

**BUILDING PERMIT APPLICATION
MILAN TOWNSHIP**

16444 Cone Road
Milan, MI 48160
734-439-1707
www.milintownship.org

Completion of application is mandatory in order to obtain a permit per Public Act 230 of 1972
Note: Separate Applications Must be completed for Plumbing, Mechanical and Electrical Work Permits

I. OWNER AND CONTRACTOR INFORMATION		
Name of Property Owner:		Telephone Number
Address		City, State, Zip
Contractor Name		Telephone Number
Address		City, State, Zip
Builder's License Number	Expiration Date	Federal Employer ID Number (or reason for exemption)
Workers Comp Insurance Carrier (or reason for exemption)		UIA Number (or reason for exemption)
Architect or Engineer Name		Telephone Number
Address		City, State, Zip
License Number	Expiration Date	Federal Employer ID Number (or reason for exemption)

II. APPLICANT INFORMATION	
APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION	
Applicant's Name:	Telephone Number:
Address City, State, Zip	Federal Employer ID Number (or reason for exemption)
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:	Date

III. PROJECT INFORMATION	
Address or Location:	
Project Description: Description (include applicable information such as type of framing, type of heat, number of stories, dimensions of each floor and basement)	
Type of Improvement: <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ALTERATION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> FOUNDATION ONLY <input type="checkbox"/> RELOCATION <input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOBILE HOME SET-UP <input type="checkbox"/> PREMANUFACTURE <input type="checkbox"/> SPECIAL INSPECTION	
Plan Review Required: Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as listed below. Plans are not required for alterations and repair work determined by the building official to be of a minor nature. Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. BCC Plan Review Project No. _____ School Site Plan Review No. _____	
Proposed Use of Building	
Residential: <input type="checkbox"/> One Family <input type="checkbox"/> Two or More Family, No. of Units _____ <input type="checkbox"/> Hotel, Motel, No. of Units _____ <input type="checkbox"/> Attached Garaged <input type="checkbox"/> Detached Garage <input type="checkbox"/> Other _____	
Non-Residential: <input type="checkbox"/> Service Station <input type="checkbox"/> Mercantile Store <input type="checkbox"/> Professional Office <input type="checkbox"/> Hospital, Institutional <input type="checkbox"/> Amusement <input type="checkbox"/> Industrial <input type="checkbox"/> Church, Religion <input type="checkbox"/> Parking Garage <input type="checkbox"/> Tanks, Towers <input type="checkbox"/> Educational School <input type="checkbox"/> Public Utility <input type="checkbox"/> Other _____	
Non-Residential – Describe in detail proposed use of building, E.G., Food processing plant, Machine shop, Laundry, Building at hospital, School, Parking garage, Office building. If use of existing building is being changed, enter proposed use.	

IV. Building Characteristics

Principal type of Frame:
 Masonry, wall bearing Wood Frame Structural Steel Reinforced Concrete Other _____

Principal type of Heating Fuel:
 Gas Oil Electricity Coal Wood Other _____

Type of Water Supply: Private Well Cistern Other _____

Type of Sewage Disposal: Septic System Engineered Septic System Other _____

Type of Mechanical: Will there be air conditioning? Yes No Will there be fire suppression? Yes No

Dimensions / Data:		Floor Area	Existing	Alterations	New
Number of Stories _____	No. of Occupants _____	Basement	_____	_____	_____
Use Group _____		1 st & 2 nd Floor	_____	_____	_____
Construction type _____		3 rd – Above	_____	_____	_____
		Total Area	_____	_____	_____

Number of off-Street Parking: Enclosed _____ Outdoors _____

BUILDING PERMIT FEE:
 (The first \$75.00 of an application is non-refundable and includes the \$60.00 Certificate of Occupancy fee.) \$ _____

