



Building Permit Application

Administered by Municipal Inspection Services Inc.
muniserves.com 517 622-8822 office@muniserves.com



Location of Building

Fillable Document

Address			
City	Township	County	Zip
Parcel ID		Subdivision	Lot Number

Identification

Owner or Lessee: (permit will not be processed without contractor's email)		
Name	Phone	Email
Address	City, State, Zip	
Architect or Engineer:		
Name	Phone	Email (required)
Address	City, State, Zip	
License Number	Expiration Date	
Contractor:		
Name	Phone	Email (required)
Address	City, State, Zip	
License Number	Expiration Date	
Federal Employer ID number or reason for exemption		
Workers Comp Carrier or reason for exemption		
MESC Number or reason for exemption		

Type of Improvement and Plan Review

Type of Improvement				
☐ New Building	☐ Addition	☐ Alteration		
☐ Repair	☐ Wrecking	☐ Mobile Home Set-Up		
☐ Foundation only	☐ Premanufacture	☐ Relocation or Demo		
Reviews to be Performed				
☐ Building	☐ Plumbing	☐ Mechanical	☐ Electrical	☐ Energy

City of Portland Building Permit Application

Proposed Use of Building

Residential (for demo, show most recent use)		
☐ Single Family	☐ Two or more family Number of Units	☐ Hotel/Motel Number of Units
Non-Residential (for demo, show most recent use)		
☐ Amusement Park	☐ Church, religious	☐ Industrial
☐ Parking Garage	☐ Service Station	☐ Hospital, Institution
☐ Office, Bank, Professional	☐ Public Utility	☐ School, library, educational
☐ Store, Mercantile	☐ Tanks, Towers	☐ Other

Selected Characteristics of the Building

Principal Type of Frame				
☐ Masonry	☐ Wood Frame	☐ Structure Steel	☐ Reinforced Concrete	☐ Other _____
Principal Type of Heating Fuel				
☐ Gas	☐ Oil	☐ Electricity	☐ Other	
Type of Sewage Disposal				
☐ Public or Private Company		☐ Septic System		
Type of Water Supply				
☐ Public		☐ Private Well		
Type of Mechanical				
Air Conditioning ☐ Yes ☐ No		Elevator ☐ Yes ☐ No		

Dimensions	
Number of Stories	Above Ground Floor area Sq. Ft.
Basement-finished: Floor area Sq. Ft.	Basement -Unfinished: Floor areaSq. Ft.
Garage Floor area Sq. Ft.	Porches & Decks Floor area. Sq. Ft.

I do hereby swear and warrant that all statements made by me in this application are correct to the best of my knowledge and that, in consideration of the granting of this permit, the granters shall be held harmless from any and all damages. I hereby agree to construct said work in all respects in compliance with the Statutes of the State of Michigan and the Ordinances of the City of Portland. I hereby agree to locate this building on the lot so that it will conform with all Zoning and Building regulations.

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 agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate and to the best of my knowledge.

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.

Expiration of Permit: A permit remains valid as long as the work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work has not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF THE PREVIOUS INSPECTION. CLOSED PERIMITS WILL NOT BE REFUNDED. CLOSED PERIMITS MAY BE REINSTATED WITHIN 1 YEAR FROM THE DATE OF ORIGINAL ISSUE OR MOST RECENT INSPECTION FOR ½ THE ORIGINAL FEE.

Applicants agree that use of electronic signature (typing their name in the space provided) shall be their legal signature for this application.

Signature

Date

Cost
Value of Construction \$ (Total value less cost of land, and trade permits. Permits cannot be processed without value of construction.)

Work to be performed

MUNICIPAL INSPECTIONS SERVICES, INC.

Muniserves.com
office@muniserves.com
TELEPHONE - (517) 622-8822

CITY OF PORTLAND
ZONING COMPLIANCE VERIFICATION

PROJECT ADDRESS: _____

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

DESCRIPTION OF WORK: _____

THIS PROJECT IS IN COMPLIANCE WITH THE CITY OF PORTLAND ZONING
ORDINANCE. UPON COMPLETION OF THIS FORM, A BUILDING PERMIT MAY BE
ISSUED:

PLANNING & ZONING OFFICE: _____ DATE: _____

COMMENTS OR CONDITIONS: _____

