

CODE ENFORCEMENT SERVICES, INC.

215 West Main Street
Northville, MI 48167

Phone: (248) 449-9902

Authority: 1972 PA 230
Completion: Mandatory to obtain permit
Penalty: Permit cannot be issued

CITY OF NORTHVILLE BUILDING DEPARTMENT

BUILDING PERMIT APPLICATION

Applicant to Complete All Items in Sections I, II, III, IV, V and VI

Note: Separate Applications Must be Completed for Plumbing, Mechanical and Electrical Work Permits. Additional required documents may include County approved well, septic, driveway permits as well as a soil erosion control permit if required by the County.

I. Project or Facility Information			
PROJECT NAME		ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED CITY OF NORTHVILLE		COUNTY OAKLAND AND WAYNE	ZIP CODE
APPLICANT EMAIL ADDRESS:			
II. Applicant/Facility Contact Information			
A. Applicant			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include area code)
B. Owner or Lessee			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include area code)
C. Architect or Engineer			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include area code)
LICENSE NUMBER			EXPIRATION DATE
D. Contractor			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include area code)
BUILDERS LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			
WORKERS COMP INSURANCE CARRIER (or reason for exemption)			
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)			
III. Type of Job			
A. 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"/> SIGN <input type="checkbox"/> MOBILE HOME SET-UP <input type="checkbox"/> PRE-MANUFACTURED			

The following is a list of instructions and required documents to submit for New Construction/Additions. Place a checkmark in all boxes for items completed and attached.

BUILDING PERMIT APPLICATION

REQUIRED SUBMITTALS

- 1. Completed and signed permit application form.
- 2. Two sets of complete plans to include:
 - Site plan of property showing all buildings on the lot with setback distances to property lines from each building, porches and decks (front, rear and both sides)
 - Floor plan
 - Front, sides and rear elevations
 - Foundation plan with walkout details and emergency egress, if applicable
 - Window and door sizes and placement
 - Wall section detail
- 3. Two copies of completed Energy Code compliance sheets. You may use ResCheck or ComCheck.
- 4. Two copies of a certified grade survey which includes:
 - Topography lines at one foot intervals
 - Finish floor elevation
 - Adjacent center of street elevation
 - Proposed finished rough grade elevations, proposed drainage swales and or storm water drainage measures
- 5. One copy of Oakland or Wayne County Soil Erosion permit or waiver.
- 6. If tree removal is part of this project, submit a signed tree removal application complete with a site plan indicating trees to be removed.

Continue to page 2 and complete the rest of the application.

B. Plan Review Required

3 sets of construction documents are required with each application for a permit, unless waived by the building official when code compliance can be determined based on the description in the application.

Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 square feet of calculated floor area and public work projects less than \$15,000 in total construction cost.

GIVE A BRIEF DESCRIPTION OF THE PROJECT: _____

IV. Plan Review Information

A. Residential – Buildings Regulated by the Michigan Residential Code

ONE FAMILY TOWNHOUSE - NO. OF UNITS _____ DETACHED GARAGE
 TWO OR MORE FAMILY ATTACHED GARAGE OTHER _____
NO. OF UNITS _____

B. Buildings Regulated by the Michigan Building Code (COMMERCIAL ONLY)

<input type="checkbox"/> (A-1) ASSEMBLY (THEATRES, ETC.)	<input type="checkbox"/> (H-1) HIGH HAZARD (DETONATION)	<input type="checkbox"/> (M) MERCANTILE
<input type="checkbox"/> (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC.)	<input type="checkbox"/> (H-2) HIGH HAZARD (DEFLAGRATION)	<input type="checkbox"/> (R-1) RESIDENTIAL 1 (HOTELS, MOTELS)
<input type="checkbox"/> (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC.)	<input type="checkbox"/> (H-3) HIGH HAZARD (COMBUSTION)	<input type="checkbox"/> (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY)
<input type="checkbox"/> (A-4) ASSEMBLY (INDOOR SPORTS, ETC.)	<input type="checkbox"/> (H-4) HIGH HAZARD (HEALTH HAZARD)	<input type="checkbox"/> (R-3) RESIDENTIAL 3 (CHILD & ADULT CARE)
<input type="checkbox"/> (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC.)	<input type="checkbox"/> (H-5) HIGH HAZARD (HPM)	<input type="checkbox"/> (R-4) RESIDENTIAL 4 (ASSISTED LIVING)
<input type="checkbox"/> (B) BUSINESS	<input type="checkbox"/> (I-1) INSTITUTIONAL 1 (SUPERVISED)	<input type="checkbox"/> (S-1) STORAGE 1 (MODERATE HAZARD)
<input type="checkbox"/> (E) EDUCATION	<input type="checkbox"/> (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.)	<input type="checkbox"/> (S-2) STORAGE 2 (LOW HAZARD)
<input type="checkbox"/> (F-1) FACTORY (MODERATE HAZARD)	<input type="checkbox"/> (I-3) INSTITUTIONAL 3 (PRISONS ETC.)	<input type="checkbox"/> (U) UTILITY (MISCELLANEOUS)
<input type="checkbox"/> (F-2) FACTORY (LOW HAZARD)	<input type="checkbox"/> (I-4) INSTITUTIONAL 4 (DAY CARE ETC.)	

