



CITY OF MADISON HEIGHTS
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
RESIDENTIAL BUILDING PERMIT APPLICATION

I. JOB LOCATION

Property Address _____ Suite # _____

Parcel ID 44-25 - Zoning District _____

II. APPLICANT INFORMATION

Applicant is the: ☐ Property Owner ☐ Contractor ☐ Design Professional
☐ Other _____

A Homeowner Affidavit is required for property owners acting as the applicant.

Name _____

Address _____ Suite # _____

City _____ State _____ ZIP _____

Drivers License Number _____ D.O.B. _____

Phone Number _____ Email _____

III. PROPERTY OWNER INFORMATION

Same as the Applicant: ☐

Name _____

Address _____ Suite # _____

Phone Number _____ Email _____

IV. CONTRACTOR INFORMATION

Representative Name _____

Company Name _____

Address _____ Suite # _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

State License # _____ Exp. Date _____

Liability Insurance Co. _____

MESC # _____ Federal ID # _____

V. DESIGN PROFESSIONAL INFORMATION (IF APPLICABLE)

Representative Name _____

Company Name _____

Address _____ Suite # _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

License # _____ Exp. Date _____

License Type _____

VI. TYPE OF JOB

- | | | |
|--|--|---|
| ☐ NEW HOME | ☐ RESIDENTIAL ADDITION | ☐ DEMOLITION |
| ☐ ALTERATION (INTERIOR) | ☐ ALTERATION (EXTERIOR)
(INCLUDING ROOFS/EXT. WINDOWS) | ☐ DETACHED ACCESSORY
STRUCTURE/GARAGE |
| ☐ PORCH/DECK | ☐ POOL | ☐ OTHER _____ |

Detailed description of proposed work:

Will any portion of the principal home or accessory structure be used to accommodate a home occupation or home business?	☐ YES ☐ NO	Type of Business _____
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A New Certificate of Occupancy application must be submitted for all new homes. Home Occupations are regulated under Section 7.03 of the Madison Heights Zoning Ordinance and may be subject to separate approval.

VII. JOB DETAILS

Construction Cost \$ _____ *Include a copy of contract with application. Include all costs including driveways, site work, etc. but not land value.*

Sq. Footage _____ *Include all habitable areas on all floors including finished basement and bonus rooms.*

# of Bedrooms _____	# of Bathrooms _____	Building Height (stories and ft.) _____
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Water/Sewer Utilities	☐ New (proposed)	Finish Floor Elevation _____	Finish Grade Elevation _____
	☐ Existing		

Is the property part of a site condominium/owners association? ☐ YES
☐ NO

If yes, please submit written documentation of association approval of project. It is the property owner's responsibility to comply with association Master Deed and Bylaws.

VIII. SUBMITTAL CHECKLIST

ALL SUBMISSIONS MUST INCLUDE TWO (2) COPIES OF THE CONSTRUCTION DOCUMENTS AND ONE PDF DIGITAL COPY. ONE (1) COPY MUST BE A FULL-SIZE COPY (24" X 36") TO SCALE AND THE OTHER MUST BE NO LARGER THAN 11" X 17". ALL REDUCED COPIES MUST BE FULLY LEGIBLE. REVERSED TEXT DRAWINGS WILL NOT BE ACCEPTED.

New Building/Building Addition plans require, as applicable:

- ☐ Site Plan/Plot Plan with dimensions
- ☐ Foundation Plan
- ☐ Floor Plan, identifying all rooms
- ☐ Section Plans and Building Elevations (with height labeled)

Renovation Plans require, as applicable:

- ☐ What will be removed
- ☐ What will be added
- ☐ Floor Plan, identifying all rooms.
- ☐ Complete floor, wall and ceiling detail
- ☐ Section Plans

Additional documents may be requested. Construction documents, including site plans, shall be of sufficient clarity to indicate location, nature, and extent of the proposed work and show IN DETAIL that it will conform to the provisions of the code and local ordinances.

IX. APPLICANT ACKNOWLEDGEMENTS AND SIGNATURE

By signing this application, I hereby acknowledge the following:

- To the best of my knowledge, all information submitted on this application is true and correct.
- 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 I agree to conform to all applicable laws of the City of Madison Heights and the State of Michigan.
- I hereby acknowledge that the issuance of a building permit does not guarantee compliance with the Madison Heights Zoning Ordinance or any other municipal code pertaining to the proposed use, nor does it constitute approval of a Certificate of Occupancy or any other required planning, zoning, or trade permits.
- I hereby authorize the Building Official, City Trade Inspectors, Planning and Zoning Administrator or other authorized representative of the City of Madison Heights to enter and inspect the above property for the purpose of inspection of the premises as it relates to this building permit.
- Mechanical, Electrical, Plumbing, Fire Protection (alarm & suppression), and exterior concrete work require separate permits and additional sets of detailed drawings for each.
- Construction shall not commence until a building permit has been issued.
- The applicant acts as the responsible party for this building permit and is responsible for obtaining permit approval, inspections, and submitting payment of fees.
- Section 23A of the State Construction 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 the state relating to persons who are to perform work on a residential structure. Violators of Section 23A are subject to civil fines.

APPLICANT SIGNATURE. I HAVE READ AND UNDERSTAND THE CONDITIONS LISTED ABOVE.

Applicant Printed Name

Applicant Signature

Date

STAFF USE ONLY

PB# _____	ZONING APPROVAL _____	DATE _____
ADMINISTRATIVE FILING FEE: \$ 30	BUILDING APPROVAL _____	DATE _____
TOTAL PERMIT FEE (INCLD. FILING FEE): \$ _____	FIRE APPROVAL _____	DATE _____
DATE APPLICATION RECEIVED: _____		
RECEIVED BY: _____		



CITY OF MADISON HEIGHTS
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
HOMEOWNER AFFIDAVIT TO OBTAIN PERMITS

Property Address _____ Parcel ID 44-25-

The undersigned hereby represents that property described herein is, or will be upon completion, his or her bona fide residence, that he or she will occupy same upon completion as his/her principal residence, and that no part of such residence will be used for rental purposes for one year, nor is such property contemplated for sale within one year of completion.

The undersigned further represents that he/she is fully aware of the requirements of the Building Code of the City of Madison Heights, the Zoning Ordinance of the City of Madison Heights, and all of the ordinances and laws pertaining to the proposed work and has the knowledge and expertise to complete the work covered by the permit.

In signing this affidavit and the associated permit application(s), the undersigned agrees:

1. To pay all fees required for the associated permit(s).
2. To do all of the work on the associated permit(s) himself or herself, or to make the installation himself or herself, in accordance with the above-referenced codes and ordinances and not to allow any other person or firm to do such work unless that person or firm holds a valid Michigan builders or maintenance and alteration contractors license and is registered with the City of Madison Heights as a contractor; for electrical, plumbing, and mechanical work, a contractor hired by the homeowner must obtain their own permit(s).
3. To apply for inspections as required by the above codes, ordinances, and permits and to keep all work and installations exposed until approved by this Department; and to correct all deficiencies in a timely manner.
4. Not to occupy, in any way, any building area not covered by a valid Certificate of Occupancy.
5. To fully comply with all the codes, ordinances, and regulations of the City of Madison Heights.

Owner's Name _____ Driver's License # _____

Address _____ City, State, ZIP _____

Date of Birth _____ Phone Number _____ Email _____

Owner's Signature _____ Date _____

Notary Stamp

Notary Signature _____

Notary Printed Name _____

Notary Public, State of Michigan, County of _____

My Commission Expires _____

Acting in the County of _____