



Application Requirements for obtaining a Building Permit

Residential Structures

- Building Permit Application
- Site Evaluation Application, including the required checklist and cover letter.
- Two sets of construction documents (plans). The 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.
- Four certified surveys, or site plans drawn in accordance with a certified survey, showing to scale the size and location of all existing and proposed construction, distances from all lot lines, the existing grades and proposed finished grades.

Commercial Structures

- Building Permit Application
- Four sets of construction documents (plans), signed by an architect or professional engineer in accordance with 1980, PA 299 as amended.
- Four certified boundary line surveys along with all necessary civil drawings.
- Two sets of specifications
- Two sets of structural calculations
- One geotechnical report (must reference proposed construction)

General Requirements

- A DTE clearance letter is required for all new house, addition and detached garage permits
- Electrical, Plumbing, and Mechanical Permits require separate applications.
- All building applications for residential structures or commercial structures including residential dwelling units must include copies of both a current individual and company builder's licenses.
- All surveys and site plans must show the location of all city trees in right of way.
- It's the owner's responsibility to check local deed restrictions prior to construction
- All work to be done in the city's right of way require separate permits through the Engineering Department

New House & Addition Requirements

The requirements listed below must be in place prior to permit issuance:

- Construction site is to have rigid perimeter fencing to secure the entire site.
- Construction site fencing must be placed 1' back from the sidewalk.
- Opening for the street access to be 21 AA gravel base six inches in depth.
- Silt fencing for erosion control purposes is required.
- City trees are required to be protected from damage during construction.



Plan Review & Building Permit Fee Schedule

PLAN EXAMINATION FEES:

When the valuation for the proposed construction exceeds \$1,000 and a plan is required to be submitted, a plan review fee shall be paid when the plans and specifications are submitted for review. The fee for plan examination shall be a minimum of \$90 up to a valuation construction cost of \$10,000. All other plan examination fees are based on the cost of construction valuation of the building in accordance with the following schedule. When mechanical, electrical, and plumbing reviews are required, in addition to the building review, the total review fee is determined by multiplying the building review fee by 1.25.

| Construction Value (CV) | Plan Examination Fee |
|------------------------------|---|
| \$0.00 up to \$10,000 | \$90 |
| \$10,001 up to \$500,000 | CV multiplied by 0.0020 (\$150 minimum) |
| \$500,001 and up | (CV multiplied by 0.0010) plus \$1000 |
| MEAP Reviews (when required) | Plan Examination Fee multiplied by 1.25 |

BUILDING PERMITS FEES:

The permit fee is determined by the total construction value as shown in the most recent edition of the ICC Building Evaluation Data Square foot construction costs. For all use groups except one and two family residential, the square foot construction cost is 100% of the value shown in construction costs table; for renovations the square foot construction costs is 50% of the value shown in the table.

Permit fees are \$90 for the first \$1,000 of construction value; \$10 for each additional \$1,000 of construction value, rounded up to the next thousand, up to \$100,000; and \$15 per each \$1,000 of construction value, rounded up to the next thousand, above \$100,000. The following table can be used to determine permit fees:

| Construction Value (CV) | Permit Fee |
|-------------------------|--------------------------------------|
| \$1.00 up to \$1,000 | \$90 |
| \$1,001 up to \$100,000 | (*CV multiplied by 0.01) plus \$75 |
| \$100,001 and up | (*CV multiplied by 0.015) less \$425 |

***Note: Construction Value Must be Rounded up To the Next Thousandth**

BONDS:

A cash bond is required for all building permits based on the project construction value. The bond is refundable upon completion of the project.

| Construction Value (CV) | Bond Amount |
|---------------------------|-------------|
| \$1.00 up to \$10,000 | \$100 |
| \$10,001 up to \$50,000 | \$200 |
| \$50,001 up to \$100,000 | \$300 |
| \$100,001 up to \$500,000 | \$500 |
| \$500,001 and up | \$1,000 |
| Pool Bond | \$1,000 |
| Window Replacement Bond | \$ 500 |



CITY OF BIRMINGHAM
Community Development - Building Department
151 Martin Street, Birmingham, MI 48009
 Community Development: 248-530-1850