NEW COMMERCIAL CONSTRUCTION – Provide a brief description of the work to be covered by the building permit:

V. Building Data

A. Type of Mechanical

WILL THERE BE FIRE SUPPRESSION? YES NO **FORCED AIR** YES NO **BOILER** YES NO

B. Type of Construction

<input type="checkbox"/> 1A – Non Combustible (Protected Structural Elements) 3HR	<input type="checkbox"/> 1B – Non Combustible (Rated Structural Elements) 2HR	<input type="checkbox"/> 2A – Non Combustible (Rated Structural Elements) 1HR
<input type="checkbox"/> 2B – Non Combustible (Non Rated Structural Elements)	<input type="checkbox"/> 3A – Non Combustibles (Exterior Walls Only)	<input type="checkbox"/> 3B – Non Combustible (Bearing Walls Rated)
<input type="checkbox"/> 4 – Heavy Timber	<input type="checkbox"/> 5A – Combustible (Structural Elements Rated) 1HR	<input type="checkbox"/> 5B – Combustible (All Elements Not Rated)

C. Dimensions / Data

Basement square footage = _____	Setbacks: Front=____ Rear=____ Side=____ Side=____
1 ST Floor square footage = _____	
2 nd Floor square footage = _____	
Attached garage square footage = _____	Construction valuation=\$_____
Detached building square foot = _____	Note: This includes the costs of materials and labor to complete the project including all trades.
Deck square footage = _____	

D. Number of Off Street Parking Spaces

ENCLOSED _____ OUTDOORS _____

VI. Signature					
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 OWNER (If owner is applicant)			TYPE OR PRINT		
SIGNATURE OF OWNER'S AGENT			TYPE OR PRINT		
In order to keep accurate record cards, the Assessing Department will also conduct inspection(s) of your new construction.					
VII. Local Governmental Agency to Complete This Section					
ENVIRONMENTAL CONTROL APPROVALS					
	REQUIRED?	APPROVED	DATE	NUMBER	BY
A – Zoning	<input type="checkbox"/> Yes <input type="checkbox"/> No				
B – Site Plan Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No				
C – Soil Erosion	<input type="checkbox"/> Yes <input type="checkbox"/> No				
D – Well	<input type="checkbox"/> Yes <input type="checkbox"/> No				
E – Septic/Sewer	<input type="checkbox"/> Yes <input type="checkbox"/> No				
VIII. Validation – For Department Use Only					
USE GROUP _____		PERMIT FEE BREAKDOWN			
		PERMIT FEE = \$ _____			
TYPE OF CONSTRUCTION _____		PLAN REVIEW FEE = \$ _____			
		PERMIT FEE BASED ON ADOPTED FEE SCHEDULE = \$ _____			
APPROVAL SIGNATURE			DATE		
TITLE: City of Northville Building Official			DATE		



BUILDING DEPARTMENT BOND RETURN FORM

INSTRUCTIONS

- Completed form is required for all Building Permits with a construction value of \$25,000 or more.
- This form must be submitted at the time of application. A Building Permit will not be issued without a signed form. **A signed customer contract does not substitute the signature requirements for this form.**
- If the permit or permit application includes the Contractor's name, this form must be signed by both the Contractor and Property Owner. **A signed customer contract does not substitute the signature requirements for this form.**
- All changes require submission of a newly executed Bond Return Form.

Property Address _____

Bond is refunded by check. Refund Bond to *[PRINT LEGIBLY]*:

Name _____

Address _____

If the permit or application indicates a Contractor, BOTH the Contractor and Property Owner must sign this form. Building Permit will not be issued if either signature is missing. A signed customer contract does not substitute for the signatures required on this form.

