

CITY OF MEMPHIS
 35095 POTTER STREET
 MEMPHIS, MI 48041
 TELEPHONE (810) 392-2385
 FAX (810) 392-3625

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

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

I. PROJECT INFORMATION			
PROJECT NAME		ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED		COUNTY	ZIP CODE
☐ City ☐ Village ☐ Township OF:			
BETWEEN		AND	
II. IDENTIFICATION			
A. OWNER OR LESSEE			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
B. ARCHITECT OR ENGINEER			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
LICENSE NUMBER			EXPIRATION DATE
C. 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			
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			
III. TYPE OF IMPROVEMENT AND PLAN REVIEW			
A. TYPE OF IMPROVEMENT		COST OF IMPROVEMENT \$ _____	
1. ☐ NEW BUILDING	3. ☐ ALTERATION	5. ☐ DEMOLITION	7. ☐ FOUNDATION ONLY
2. ☐ ADDITION	4. ☐ REPAIR	6. ☐ MOBILE HOME SET-UP	8. ☐ PREMANUFACTURE
			9. ☐ RELOCATION
			10. ☐ SPECIAL INSPECTION
B. 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 1980 PA 299 and shall bear that architect's or engineer's seal and signature.			
Plan Review Submission No. _____			

IV. PROPOSED USE OF BUILDING			
A. RESIDENTIAL			
1. ☐ ONE FAMILY	3. ☐ HOTEL, MOTEL NO. OF UNITS _____	5. ☐ DETACHED GARAGE	
2. ☐ TWO OR MORE FAMILY NO. OF UNITS _____	4. ☐ ATTACHED GARAGE	6. ☐ OTHER _____	
B. NON-RESIDENTIAL			
7. ☐ AMUSEMENT	11. ☐ SERVICE STATION	15. ☐ SCHOOL, LIBRARY, EDUCATIONAL	
8. ☐ CHURCH, RELIGION	12. ☐ HOSPITAL, INSTITUTIONAL	16. ☐ STORE, MERCANTILE	
9. ☐ INDUSTRIAL	13. ☐ OFFICE, BANK, PROFESSIONAL	17. ☐ TANKS, TOWERS	
10. ☐ PARKING GARAGE	14. ☐ PUBLIC UTILITY	18. ☐ OTHER _____	
NONRESIDENTIAL-DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE. _____ _____ _____			
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 FUEL			
6. ☐ GAS	7. ☐ OIL	8. ☐ ELECTRICITY	9. ☐ COAL
10. ☐ OTHER _____			
C. TYPE OF SEWAGE DISPOSAL			
11. ☐ PUBLIC OR PRIVATE COMPANY		12. ☐ SEPTIC SYSTEM	
D. TYPE OF WATER SUPPLY			
13. ☐ PUBLIC OR PRIVATE COMPANY		14. ☐ PRIVATE WELL OR CISTERN	
E. TYPE OF MECHANICAL			
15. WILL THERE BE AIR CONDITIONING? ☐ YES ☐ NO		16. WILL THERE BE FIRE SUPPRESSION? ☐ YES ☐ NO	
F. DIMENSIONS/DATA			
17. NUMBER OF STORIES _____	21. FLOOR AREA:	EXISTING	ALTERATIONS
18. USE GROUP _____	BASEMENT	_____	_____
19. CONSTRUCTION TYPE _____	1ST & 2ND FLOOR	_____	_____
20. NO. OF OCCUPANTS _____	3RD - 10TH FLOOR	_____	_____
	11TH - ABOVE	_____	_____
	TOTAL AREA	_____	_____
G. NUMBER OF OFF-STREET PARKING SPACES			
22. ENCLOSED _____		23. OUTDOORS _____	

VI. APPLICANT INFORMATION

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

NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
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

VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	☐ YES ☐ NO				
B - FIRE DISTRICT	☐ YES ☐ NO				
C - POLLUTION CONTROL	☐ YES ☐ NO				
D - NOISE CONTROL	☐ YES ☐ NO				
E - SOIL EROSION	☐ YES ☐ NO				
F - FLOOD ZONE	☐ YES ☐ NO				
G - WATER SUPPLY	☐ YES ☐ NO				
H - SEPTIC SYSTEM	☐ YES ☐ NO				
I - VARIANCE GRANTED	☐ YES ☐ NO				
J - OTHER	☐ YES ☐ NO				

VII. VALIDATION - FOR DEPARTMENT USE ONLY

USE GROUP _____	PERMIT FEE _____
TYPE OF CONSTRUCTION _____	PLAN REVIEW _____
SQUARE FEET _____	TOTAL _____
APPROVAL SIGNATURE _____	
TITLE _____	DATE _____

IX. SITE OR PLOT PLAN - FOR APPLICANT USE

A large grid of graph paper, consisting of 30 columns and 30 rows of small squares, intended for drawing a site or plot plan.

The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.