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# City of Detroit

BUILDINGS AND SAFETY ENGINEERING DEPARTMENT  
4th Floor City-County Building  
Telephone: 224-3235

ADDITIONS  
ALTERATIONS  
BASEMENTS  
CHANGE OF  
OCCUPANCY  
FOUNDATIONS  
REPAIRS  
USE OF LAND

## APPLICATION FOR BUILDING PERMIT

APPLICANT SHALL FILL IN ALL BLANKS PERTINENT TO BUILDINGS AND PREMISES  
Separate applications and two sets of plans are required for each building or structure. Such plans shall include lot  
plots. Applications must be **TYPEWRITTEN or PRINTED IN INK.**

**FOR ADDITIONS, ALTERATIONS OR REPAIRS**

(Exterior or Interior) \_\_\_\_\_

DATE \_\_\_\_\_

Describe in Detail \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If addition, please state use \_\_\_\_\_

SIZE \_\_\_\_\_ ft. WIDE by \_\_\_\_\_ ft. LONG by \_\_\_\_\_ ft. HIGH \_\_\_\_\_ Stories

Will the proposed building or structure encroach upon any easement, alley or public property? \_\_\_\_\_

Estimated cost of additions, alterations or repairs \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOR CHANGE OF OCCUPANCY:

Portion of Building Involved \_\_\_\_\_

Proposed Use of Portion Involved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### USE OF LAND (Fill in this section only when securing a permit for the use of vacant land)

Existing or previous occupancy of premises \_\_\_\_\_

Are there any existing buildings or structures on this parcel? \_\_\_\_\_

Present use of such buildings or structures \_\_\_\_\_

Proposed use of such buildings or structures \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed occupancy of premises \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are toilet facilities available \_\_\_\_\_

### ENCLOSURES:

(Fences, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### COOLING TOWERS, PONDS, ETC.: (For air conditioners or other refrigeration equipment)

(Two lot plots and structural plans and three mechanical plans required)

Is unit water cooled? \_\_\_\_\_ Total weight of unit \_\_\_\_\_

Is unit air cooled? \_\_\_\_\_ Total weight of unit \_\_\_\_\_

Tonnage or horsepower rating of cooling tower \_\_\_\_\_

Size and number of existing refrigerating units this tower will serve \_\_\_\_\_

Size and number of new refrigerating units this tower will serve \_\_\_\_\_

Total number of refrigerating units this tower will serve \_\_\_\_\_

**PLEASE FILL IN ALL ITEMS ON THIS PAGE**

Location, ownership and details must be CORRECT, COMPLETE and LEGIBLE.

**APPLICANT INFORMATION:**

Applicant must provide the following information pursuant to PA 135 (1989)

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Builders License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ Det. Regis. No. \_\_\_\_\_

Federal Employer ID Number or Reason for Exemption \_\_\_\_\_

Workers Comp Insurance Carrier or Reason for Exemption \_\_\_\_\_

MESC Employer Number or Reason for Exemption \_\_\_\_\_

**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. Violators of Section 23a are subject to civil fines.**

Signature of Applicant \_\_\_\_\_ Application Date \_\_\_\_\_

**OWNER OF RECORD**

Address \_\_\_\_\_

(Number) (Street) (City and Zip Code)

Phone No. \_\_\_\_\_ Federal ID or Social Security No. \_\_\_\_\_

(Area Code)

**LOCATION:** Side of Street \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ St.

North, East, South, West House Number

Between \_\_\_\_\_ St. and \_\_\_\_\_ St.

(Cross Street) (Cross Street)

Lot Number \_\_\_\_\_ Subdivision \_\_\_\_\_

Corner \_\_\_\_\_

LOT SIZE: \_\_\_\_\_ ft. WIDE by \_\_\_\_\_ ft. DEEP Interior \_\_\_\_\_ Alley \_\_\_\_\_ Width \_\_\_\_\_

Rear or Side

***DEED or OTHER EVIDENCE OF OWNERSHIP must be presented before a building permit will be issued.***

**EXISTING BUILDING:** (Involved in Change of Occupancy, Alteration, Repair or Addition)

GENERAL TYPE \_\_\_\_\_ Exterior Walls \_\_\_\_\_

Frame, Veneer, Brick, Cement Block, etc.

