

**CITY OF BIRMINGHAM**  
**Community Development - Building Department**  
**151 Martin Street, Birmingham, MI 48009**

Community Development: 248-530-1850

AMG Inspection Request Site:

<https://www.accessmygov.com>

Fax: 248-530-1290 /

Permit # \_\_\_\_\_

Project # \_\_\_\_\_

**APPLICATION FOR PLAN EXAMINATION AND  
BUILDING PERMIT**

I. Project Type / Location			
<input type="checkbox"/> NEW HOUSE	<input type="checkbox"/> NEW HOUSE / ATT GARAGE	<input type="checkbox"/> NEW HOUSE / DET GARAGE	<input type="checkbox"/> DETACHED GARAGE
<input type="checkbox"/> BASEMENT FINISH	<input type="checkbox"/> BASEMENT DAMPROOFING	<input type="checkbox"/> ADDITION	<input type="checkbox"/> RENOVATION
<input type="checkbox"/> NEW COMM BUILDING	<input type="checkbox"/> TENANT BUILD OUT	<input type="checkbox"/> ROOF/SIDING / WINDOWS	<input type="checkbox"/> OTHER: _____
ADDRESS		PROPERTY IDENTIFICATION NUMBER (SIDWELL NO.)	LOT NUMBER
II. Applicant / Project Contact Information			
A. Applicant			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
CELL PHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL ADDRESS	
B. Owner or Lessee			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
CELL PHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL ADDRESS	
C. Architect or Engineer			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
CELL PHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL ADDRESS	
LICENSE NUMBER			EXPIRATION DATE
D. Contractor			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
CELL PHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL ADDRESS	
INDIVIDUAL BUILDERS LICENSE NUMBER			EXPIRATION DATE
COMPANY 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. Plan Review Required**

Complete sets of construction documents as specified below 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.

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.

**Construction Documents Required:**

Residential: 2 sets of plans; 3 certified surveys or three site plans draw in accordance with a certified survey.

Commercial: 4 sets of plans; 3 original site plans and certified surveys; 2 sets of specifications; 2 sets of structural calculations; 1 geotechnical report (must reference proposed construction).

**IV. Plan Review Information**

**A. Project Description**

**Alteration, repairs and additions** - Provide a description of the work to be covered by the building permit.

**Work Description:** \_\_\_\_\_

\_\_\_\_\_

**Exterior Changes:** \_\_\_\_\_

**B. Fire Suppression**

WILL THERE BE FIRE SUPPRESSION?  YES  NO

**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**

ENCLOSED \_\_\_\_\_ OUTDOORS \_\_\_\_\_

**V. Construction Value**

THE PLAN REVIEW FEE ALONG WITH THE SITE EVALUATION FEE (RESIDENTIAL PROJECTS) IS DUE AT THE TIME THIS APPLICATION IS SUBMITTED. THE PERMIT FEE IS DUE ONCE THE APPLICATION IS APPROVED AND IS BEING PICKED UP. PLAN REVIEW AND PERMIT FEES ARE DETERMINED IN ACCORDANCE WITH CITY CODE BASED ON THE CONSTRUCTION VALUE OF THE PROJECT.

**ESTIMATED CONSTRUCTION VALUE:** \$ \_\_\_\_\_

(CALL OFFICE FOR ESTIMATED PLAN REVIEW FEE)

**SITE EVALUATION FEES:** NEW HOUSE: \$150.00 ADDITIONS, GARAGES, SHEDS, SWIMMING POOLS, HOT TUBS, ETC. \$75.00

**VI. Signature**

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. I FURTHER EXPRESSLY GRANT TO THE CITY OF BIRMINGHAM, IN ADDITION TO ANY APPLICABLE LAW, PERMISSION FOR BUILDING, ENGINEERING, AND PLANNING PERSONNEL TO ENTER UPON THE SUBJECT PREMISES FOR THE PURPOSES OF CONDUCTING SUCH INSPECTIONS AS SAID DEPARTMENTS DEEM APROPRIATE. 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 APPLICANT	TYPE OR PRINT	DATE
SIGNATURE OF OWNER (Required)	TYPE OR PRINT	DATE
SIGNATURE OF OWNER'S AGENT (Permit holder)	TYPE OR PRINT	DATE

**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.

**VII. Department Use Only**

FEE DESCRIPTION	AMOUNT		TOTAL
PLAN REVIEW	\$		
SITE EVALUATION	\$		
		<b>PLAN REVIEW TOTAL</b>	<b>\$</b>
PERMIT FEE	\$		
CONSTRUCTION BOND <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	\$		
POOL BOND	\$ 1,000.00		
WINDOW REPLACEMENT BOND	\$ 500.00		
METER SIZE <input type="checkbox"/> 5/8" <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" <input type="checkbox"/> 2" <input type="checkbox"/> other	\$		
WATER FOR CONSTRUCTION <input type="checkbox"/> 5/8" <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" <input type="checkbox"/> 2" <input type="checkbox"/> other	\$		
TRENCH MAINTENANCE	\$		
SEWER BOND	\$		
WATER INSPECTION	\$		
SEWER INSPECTION	\$		
STOP BOX	\$		
STOP BOX BOND	\$		
CONTRACTOR REGISTRATION	\$ 25.00		
		<b>TOTAL FEES DUE</b>	<b>\$</b>

**VIII. Department Use Only**

USE GROUP _____	ACTUAL CONSTRUCTION VALUE	\$ _____
TYPE OF CONSTRUCTION _____	ACTUAL PLAN REVIEW FEE	\$ _____
SQUARE FOOTAGE _____	ACTUAL PERMIT FEES	\$ _____
APPROVAL SIGNATURE _____		
TITLE _____	DATE _____	