

COMMERCIAL/INDUSTRIAL BUILDING PERMIT APPLICATION

Applications are NOT accepted by Mail/Fax/Email

Jobsite Address: _____

Property ID # __H-11-_____-_____-_____ Zoning District: _____

Subdivision _____ Lot # _____

1. Type of Ownership:

_____ Private Property (individual, corporation, nonprofit group, etc.)

_____ Public Property (federal, state, or local government)

2. Type of Improvement:

_____ New Structure _____ Addition to Existing Structure _____ Alteration/Remodel of Existing Structure

_____ Relocating Existing Structure _____ Other (Specify) _____

3. Proposed Use of Structure:

_____ Amusement Establishments _____ Church, Temple, etc. _____ Educational, Library

_____ Office, Bank, Professional _____ Hotels /Motels _____ Retail shops (less than 12,000sqft)

_____ Retail Stores (greater than 12,000sqft) _____ Restaurants _____ Hospital, Institutional

_____ Parking Garage _____ Service/Gas Station _____ Repair Garage, Machine Shop

_____ Industrial/Manufacturing _____ Water Tanks/Towers _____ Public Utility, Cell Towers

Other: Specify _____

4. Dimensions: # of Rooms _____ # of Bathrooms _____ # of Stories _____ SqFt of 1st Story _____

SqFt of 2nd Story _____ SqFt of 3rd Story _____ Total SqFt of Bldg _____

5. Principal Type of Framing:

_____ Wood Frame _____ Masonry (wall bearing) _____ Structural Steel _____ Reinforced Concrete

_____ Other, Please Describe _____

6. Principal Heating Fuel:

_____ Gas _____ Electricity _____ Oil _____ Propane _____ Other (specify) _____

7. Type of Sewage Disposal:

_____ Public, Municipal, Private Company _____ Private (septic tank & field) PerkTest # _____

8. Type of Water Supply:

_____ Public, Municipal, Private Company _____ Private (well, etc)

9. Total (estimated) Cost of the Improvement (labor & materials): \$ _____

10. Cited for working without a building permit? _____ No _____ Yes, Violation # __EE_____

11. Was a Zoning Variance granted for this project? _____ No _____ Yes, Case# _____

Additional Job Specifications & Details Not Stated Above: _____

Please circle to indicate applicant:

Property Owner:

Name: _____ Phone # _____

Mailing Address (if different from jobsite) _____

Architect/Engineer Name: _____ Phone # _____

Mailing Address: _____

Contractor/Company Name: _____ Phone # _____

Mailing Address: _____

Leasee Name: _____ Phone # _____

Mailing Address (if different from jobsite) _____

Contractor ONLY to complete the following section:

Builders License # _____ exp date _____

Federal ID # _____ Are you Self Employed? _____ Yes _____ No

If No, MESC Employer # _____ Workers Comp Ins Carrier _____

Have you included everything for your application packet? (check Booklet to determine which apply)

- | | |
|---------------------------------------|--|
| _____ Two plot/grading plans to scale | _____ Two sets of Stamped Blueprints to scale |
| _____ Approved Exterior Lighting Plan | _____ Michigan Uniform Energy Code Worksheet |
| _____ Driveway Approach Permit | _____ Soil Erosion Permit |
| _____ Proof of Property Ownership | _____ Signed Authorization from Property Owner |
| _____ Copy of Contractors Insurance | _____ Copy of Contractors/Applicants Drivers License |

AFFIDAVIT OF APPLICANT

I have been given a copy of the information sheet regarding Permit Deposits. I agree to read this document and understand that failure to comply with the terms therein could result in forfeiture of my Permit Deposit.

Furthermore, I hereby certify that the proposed work is authorized by the owner to make this application as his 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 s30, 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: _____ **Date:** _____

Print Name of Applicant: _____

THIS PAGE FOR OFFICE USE ONLY

PLAN REVIEW CHECKLIST

- 1. Builder's License and Drivers License
- 2. All I.D. Numbers & Insurance Name Section completed on Application.
- 3. Applicant's Signature on Application
- 4. Proof of Ownership submitted
- 5. Street Number Issued
- 6. Perk Test Submitted (not over 2 years old) or sewer permit
- 7. Driveway Approach Permit submitted, or receipt for same
- 8. Soil Erosion Permit submitted, or receipt for same if near water or subaqueous area
- 9. Water Permit submitted, or receipt for same if on public water system
- 11. Zoning District and sidwell # entered on the application
- 12. If ZBA Case enter the case number on application, state conditions below
- 13. MUEC Review
- 14. Two sets of prints submitted for Residential / Three sets for Commercial
- 15. Square Footage of new construction is figured and entered on application
- 16. Valuation figured and entered on application
- 17. Permit fees and Deposit figured and entered on application
- 18. Plans submitted approved, stamped and signed
- 19. If Complaint Violation, enter complaint # on application and double all fees

ADDITIONAL NOTES

Calculations and Fees:

Total Square Footage: _____	Building Fee: \$ _____
Valuation: \$ _____	Fine: \$ _____
Type: _____	Review Fee: \$ _____
Group: _____	Registration Fee: \$ _____
	SubTotal: \$ _____
	Permit Deposit: \$ _____
	Grand Total: \$ _____

Sign: _____
 PLAN REVIEWER

Application Fee Amount: _____

Date: _____

Permit Number: _____

Application Fee Rcvd : _____

HIGHLAND TOWNSHIP BUILDING DEPARTMENT

OCCUPANCY POLICY FOR ALL COMMERCIAL & INDUSTRIAL PROJECTS:

At the time of occupancy of any part of a building, or building on the site – all site work must have been completed and passed inspection by the Township Engineer.

If site work is not done, or only partially done, then a performance bond, cash deposit, or letter of credit must be presented for the work to be done before issuance of either a Temporary Certificate of Occupancy, or a Certificate of Occupancy.

The Township Engineer will determine the amount of the cash deposit, or letter of credit when he inspects the site to determine the work yet to be done. The owner of the project is directly responsible for the payment of the bill incurred by such an inspection.

After the cash deposit or letter of credit is received by the **Planning Department**, then and only then will inspection for a Temporary Certificate of Occupancy or Certificate of Occupancy be done.

Applicant Signature: _____

Print Name: _____ **Date:** _____

Cordially,
Highland Township
Building Official