



# APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

CITY OF MOUNT CLEMENS COMMUNITY DEVELOPMENT DEPARTMENT  
 ONE CROCKER BOULEVARD, MOUNT CLEMENS MI 48043

Office: (586) 469-6818 EXT 2; Inspection Line: (586) 469-6814 EX 915;  
 Fax: (586) 469-7695



Permit No. \_\_\_\_\_

AUTHORITY:	P.A. 230 OF 1972, AS AMENDED	THE DEPARTMENT WILL NOT DISCRIMINATE AGAINST ANY INDIVIDUAL OR GROUP BECAUSE OF RACE, SEX, RELIGION, NATIONAL ORIGIN, COLOR, MARITAL STATUS, HANDICAP, OR POLITICAL BELIEFS
COMPLETION:	MANDATORY TO OBTAIN PERMIT	
PENALTY:	PERMIT WILL NOT BE ISSUED	

## APPLICANTS TO COMPLETE ALL ITEMS IN SECTION I, II, III, and V

NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS

I. PROJECT INFORMATION				
Owner Name			Project Address	
City MOUNT CLEMENS	Zip Code 48043	Parcel # 05-11-	Driver License #	Date of Expiration
Owner Address (if different)		City	State	Zip Code
Email			Telephone Number	Fax Number
A. CONTRACTOR				
Name			Address	
City			State	Zip Code
Email			Telephone Number	Fax Number
Builders License Number			Expiration Date	
Drivers License Number		Expiration Date	Business Federal ID	
Workers Compensation Insurance Carrier or Reason for Exemption			MESC Employer Number or Reason for Exemption	
II. DESCRIPTION OF WORK				
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 SETUP <input type="checkbox"/> PREMANUFACTURE <input type="checkbox"/> SPECIAL INSPECTION <input type="checkbox"/> CHANGE OF USE				
B. RESIDENTIAL				
<input type="checkbox"/> MICHIGAN BUILDING CODE		<input type="checkbox"/> MICHIGAN RESIDENTIAL CODE		
<input type="checkbox"/> ONE FAMILY	<input type="checkbox"/> ATTACHED GARAGE	<input type="checkbox"/> POOL		
<input type="checkbox"/> TWO OR MORE FAMILY	<input type="checkbox"/> DETACHED GARAGE	<input type="checkbox"/> DECK		
NO. OF UNITS _____	<input type="checkbox"/> FINISH BASEMENT	<input type="checkbox"/> OTHER _____		
<input type="checkbox"/> HOTEL, MOTEL	NO. OF UNITS _____			

<b>C. NON-RESIDENTIAL</b>			
<input type="checkbox"/> AMUSEMENT	<input type="checkbox"/> SERVICE STATION	<input type="checkbox"/> SCHOOL, LIBRARY, EDUCATIONAL	<input type="checkbox"/> NIGHTCLUB
<input type="checkbox"/> CHURCH, RELIGION	<input type="checkbox"/> HOSPITAL, INSTITUTIONAL	<input type="checkbox"/> STORE, MERCANTILE	<input type="checkbox"/> HAZARDOUS CHEMICALS
<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> OFFICE, BANK, PROFESSIONAL	<input type="checkbox"/> TANKS, TOWERS	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> PARKING LOT/GARAGE	<input type="checkbox"/> PUBLIC UTILITY	<input type="checkbox"/> RESTAURANT	

<b>D. DESCRIPTION OF PROPOSED PROJECT/USE</b>
DESCRIBE IN DETAIL PROPOSED PROJECT AND/OR USE OF BUILDING, E.G. TEAR OFF AND REROOF HOUSE, REPAIR AND REBUILD FRONT PORCH OR FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

<b>III. SELECTED CHARACTERISTICS OF BUILDING</b>
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<b>A. PRINCIPLE TYPE OF FRAME</b>
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<input type="checkbox"/> MASONRY, WALL BEARING	<input type="checkbox"/> WOOD FRAME	<input type="checkbox"/> STRUCTURAL STEEL	<input type="checkbox"/> REINFORCED CONCRETE	<input type="checkbox"/> OTHER
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<b>B. PRINCIPLE TYPE OF HEATING FUEL</b>
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<input type="checkbox"/> GAS	<input type="checkbox"/> OIL	<input type="checkbox"/> ELECTRICITY	<input type="checkbox"/> COAL	<input type="checkbox"/> OTHER
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<b>C. DIMENSIONS DATA</b>
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		EXISTING	ALTERATIONS	NEW
NUMBER OF STORIES _____	FLOOR AREA			
	BASEMENT	_____	_____	_____
USE GROUP _____	1 <sup>ST</sup> & 2 <sup>ND</sup> FLOOR	_____	_____	_____
CONST. TYPE _____	3 <sup>RD</sup> – 10 <sup>TH</sup> FLOOR	_____	_____	_____
OCCUPANT LOAD _____	11 <sup>TH</sup> – ABOVE	_____	_____	_____
SEPARATED OR	TOTAL AREA	_____	_____	_____
NON SEPARATED				
MIXED USE _____				
BATHS _____	FIREPLACE _____	ELEVATION OF LOWEST FLOOR _____		

