

Application Requirements for obtaining a Zoning Compliance Permit

Driveways and Patios

- Zoning compliance permit application completed.
- Site plan indicating the location, dimensions, and square footage of proposed improvement, along with the existing house, garage, and existing concrete, pavers, and existing similar surfaces dimensions and square footage.
- Fence on properties other than single family residential requires planning department approval.
- Driveways and Patios on properties other than single family residential requires planning department approval.
- Site plan must reference a certified survey.

Sheds

- Zoning compliance permit application completed.
- Site plan indicating the location, dimensions, and square footage of proposed shed, along with the existing house, garage, and existing concrete, pavers, and existing similar surfaces dimensions and square footages.
- Sheds on properties other than single family residential requires planning department approval.
- A scaled drawing indicating how the shed is to be constructed, or if a kit provide the manufactures brochure and installation instructions. Drawings or brochure must indicate the height of the shed.
- Indicate how the shed is going to be fastened to the ground.

CITY OF BIRMINGHAM
Community Development - Building Department
151 Martin Street, Birmingham, MI 48009
Community Development: 248-530-1850
Inspection Line: 248-530-1860
Fax: 248-530-1290 / www.bhamgov.org

Permit # _____

Project # _____

APPLICATION FOR ZONING COMPLIANCE PERMIT

I. Project Type / Location			
<input type="checkbox"/> DRIVEWAY	<input type="checkbox"/> PATIO	<input type="checkbox"/> SHED	<input type="checkbox"/> SERVICE WALK
<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 Required:

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

IV. Project Description

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

Work Description: _____

Exterior Changes: _____

V. 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. 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 of work.

VI. Department Use Only

THE ZONING PERMIT FEE, BOND & CONTRACTOR REGISTRATION FEES ARE DUE AT THE TIME THIS APPLICATION IS SUBMITTED. ZONING PERMIT FEES ARE DETERMINED IN ACCORDANCE WITH CITY CODE.

FEE DESCRIPTION	AMOUNT		TOTAL
ZONING PERMIT FEE	\$		
ZONING PERMIT BOND	\$		
		TOTAL	\$
CONTRACTOR REGISTRATION	\$		
		PERMIT FEE TOTAL	\$

VII. Department Use Only

APPROVAL SIGNATURE	
TITLE	DATE