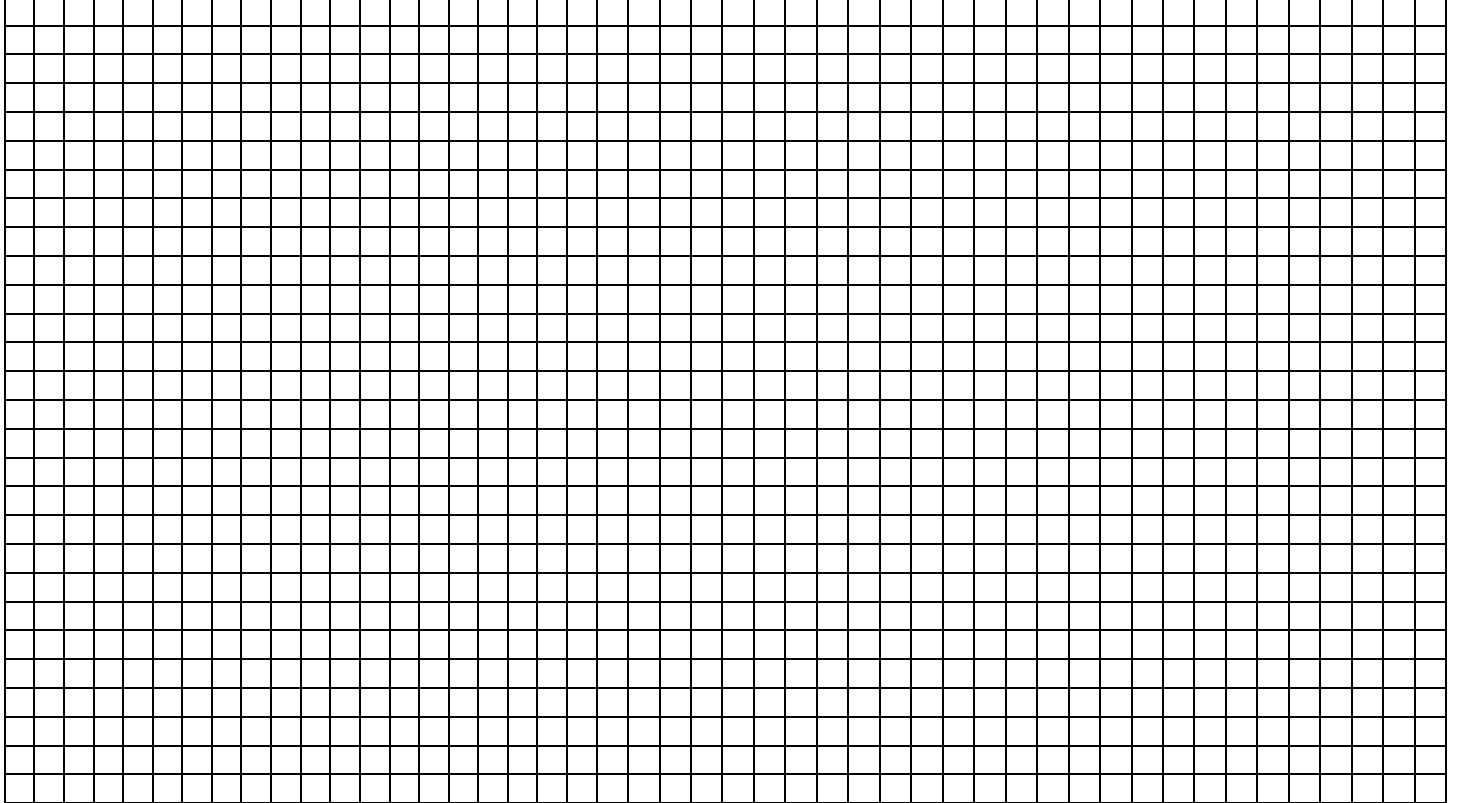
Validation – For Department Use Only

Description of Project: Use: _____ Square footage: _____		Application fee: _____
Type of Construction: _____		Number of Inspections: _____
Approval Signature Title _____	Date _____	

Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and completed. 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 the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

The Department of Consumer and Industry Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

Site Plan for Applicant Use



APPLICATION INSTRUCTIONS

Applications to the Township for a Building Permit shall be in writing signed by the fee holder owner(s) of the property and accompanied by a description of the proposed construction/alterations and a statement of the proposed use. The fee shall be paid over the Township Clerk and shall be deposited in the General Fund of the Township.

Building / Zoning Inspector: Dave Friend 734--693-4460 Mechanical Inspector: Jeff Feldkamp 810-691-0145
 Electrical Inspector: Dave Tubbs 734-755-0481 Plumbing Inspector: Willie Higgs 734-971-1167