



**BUILDING PERMIT APPLICATION –  
RESIDENTIAL**  
**(1 or 2 FAMILY HOME ONLY)**

**CONSTRUCTION AND BUILDING**

*City Hall:* 301 E. Huron St., Ann Arbor, MI 48107-6120  
*Mailing:* P.O. Box 8647, Ann Arbor, MI 48107-8647  
*Phone:* 734.794.6263 ext. 0 [building@a2gov.org](mailto:building@a2gov.org)  
*Fax:* 734.994.8460

**APPLICATION MUST BE FILLED OUT COMPLETELY**

**AUTHORITY: PA. 230 of 1972, AS AMENDED**

**PENALTY: PERMIT WILL NOT BE ISSUED**

OFFICE USE ONLY	
Permit Number	BLDG# _____
	DEMO# _____
DATE STAMP	

**PROJECT LOCATION**

PROJECT NAME		ZONING DISTRICT
PROPERTY ADDRESS (Street No. and Name)		LOT/UNIT #
CITY	ZIPCODE	Is this a Rental Prop.? <input type="checkbox"/> No <input type="checkbox"/> Yes, # of Units: _____

**APPLICANT INFORMATION**

NAME		PHONE/CELL # (AREA CODE)	
EMAIL ADDRESS		FAX No.	
ADDRESS	CITY	STATE	ZIPCODE

**OWNER INFORMATION**

NAME OF OWNER OR LESSEE		PHONE/CELL # (AREA CODE)	
EMAIL ADDRESS		FAX No.	
ADDRESS	CITY	STATE	ZIPCODE

**HOMEOWNER AFFIDAVIT**

I hereby certify that I am the bona fide homeowner of the above property which is a single residence and **NOT** for rent. I am familiar with the provisions of the applicable ordinances and rules and hereby agree to make this installation or construction in conformance with the ordinance. I realize that in making this application, I assume the responsibility of a licensed contractor for the work mentioned in this permit. I agree to notify the Building Division within 72 hours after the work is completed so that he required inspection (s) can be made. I further agree to keep all parts of this work exposed until accepted by the inspector.  
Violation Penalties: Any person who shall violate any provision of the Ordinance or shall fail to comply with any of the requirements thereof, shall, upon conviction thereof, be punished by a fine not to exceed \$500.00, or by imprisonment for not to exceed 90 days or both such fine and imprisonment, in the discretion of the Court.

**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.**

**APPLICANT / HOMEOWNER / CONTRACTOR SIGNATURE**

I, owner, or person(s) acting as owner's agent, agree to require Contractor to comply with all terms and conditions of permit as it may be issued, and agree to pay all fees and costs that may come due as a result of any activity under the permit.

SIGN HERE
PRINT NAME
DATE

**CONTRACTOR INFORMATION**

NAME		PHONE/CELL # (AREA CODE)	FAX No.
ADDRESS	CITY	STATE	ZIPCODE
CONTRACTOR LICENSE #	EXPIRATION DATE	EMAIL ADDRESS	
FEDERAL EMPLOYER I.D. # (OR REASON FOR EXEMPTION)			
WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)			
MESC EMPLOYEE #			



# RESIDENTIAL BUILDING PERMIT APPLICATION

**YOU MUST SUBMIT TWO (2) HARDCOPIES AND ONE (1) DIGITAL VERSION OF SITE PLANS**

**For additional requirements, refer to the attached checklist**

### ARCHITECT INFORMATION (if applicable)

NAME		PHONE/CELL # (AREA CODE)	
COMPANY NAME		FAX No.	
ADDRESS	CITY	STATE	ZIPCODE
EMAIL ADDRESS			

IS PROPERTY IN A HISTORIC DISTRICT?    No    Yes   DISTRICT NAME: \_\_\_\_\_

IS PROPERTY IN A FLOODPLAIN?    No    Yes   DNR – E Permit # \_\_\_\_\_   Approval: \_\_\_\_\_

### TYPE OF JOB / PROJECT INFORMATION – COMPLETE ALL INFORMATION BELOW

**DESCRIPTION:** Provide a detailed description of work to be covered by the permit (E.g. building a 2,300 sq.ft family home or replace 5 same size exterior windows).

### PROJECT COST

**ESTIMATED PROJECT COST:** \_\_\_\_\_

The project cost must include material and labor for scope of permit, **including** mechanical, electrical and plumbing work. Mechanical, electrical and plumbing to obtain separate permits. Please provide payment information to process the application using the **payment cover sheet**. Any application received without payment information included cannot be processed.

	Type of Improvement	Area Affected	Type of Structure	Comments to Reviewer
CHECK ALL THAT APPLY	<input type="checkbox"/> Build / Finish	<input type="checkbox"/> New	<input type="checkbox"/> Building	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
	<input type="checkbox"/> Addition (s) to	<input type="checkbox"/> Existing	<input type="checkbox"/> Deck	
	<input type="checkbox"/> Alteration (s) to	<input type="checkbox"/> Foundation only	<input type="checkbox"/> Garage	
	<input type="checkbox"/> Demolition of	<input type="checkbox"/> Other	<input type="checkbox"/> Porch	
	<input type="checkbox"/> Other	<input type="checkbox"/> Sq Ft _____	<input type="checkbox"/> Roof	
	_____	<input type="checkbox"/> Const. Type _____	<input type="checkbox"/> Siding	
_____	_____	<input type="checkbox"/> Fence	_____	
_____	_____	<input type="checkbox"/> Window: # _____	_____	

**ZONING:** For questions about zoning requirements, contact **Planning at 734-794-6265 or [planning@a2gov.org](mailto:planning@a2gov.org)**

Existing Use:	Proposed Use:		
If constructing a new building or an addition to an existing building, attach a dimensioned site plan or site survey and complete the section below:			
Max. Height above Grade: (measured to midpoint of sloped roof)	New Gross Floor Area:	Stories Above Grade:	Total Floor Area:
Number of Units Upon Completion:	If the addition is to the front of the street side on a corner lot, provide the following: Average front setback of all properties within 100 feet is:		

### OFFICE USE ONLY

PLANNING AND ZONING NOTES AND SIGNATURE	DATE
HISTORIC DISTRICT NOTES AND SIGNATURE	DATE
GRADING NOTES AND SIGNATURE	DATE
BUILDING NOTES AND SIGNATURE	DATE:

### FEES

BUILDING APPLICATION FEE: <b>\$15.00</b>	PLAN REVIEW FEE:	\$	
CONTRACTOR REGISTRATION: <b>\$15.00</b>	BUILDING FEE:	\$	
ZONING REVIEW: <input type="checkbox"/> \$24 <input type="checkbox"/> \$68 <input type="checkbox"/> N/A	HISTORIC DISTRICT REVIEW	\$	<input type="checkbox"/> N/A
<b>SUBTOTAL:</b> \$	<b>TOTAL:</b>	\$	

**A MINIMUM of 24 HOURS IS REQUIRED FOR REVIEW AND PROCESSING APPLICATION**

WHEN SUBMITTING, PLEASE PUT THE ADDRESS IN THE SUBJECT LINE OF THE EMAIL