instructions for Application for Construction Code Appeal**

**General Information:** Provide all information requested.

**Building Data:** Provide all information requested from the building permit or plan review.

**Permit Holder:** Provide the information requested for the permit application or plan review.

**Building Owner:** Provide the information requested for the entity that owns the building, which is the subject of the appeal.

**Building Permit Authority:** Provide all information requested for the enforcing agency.

**Summary of Appeal:** Code; provide the code under which an appeal is sought. Code Section(s); provide the code section(s) that are the subject of the appeal. Desired Relief; describe the remedy being sought. Basis of Appeal; provide a brief statement why the requested remedy should be granted.

Provide Copies; provide copies of the documents as listed below with appeal service payment:

- Building Code - 8 copies
- Electrical Code - 8 copies
- Mechanical Code - 8 copies
- Plumbing Code - 8 copies

**Applicant:** Provide all information requested.

Validation Area

**U.S. Postal Service**

Monroe Charter Township  
Building Department  
4925 East Dunbar Road  
Monroe, MI. 48161