BUILDING PERMIT APPLICATION
CITY OF HIGHLAND PARK
BUILDING DEPARTMENT
12050 WOODWARD AVE.
HIGHLAND PARK, MICHIGAN 48203
(313) 252-0050 ext. 209

OFFICE USE ONLY
Permit # ________________
Issue Date: ________________
Issued By: ________________

PERMIT TYPE: BUILDING CLASS: RESIDENTIAL CATEGORY: NEW
MOVING COMMERCIAL REMODEL/ADDITION
DEMOlITION MULTI-FAMILY GARAGE, BARN, SHED
MISC. INDUSTRIAL DECK
OTHER RENEWAL REPL. WINDOWS
PRE-APPROVED OTHER________

ALL BLANKS MUST BE FILLED IN - INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

PROPERTY ADDRESS & INFORMATION

STREET NUMBER STREET NAME LOT NUMBER

41- - - -
PROPERTY TAX I.D. # SUBDIVISION
(Example 41-000-00-0000-000)

All notices are sent by e-mail. E-mail address: ____________________________

APPLICANT INFORMATION:

FIRST NAME LAST NAME BUSINESS NAME

STREET ADDRESS PHONE NUMBER

CITY STATE ZIP FAX NUMBER

NOTE: ALL RESIDENTIAL CONTRACTORS MUST REGISTER WITH THE CITY ON A SEPARATE FORM

PROPERTY OWNER:

FIRST NAME LAST OR BUSINESS NAME STREET ADDRESS

CITY STATE ZIP PHONE NUMBER

DRIVER’S LICENSE NUMBER DATE OF BIRTH

ALL REQUESTED INFORMATION MUST BE PROVIDED - INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
# Fill in one of the next two boxes completely depending on the type of construction

## All Residential One and Two Family Construction: (New/Remodel/Additions)

- **Construction Cost:** _________________________ (Include all costs including driveways etc. but NO land value)
- **Square footage:** _________________________ (Include all habitable area on all floors including all finished basement area and bonus rooms)
- **# Bedrooms:** ________  
- **# Bathrooms:** FULL ________  HALF ________  
- **# Stories:** ________
- **Water/sewer utilities:** NEW ________ EXISTING ________
- **Finish floor elevation:** ________  
- **Finish grade elevation:** ________

## All Other Construction: Commercial/Industrial/Multi Family

- **Construction Cost:** _________________________ (Include all costs except fixtures and site improvements)
- **Square footage:** _________________________ (Total area using outside dimensions)
- **MBC use group(s):** _________________________  
- **MBC construction type:** _________________________
- **Sprinkler system type:** _________________________  
- **Mezzanine:** YES NO  
- **If yes area is:** ______________
- **Specific use(s) of structure:** _______________________________________________________________________
- **# of fire areas:** ______________
- **Has Knox box been ordered?** YES NO  
- **Is special inspection list attached?** YES NO

## Architect: (If applicable)

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<th>First Name</th>
<th>Last or Business Name</th>
<th>Number</th>
<th>Street Name</th>
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<th>Facsimile number (required)</th>
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All submissions must include two copies of the construction documents. One copy must be a full size copy (24 x 36 maximum) to scale and the other must be no larger than 11 x 17 inches. All reduced copies must be fully legible. Reversed text drawings will not be accepted.
PERMITS ARE NOT TRANSFERABLE AS TO PERSON OR PLACE AND ARE NOT REFUNDABLE. ISSUANCE OF A PERMIT DOES NOT GUARANTEE COMPLIANCE WITH ANY BUILDING OR OTHER CODE. HOMEOWNERS MUST COMPLETE WORK THEMSELVES OR HIRE LICENSED CONTRACTORS. COMPLETED WORK MUST BE INSPECTED IMMEDIATELY. THE APPLICANT SHALL BE RESPONSIBLE FOR OBTAINING PERMITS AND INSPECTIONS AND PAYMENT OF FEES. IF WORK IS STARTED BEFORE A PERMIT IS ISSUED AN ADDITIONAL INVESTIGATIVE FEE WILL BE ASSESSED.

SECTION 23a OF THE STATE CONSTRUCTION CODE ACT OF 1972, ACT 230 OF THE PUBLIC ACTS OF 1972, BEING SECTION 125.15321 OF THE MICHIGAN COMPILED LAWS, PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENTS OF THE 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.

APPLICANT SIGNATURE:  I HAVE READ AND UNDERSTAND THE CONDITIONS LISTED ABOVE

APPLICANT’S SIGNATURE  (SEE AFFIDAVIT BELOW)     DATE

IF THE APPLICANT IS NOT THE OWNER, THE AFFIDAVIT BELOW MUST BE COMPLETED BY THE APPLICANT. PROVIDE A COPY OF THE SIGNED CONTRACT. RESIDENTIAL CONTRACTS MUST BE IN THE NAME SHOWN ON THE RESIDENTIAL BUILDER’S OR MAINTENANCE AND ALTERATION CONTRACTOR’S LICENSE.

NON-OWNER APPLICANT AFFIDAVIT

I, ______________________________ HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER,

_____________________________ OF __________________________

PRINTED OWNER(S) NAME(S)     OWNER’S ADDRESS

TO ACT AS HIS/HER/THEIR AUTHORIZED AGENT FOR THE PURPOSE OF APPLYING FOR, AND OBTAINING, THE PERMIT HEREIN REQUESTED.

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.

APPLICANT’S SIGNATURE     DATE
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<tr>
<th>Fee Type</th>
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**Office Use Only:**

- APPROVED BY ___________________________ DATE ___________________________
- COMMENTS: __________________________________________________________________

REV 03/17