Contractor Name _____

PRINT NAME

Contractor Signature _____ Date _____

Property Owner Name _____

PRINT NAME

Property Owner Signature _____ Date _____

OFFICE USE

Permit # _____ Date Permit Issued _____

Bond # _____ Bond Amount _____

_____ (initial) Bond Return Form Scanned into Building Permit Program

_____ (initial) Bond Return Form filed with original Building Bond



Construction Site Operation Standards

Dumpster placement

Dumpsters shall be located on site only when necessary and placement shall be no closer than 5 feet from any side or rear property line and 2 feet from any front property line. If dumpster cannot be placed on-site, a temporary street right-of-way permit must be approved through the Department of Public Works (DPW). This permit application will be reviewed for pedestrian and vehicular safety and dumpster must have reflective barricades at each end.

Construction noise

Construction noise is permitted only between the hours of 7:00am through 6:00pm, unless a permit is first obtained from the City Manager. This includes noise produced by the erection (including excavating), demolition, alteration, or repair of any building, and the excavation of streets and highways.

Construction site operations plan

An operations plan shall be submitted with the permit application for the construction of new residential and commercial buildings, or if required by the Building Official, for other construction projects. This plan shall include, at a minimum, site logistics illustrating construction site access and egress points, material staging, lay-down and storage areas, safety fencing, tree protection fencing, location of dumpsters, portable toilets, and temporary on-site storage containers, parking plan for construction vehicles. If an on-site dumpster will not be utilized, the location and means of how scrap material will be stored should be shown.

Construction site protective fencing

Temporary construction fencing and other protective barriers, a minimum of 42 inches in height, shall be erected and maintained where hazardous work site conditions exist that could potentially cause public harm. Warranted conditions include basement excavations, demolitions that will take longer than one day, work adjacent to public access ways, work in-progress or materials/equipment stored on-site that may endanger the public. Temporary fencing/barriers must stay in place for a duration deemed necessary by the Building Official.

Portable toilet placement

A portable toilet shall be located no closer than 5 feet from any property line and shall be serviced and cleaned regularly to avoid becoming a public nuisance or health hazard. Portable toilet is defined as self-contained sewage holding facility that is not connected to a municipal sewer line and requires periodic sewage removal for proper disposal.

Sidewalks and streets, maintaining clear and safe passage

No person owning, building or repairing any house or other building shall permit any lumber, brick, plaster, mortar, earth, clay, sand, stone or other material to remain on the sidewalk or street after sunset of the day upon which it was placed there, without permission of the Building Official, subject to any safeguards he/she may prescribe. Sidewalks and streets impacted by construction sites shall be kept clean, free of obstructions, and passable for the entire duration of construction. If any dirt, mud, stone or other debris is deposited on any street or sidewalk, it shall be swept clean at the end of each day. Should any portion of the sidewalk need to be removed for any reason, a temporary sidewalk of compactable stone or asphalt shall be installed.

Site cleanliness

At no time shall common waste, food waste, or any waste items that can blow off site, be allowed to accumulate on the project site. Scrap building materials shall be consolidated to a single location behind the front building line of the house or stored in a container. Scrap building materials shall be disposed of on a weekly basis. No construction debris may be buried on site.

Sites shall also remain free of waste and excess debris to ensure a safe work environment and prevent undue hardship to adjacent property owners.

Soil erosion and sediment control (SESC)

As deemed applicable by the Building Official, construction sites are required to have SESC control measures that include, silt fencing, stone mud mats at vehicular access points, and protection of storm water catch basins. Additionally, construction sites shall have SESC measures in place to prevent runoff of silt or sediment onto the public right of way or neighboring properties.

Tree fencing and other tree protection

Protective fencing shall be installed around the Tree Protection Zone (TPZ) of an existing tree, or groups of trees, including trees on the subject property and within 25 feet of the subject property on adjoining property and within the City right of way. The Tree Protection Zone (TPZ) is determined by (1) measuring diameter of the trunk at 4.5 feet and then (2) calculating the TPZ around the tree trunk (radius). The TPZ equals one foot radius around the tree trunk for each one inch of trunk diameter. Example: A 10-inch diameter trunk will have a 10-foot TPZ radius. A 20-inch diameter trunk makes a 20-foot TPZ radius, and so on. The Building Official may expand this minimum area if deemed essential for tree survival.

During construction, the owner, developer or agent shall not cause or permit any construction activity within the TPZ of any protected tree or group of trees, including, but not limited to, the storage of equipment, dumpsters, boulders, dirt and excavated material, building or waste material or any other material harmful to the life of a tree. Protective fencing shall be properly maintained and remain in place until the Building Official authorizes removal or issues a final certificate of occupancy, whichever occurs first. If protection around the TPZ cannot be achieved due to site constraints, the Building Official may provide written approval to allow protection out to the maximum extent possible to allow access to the site.

These standards are in addition to any existing City of Northville ordinances that may be applicable.

Adopted by City Council on 08/02/2021