



APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

ANN ARBOR CHARTER TOWNSHIP

3792 Pontiac Trail

Ann Arbor, MI 48105

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Permit No. _____

Submission Fee \$ _____

AUTHORITY: P.A. 230 of 1972, AS AMENDED
COMPLETION: MANDATORY TO OBTAIN PERMIT

NOTE: SEPARATE APPLICATIONS REQUIRED for PLUMBING, MECHANICAL AND ELECTRICAL PERMITS

I. LOCATION OF BUILDING

ADDRESS	PROPERTY ID NUMBER
NAME OF HOA	Is this property in a FLOOD ZONE/PLAIN?

II. IDENTIFICATION

A. OWNER OR LESSEE

NAME		DAYTIME TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP CODE
FAX #	EMAIL		

B. ARCHITECT OR ENGINEER

NAME		DAYTIME TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP CODE
LICENSE NUMBER & EXPIRATION DATE	FAX #	EMAIL	

C. CONTRACTOR (If Not Registered with Ann Arbor Township Complete Sections 1-5.)

NAME			EMAIL	
ADDRESS		1) STATE LICENSE NUMBER		2) EXPIRATION DATE
CITY	STATE	ZIP CODE	3) FEDERAL EMPLOYER ID (OR REASON FOR EXEMPTION)	
TELEPHONE NUMBER	4) MESC NUMBER (OR REASON FOR EXEMPTION)		5) WORKERS COMP CARRIER (OR REASON FOR EXEMPTION)	

III. TYPE OF IMPROVEMENT AND PLAN REVIEW

A. TYPE OF IMPROVEMENT

- | | | | | |
|--|---|---|---|------------------------------------|
| 1. ☐ NEW BUILDING | 4. ☐ REPAIR/ REPLACE | 7. ☐ POLE BARN | 8. ☐ RELOCATION | 11. ☐ OTHER |
| 2. ☐ ADDITION | 5. ☐ DEMOLITION | 7A. ☐ GRAVEL FLOOR | 9. ☐ SWIMMING POOL | |
| 3. ☐ ALTERATION | 6. ☐ FOUNDATION ONLY | 7B. ☐ CONCRETE FLOOR | 10. ☐ DECK | |

B. REVIEW(S) TO BE PERFORMED

☐ BUILDING ☐ ELECTRICAL ☐ PLUMBING ☐ FIRE PROTECTION ☐ MECHANICAL ☐ ENERGY

IV. PROPOSED USE OF BUILDING

PROPOSED USE — RESIDENTIAL

- | | |
|---|--|
| ☐ Single Family | ☐ Wood Burning Stove |
| ☐ Two Family | ☐ Masonry Fireplace |
| ☐ Multi-Family (Number of Units) _____ | ☐ Gas Log ☐ Wood Burning |
| ☐ Attached Garage | ☐ Pre-Fab Fireplace |
| ☐ Detached Garage | ☐ Gas Log ☐ Wood Burning |
| ☐ Finished Basement | ☐ Deck |
| ☐ Unfinished Basement | ☐ Modular Home |
| ☐ Walkout Basement | ☐ Mobile Home |
| ☐ Crawl Space | ☐ Occupied ☐ Yes ☐ No |
| ☐ Number of New Bedrooms _____ | ☐ _____ |
| ☐ Number of New Bathrooms _____ | ☐ _____ |
| | ☐ _____ |

PROPOSED USE — NON-RESIDENTIAL

- | | |
|--|-----------------------------|
| ☐ Assembly | |
| ☐ Business | |
| ☐ Factory | |
| ☐ Hazardous | Use Group |
| ☐ Institutional | |
| ☐ Mercantile | |
| ☐ Storage | |
| ☐ Food Service | Construction Classification |
| ☐ Hazardous material to be stored on site | |
| ☐ Utility or Miscellaneous | |
| | Occupancy Load |

