

## **Application Requirements for obtaining a Zoning Compliance Permit**

### **Driveways and Patios**

- Completed Zoning Compliance Permit Application.
- 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 require planning department approval.
- Site plan must reference a certified survey.

### **Sheds**

- Completed Zoning Compliance Permit Application.
- 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.

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**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 / [www.bhamgov.org](http://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<br><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 drawn 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       | \$ 125.00 |                         |
| ZONING PERMIT BOND      | \$ 100.00 |                         |
|                         |           | <b>TOTAL</b>            |
| CONTRACTOR REGISTRATION | \$ 25.00  |                         |
|                         |           | <b>PERMIT FEE TOTAL</b> |

**VII. Department Use Only**

APPROVAL SIGNATURE

|       |      |
|-------|------|
| TITLE | DATE |
|-------|------|

## **Zoning Ordinance Permit Information**

### **What is the Zoning Ordinance?**

The Zoning Ordinance of the City of Birmingham, referred to the “Zoning Ordinance”, is intended to guide the growth and development within the City of Birmingham in accordance with the City’s goals, objectives, and strategies stated within the Birmingham Master Plan and Downtown Birmingham 2016 Plan. The provisions of the ordinance guide the use of property by establishing districts where similar uses exist together. Examples include single family, multi-family and business districts. The Zoning Ordinance contains development provisions regulating height, bulk and area for single family properties that vary slightly per district depending on the size of the lot, how wide it is, and whether or not it is a corner lot.

### **Are Zoning Ordinance Permits Required?**

Yes, permits are necessary to insure compliance with certain provisions of the Zoning Ordinance.

### **Fence Permit**

A fence permit is required whenever a new fence is installed on your property or an existing one is replaced and needs to be issued prior to installing the fence. Fence permits are easy to obtain and are usually issued within a day or two after we confirm that its location and height comply with the ordinance. Questions regarding fence permits should be directed to the Building Department at 248-530-1850. [Fence Permit Application](#)

### **Zoning Compliance Permits (Driveways, Patios & Walkways, and Sheds)**

A Zoning Compliance Permit is required for new and replacement driveways, patios, walkways over three feet in width, etc. These are installations that prevent the infiltration of surface water, such as concrete, asphalt, brick, stone or a similar material. The Zoning Ordinance requires all new impervious surfaces, including replacements, modifications or enlargements of the existing impervious surfaces shall have a survey prepared and certified by a registered land surveyor, provided, however, where the new impervious surface is not part of the house or garage and the building official is furnished with documentation other than a certified survey from which the building official can determine that a minimum of 50 percent open space is maintained, and the new impervious surface will not violate any provision of [chapter 126](#) of the Code, the building official may waive this requirement. Documentation must be provided to demonstrate that water runoff from the proposed improvement will not negatively affect the neighboring properties.

A zoning compliance permit is required whenever a new accessory structure under 200 square feet is installed on your property or an existing one is replaced and needs to be issued prior to installing the structure. Two copies of a site plan indicating where the structure will be placed along with construction drawings showing how it will be assembled are required with the permit application. Zoning permits are easy to obtain and are usually issued within several days after we confirm that its setbacks and height comply with the ordinance. Questions regarding zoning compliance permits should be directed to the Building Department at 248-530-1850. [Zoning Compliance Permit](#)