SIZE \_\_\_\_\_ FT. WIDE by \_\_\_\_\_ ft. LONG by \_\_\_\_\_ ft. HIGH \_\_\_\_\_ Stories

Floor Construction

Roof Construction

PRESENT USE of Entire Building \_\_\_\_\_

" " Basement or Cellar \_\_\_\_\_

" " First Floor \_\_\_\_\_

" " Second Floor \_\_\_\_\_

" " Third Floor \_\_\_\_\_

" " Others Floors \_\_\_\_\_

Are there any other buildings on lot? \_\_\_\_\_ Use \_\_\_\_\_

Will flammable liquids or substances be used or stored on the premises? \_\_\_\_\_

Is any portion of building used for shipping or receiving room into which motor vehicles are driven? \_\_\_\_\_

If commercial or industrial occupancy, state number of employees. Male \_\_\_\_\_ Female \_\_\_\_\_

IF OWNER APPLIES FOR PERMIT, SIGN UPPER AFFIDAVIT ONLY.  
IF CONTRACTOR, ARCHITECT, OR OTHER PERSON APPLIES FOR  
PERMIT, OWNER SIGNS LOWER AFFIDAVIT.

This Affidavit is used by applicant  
or owner securing permit.

I hereby certify that the information given herein is correct and true.  
DRIVER LICENSE # \_\_\_\_\_ D.O.B. \_\_\_\_\_  
State of Michigan, }  
County of Wayne } SS. \_\_\_\_\_ APPLICANT - OWNER  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 19\_\_\_\_\_.  
Commission expires \_\_\_\_\_, 19\_\_\_\_\_.  
NOTARY PUBLIC

Affidavit is used by owner to  
appoint an agent to secure permit  
for him.

I hereby certify that I have appointed the above applicant as my agent and that he is qualified to  
make the above affidavit for me and to secure the permit. D.O.B. \_\_\_\_\_  
DRIVER LIC. # \_\_\_\_\_  
State of Michigan, }  
County of Wayne } SS. \_\_\_\_\_ OWNER  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 19\_\_\_\_\_.  
Commission expires \_\_\_\_\_, 19\_\_\_\_\_.  
NOTARY PUBLIC

CLEARANCE ROOM 434

**NOT TO BE FILLED IN BY APPLICANT**

**REPORT ON APPLICATION FOR PERMIT:** Type \_\_\_\_\_ Stories \_\_\_\_\_  
Notice \_\_\_\_\_ Occupancy \_\_\_\_\_  
Remarks \_\_\_\_\_

DATE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

**ZONING AND HOUSING EXAMINATION:**

Permit is to be issued for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

District \_\_\_\_\_ Map No. \_\_\_\_\_ Height \_\_\_\_\_ Bulk \_\_\_\_\_ Use \_\_\_\_\_

Remarks: \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
EXAMINER

**ENGINEERING EXAMINATION:**

Type \_\_\_\_\_ Use Group \_\_\_\_\_ Volume \_\_\_\_\_ cu. ft. Estimated Cost \$ \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
EXAMINER

FOR PERMIT FEE

LOT PLOT

TO BE FILLED IN BY APPLICANT WHEN ALTERATIONS INVOLVE A CHANGE OF OCCUPANCY, THE CUTTING FOR OPENINGS IN EXTERIOR WALLS OR ADDITIONS; BUT NEED NOT BE FILLED IN IF LOT PLOT IS INCLUDED ON PLANS SUBMITTED WITH THIS APPLICATION.

This plot must show the following: (a) Dimensions of lot; (b) All buildings existing on lot and all new buildings or additions to be erected, the location thereof including sizes; (c) Measurement of side, rear and front yards; (d) Location of streets and alleys; (e) Vehicle storage space

ALLEY

Permit No. \_\_\_\_\_

STREET