Is there a fireplace in a bedroom: ☐ Yes ☐ No

DESCRIBE PROJECT IN DETAIL: _____

V. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME

1. ☐ MASONRY, WALL BEARING 2. ☐ WOOD FRAME 3. ☐ STRUCTURAL STEEL 4. ☐ REINFORCED CONCRETE 5. ☐ OTHER

B. PRINCIPAL TYPE OF HEATING

6. ☐ GAS ☐ LP. ☐ NATURAL 7. ☐ OIL 8. ☐ ELECTRICITY 9. ☐ GEO THERMAL 10. ☐ OTHER

C. TYPE OF SEWAGE DISPOSAL

11. ☐ PUBLIC 12. ☐ SEPTIC SYSTEM

D. TYPE OF WATER SUPPLY

13. ☐ PUBLIC 14. ☐ PRIVATE WELL OR CISTERN

E. TYPE OF MECHANICAL

15. WILL THERE BE AIR CONDITIONING? ☐ Yes ☐ No 16. WILL THERE BE AN ELEVATOR ☐ Yes ☐ No

F. DIMENSIONS

17. NUMBER OF STORIES _____	18. FLOOR AREA: BASEMENT _____ (as applicable)
	1ST FLOOR _____
COST OF CONSTRUCTION _____	2NDFLOOR _____
	OTHER FLOOR _____
	TOTAL AREA _____
	OVERALL DIMENSIONS _____

G. NUMBER OF OFF STREET PARKING SPACES (COMMERCIAL CONSTRUCTION)

19. ENCLOSED _____ 20. OUTDOORS _____

VI. SOIL EROSION

- ☐ **YES** ☐ **NO** Are you disturbing more than 225 sq ft?
☐ **YES** ☐ **NO** Are you building within 500 ft. of **surface water**?
(definition of **surface water** — ponds, lakes, streams, rivers, wetlands, detention/retention areas, drainage ditches or catch basins)

If **YES** to **ABOVE** **SESC Permit** is required before a building permit can be issued.

- ☐ **YES** ☐ **NO** Is project located in **residential development**?
(definition of **residential development** — subdivisions, site condominium, and lot splits of three or more)
☐ **YES** ☐ **NO** Is this a non-residential or multi-family project?

VII. ENVIRONMENTAL HEALTH ISSUES

- ☐ **YES** ☐ **NO** Is the proposed project occurring on a parcel that is less than 2.0 acres in size?
☐ **YES** ☐ **NO** Does the proposed project involve the addition of any bedroom, bathrooms or additional plumbing?
☐ **YES** ☐ **NO** Does the proposed project involve changing 50% or more of the original floor plan?

Depending on the answers to these questions, you may need a site review of your septic system or an onsite well review by Washtenaw County Environmental Health.

VIII. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION:

NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE
FEDERAL I.D. NUMBER / SOCIAL SECURITY NUMBER			

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 AUTHORIZED AGENT. I/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, ACT NO. 230 OF THE PUBLIC ACTS OF 1972, BEING SECTION 125.1523A OF THE MICHIGAN COMPILED LAWS, 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. VIOLATIONS OF SECTION 23A ARE SUBJECT TO CIVIL FINES.

PRINTED NAME OF APPLICANT

SIGNATURE

DATE

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ADDITIONAL APPROVALS OR DOCUMENTS

	REQUIRED?	RECEIVED	DATE	NUMBER	BY
A - ZONING	☐ YES ☐ NO				
B - 2 SITE PLANS	☐ YES ☐ NO				
C – (2) SETS OF BUILDING PLANS	☐ YES ☐ NO				
D – DRIVEWAY PERMIT	☐ YES ☐ NO				
E – SOIL EROSION PERMIT/WAIVER	☐ YES ☐ NO				
F – HEALTH PERMITS/WAIVER	☐ YES ☐ NO				
G – LICENSE REGISTERED	☐ YES ☐ NO				
H – AFFIDAVIT (HOMEOWNER)	☐ YES ☐ NO				
I – OTHER/HOA APPROVAL	☐ YES ☐ NO				

DESCRIPTION OF WORK

Inspection Fee _____

Plan Review Fee _____

Building Permit Fee _____

License Registration Fee _____

Certificate of Occupancy Fee _____

Fee Total: _____

Submission Fee: _____

TOTAL _____

Use Group _____

Construction Classification _____

Occupancy Load _____

Zoning District _____

Approved By: _____

Building Dept. _____ Date _____

ADDITIONAL COMMENTS:
