Community Development Department
45175 Ten Mile Road
Novi, MI 48375
(248) 347-0415 Phone
(248) 735-5600 Facsimile
www.cityofnovi.org

Permit Number: P_____

BUILDING & ZONING PERMIT APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY

I. PROJECT LOCATION/FACILITY INFORMATION

PROJECT NAME		
ADDRESS		
SUBDIVISION/FACILITY NAME	LOT / UNIT#	
SIDWELL #	ZONING DISTRICT	AUTHORITY: P.A. 203 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED

II. IDENTIFICATION

A. OWNER OR LESSEE	EMAIL ADDRESS	FAX NO.	
NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE
B. ARCHITECT OR ENGINEER	EMAIL ADDRESS	FAX NO.	
NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE
LICENSE NUMBER		EXPIRATION DATE	
C. CONTRACTOR	EMAIL ADDRESS	FAX NO.	
NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE
BUILDERS LICENSE NUMBER		EXPIRATION DATE	
FEDERAL EMPLOYER NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			

III. TYPE OF IMPROVEMENT

ESTIMATED COST OF CONSTRUCTION

- ○ NEW BUILDING
- ○ REPAIR
- ○ FOUNDATION ONLY
- ○ SHELL
- ○ DECK
- ○ ADDITION
- ○ PRE-MANUFACTURE
- ○ MOBILE HOME SET-UP
- ○ TENANT SPACE
- ○ ACCESSORY STRUCTURE
- ○ ALTERATION
- ○ DEMOLITION
- ○ POOL: ○ IN-GROUND ○ ABOVE GROUND
- ○ OTHER _____

Minor Land Improvement Permit – Required for all residential additions, patios, accessory structures, new & driveway replacements (same configuration and location) equal to or greater than 1,000 square feet, in-ground pools, and other projects involving excavating or grading within 500 feet of water or in the flood plain; or as required by the Building Official.

○ ADDENDUM No. _____ ○ BULLETIN No. _____ ○ ORIGINAL PROJECT No. _____

IV. PROPOSED USE OF BUILDING & PLAN REVIEW INFORMATION

A set 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. AN Energy Code Worksheet is required for all new residential houses or additions.

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 works less than $15,000 in total construction cost.

BUILDING & ZONING PERMIT APPLICATION

A. REVIEW(S) TO BE PERFORMED

BUILDING	PLUMBING	MECHANICAL	ELECTRICAL	ENERGY
◯ PLAN SUBMITTED	◯ PLAN NOT REQUIRED	◯ PLAN NOT REQUIRED	◯ PLAN NOT REQUIRED	◯ WORKSHEET
	◯ PLAN REQUIRED & SUBMITTED	◯ PLAN REQUIRED & SUBMITTED	◯ PLAN REQUIRED & SUBMITTED	SUBMITTED

B. RESIDENTIAL - Regulated by the Michigan Residential Code and Zoning Ordinance

◯ MODEL ◯ TWO OR MORE FAMILY (# OF UNITS _____) ◯ DETACHED GARAGE

◯ ONE FAMILY ◯ ATTACHED GARAGE ◯ OTHER _____

C. BUILDINGS - Regulated by the Michigan Building Code and Zoning Ordinance

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

D. WORK DESCRIPTION (Residential and Non-Residential Projects)

Provide a description of the work to be covered by the permit. As examples; 20,000 sq. ft. office building, building a 2,300 sq. ft. office addition, replace 5 exterior doors, renovate basement in a residence, etc.

E. DIMENSIONS/DATA

BASIC USAGE: ◯ RESIDENTIAL ◯ COMMERCIAL ◯ INDUSTRIAL ◯ MUNICIPAL

TYPE OF CONSTRUCTION: ◯ 1A ◯ 2A ◯ 3A ◯ 4 ◯ 5A ◯ SEPARATED MIXED USE or ◯ NON-SEPARATED MIXED USE
◯ 1B ◯ 2B ◯ 3B ◯ 5B ◯ OTHER _____

DIMENSIONS: ACTUAL BUILDING HEIGHT: _____FT; _____STORIES

AREA: **TOTAL AREA** OF BUILDING FOOTPRINT (NOT JUST TENANT SPACE) _____SQ. FT.

FLOORS INCLUDED IN SCOPE OF WORK _____ STORIES FLOOR AREA IN **SCOPE OF WORK** _____ SQ. FT.

OCCUPANT LOAD: TOTAL OF THE BUILDING _____ ADDITION _____ REMODELED SPACE _____ or UNCHANGED ☐

FIRE ALARM & FIRE SUPPRESSION:

BUILDING TO BE EQUIPPED WITH AN AUTOMATIC FIRE SUPPRESSION SYSTEM? ◯ YES ◯ NO TYPE_____

BUILDING TO BE EQUIPPED WITH AN AUTOMATIC FIRE ALARM SYSTEM? ◯ YES ◯ NO

BUILDING TO BE EQUIPPED WITH A MANUAL FIRE ALARM SYSTEM? ◯ YES ◯ NO

V. APPLICANT INFORMATION (NOTE: All correspondence will be sent to this address)

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information.

PRINT NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE

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 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 125.15239, 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 SUBJECT TO CIVIL FINES.

_____ _____

Date Signature of Applicant