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 subject to civil fines.**

<b>SIGNATURE OF APPLICANT</b>
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PLAN REVIEW FEE ENCLOSED \$ _____	COST OF JOB \$ _____
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<b>IV. VALIDATION – FOR DEPARTMENT USE ONLY</b>
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USE GROUP _____	FEE BALANCE _____
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TYPE OF CONSTRUCTION _____	OCCUPANT LOAD _____
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SQUARE FEET _____	CONSTRUCTION VALUE/COST OF JOB \$ _____
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APPROVAL SIGNATURE
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TITLE	DATE
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<b>V. FEE SCHEDULE – Select all items to be included in permit. Enter sum of items in TOTAL FEES.</b>			
	<b>FEE</b>	<b>BOND</b>	<b>TOTAL</b>
1. Contractor Registration	\$ 30		
2. Carport	\$ 75	\$ 100	
3. Chimney	\$ 75	\$ 100	
4. Deck/Balcony	\$ 65	\$ 100	
5. Demolition			
a. Residential up to 3-unit buildings	\$ 250	\$ 200	
b. Commercial	\$ 500	\$ 1,000	
6. Detached Accessory Building (Garage)	\$ 100	\$ 100	
7. Dumpster	\$ 25	-	
8. Interior Fireplace	\$ 150	\$ 200	
9. Foundation			
a. < 400 square feet	\$ 60	\$ 200	
b. > 400 square feet	\$ 80	\$ 200	
10. Grade/Site Completion Bond	-	\$ 1,000	
11. Gazebo/Pergola/3 Season Room	\$ 75	\$ 100	
12. Plan Review	\$ 200	-	
13. Pool (deeper than 24" or has a filter)			
a. Above ground	\$ 60	\$ 100	
b. In ground	\$ 95	\$ 100	
14. Porch, Steps, Handrails, and Guards	\$ 65	\$ 100	
15. Pre-house Moving Inspection	\$ 75	-	
16. Ramp – Handicap	No fee	-	
17. Roof/Re-roof	\$ 155	\$ 200	
18. Special Inspection	\$ 40	-	
19. Temporary Tent- Building and Fire Insp. Included	\$ 80	-	
20. Waterproofing	\$ 75	\$ 100	
21. Windows/Siding/Gutters	\$ 50	\$ 200	
22. Building Permits – Minimum \$75.00			
a. Construction costing \$1,000 or less	\$ 75	\$ 200	
b. Construction costing \$1,001 and greater	See below	See Below	
c. Miscellaneous Projects			
New Single Family Residential Structures		\$ 1,000	
Residential Addition/Remodeling or New Residential Accessory Structures		\$ 500	
New Multi-Family Residential Structures		\$ 2,000	
New Multi-Family Residential Accessory Structures		\$ 1,000	
New Commercial Structures		\$ 2,000	
New Commercial Accessory Structures		\$ 1,000	
New Industrial Structures		\$ 2,000	
New Industrial Accessory Structures		\$ 1,000	
Interior Demo/Fire Rehabilitation		\$ 500	
23. Other - Description of work and fees assigned			
The City accepts cash, checks, and credit cards. Make checks payable to the City of Mount Clemens	<b>Total Fees</b>		
GENERAL: Building work shall not begin until the application for permit has been filed with and approved by the City of Mount Clemens Community Development Department. All installations shall be conformance with the State Building Code. No work shall be concealed until it has been inspected. <b>PERMIT FEES ARE DOUBLE IF WORK HAS STARTED WITHOUT A PERMIT</b>			
EXPIRATION OF PERMIT: A permit is valid for an initial 6 months unless otherwise stated. To extend a permit contact the Community Development Department <b>BEFORE</b> the expiration date. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. <b>CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.</b>			