Permit # _____

Project # _____

Inspection Request & Online Application Site:
<https://www.bsaonline.com>

APPLICATION FOR PLAN EXAMINATION & BUILDING PERMITS

| I. Project Type / Location | | | |
|---|---|---|--|
| <input type="checkbox"/> NEW HOUSE | <input type="checkbox"/> NEW HOUSE / ATT GARAGE | <input type="checkbox"/> NEW HOUSE / DET GARAGE | <input type="checkbox"/> DETACHED GARAGE |
| <input type="checkbox"/> BASEMENT FINISH | <input type="checkbox"/> BASEMENT DAMPROOFING | <input type="checkbox"/> ADDITION | <input type="checkbox"/> RENOVATION |
| <input type="checkbox"/> NEW COMM BUILDING | <input type="checkbox"/> TENANT BUILD OUT | <input type="checkbox"/> ROOF/ SIDING / WINDOWS | <input type="checkbox"/> OTHER: _____ |
| JOB LOCATION | | PROPERTY IDENTIFICATION NUMBER (SIDWELL NO.) | LOT NUMBER |
| II. Applicant / Project Contact Information | | | |
| A. Applicant | | | |
| NAME | | ADDRESS | |
| CITY | STATE | ZIP CODE | TELEPHONE NUMBER (Include Area Code) |
| CELL PHONE NUMBER (Include Area Code) | FAX NUMBER (Include Area Code) | EMAIL ADDRESS | |
| B. Property Owner | | | |
| NAME | | ADDRESS | |
| CITY | STATE | ZIP CODE | TELEPHONE NUMBER (Include Area Code) |
| CELL PHONE NUMBER (Include Area Code) | FAX NUMBER (Include Area Code) | EMAIL ADDRESS* | |
| C. Architect or Engineer | | | |
| NAME | | ADDRESS | |
| CITY | STATE | ZIP CODE | TELEPHONE NUMBER (Include Area Code) |
| CELL PHONE NUMBER (Include Area Code) | FAX NUMBER (Include Area Code) | EMAIL ADDRESS | |
| LICENSE NUMBER | | | EXPIRATION DATE |
| D. Contractor | | | |
| NAME | | ADDRESS | |
| CITY | STATE | ZIP CODE | TELEPHONE NUMBER (Include Area Code) |
| CELL PHONE NUMBER (Include Area Code) | FAX NUMBER (Include Area Code) | EMAIL ADDRESS | |
| INDIVIDUAL BUILDERS LICENSE NUMBER | | | EXPIRATION DATE |
| COMPANY BUILDERS LICENSE NUMBER | | | EXPIRATION DATE |
| FEDERAL EMPLOYER ID NUMBER (or reason for exemption) | | | |
| WORKERS COMP INSURANCE CARRIER (or reason for exemption) | | | |
| UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption) | | | |



III. Plan Review Required

Complete sets of construction documents as specified below 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.
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.
Construction Documents Required:
 Residential: 2 sets of plans; 4 certified surveys or four site plans draw in accordance with a certified survey.
 Commercial: 4 sets of plans; 3 original site plans and certified surveys; 2 sets of specifications; 2 sets of structural calculations; 1 geotechnical report (must reference proposed construction).
Plan review fees are due upon submission and only complete project submissions will be accepted. Projects cannot be submitted for review until all applicable review fees have been paid.

IV. Plan Review Information

A. Project Description

Alteration, repairs and additions - Provide a description of the work to be covered by the building permit.

Work Description: _____

Exterior Changes: _____

B. Fire Suppression

WILL THERE BE FIRE SUPPRESSION? YES NO

C. Dimensions / Data

| FLOOR AREA: | EXISTING | ALTERATIONS | NEW |
|---|-----------------|--------------------|------------|
| BASEMENT | _____ | _____ | _____ |
| 1 ST AND 2 ND FLOOR | _____ | _____ | _____ |
| 3 RD – 10 TH FLOOR | _____ | _____ | _____ |
| 11 TH AND ABOVE | _____ | _____ | _____ |
| TOTAL AREA: | _____ | _____ | _____ |

D. Number of Off Street Parking Spaces

ENCLOSED _____ OUTDOORS _____

V. Construction Value

THE PLAN REVIEW FEE ALONG WITH THE SITE EVALUATION FEE (RESIDENTIAL PROJECTS) IS DUE AT THE TIME THIS APPLICATION IS SUBMITTED. THE PERMIT FEE IS DUE ONCE THE APPLICATION IS APPROVED AND IS BEING PICKED UP. PLAN REVIEW AND PERMIT FEES ARE DETERMINED IN ACCORDANCE WITH CITY CODE BASED ON THE CONSTRUCTION VALUE OF THE PROJECT.

ESTIMATED CONSTRUCTION VALUE: \$ _____
(CALL OFFICE FOR ESTIMATED PLAN REVIEW FEE)



VI. Signature

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. I FURTHER EXPRESSLY GRANT TO THE CITY OF BIRMINGHAM, IN ADDITION TO ANY APPLICABLE LAW, PERMISSION FOR BUILDING, ENGINEERING, AND PLANNING PERSONNEL TO ENTER UPON THE SUBJECT PREMISES FOR THE PURPOSES OF CONDUCTING SUCH INSPECTIONS AS SAID DEPARTMENTS DEEM APPROPRIATE. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

*BY PROVIDING YOUR EMAIL TO THE CITY, YOU AGREE TO RECEIVE NEWS AND NOTIFICATIONS FROM THE CITY. IF YOU DO NOT WISH TO RECEIVE THESE MESSAGES, YOU MAY UNSUBSCRIBE AT ANY TIME.

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 | TYPE OR PRINT | DATE |
| SIGNATURE OF PROPERTY OWNER (Required) | TYPE OR PRINT | DATE |
| SIGNATURE OF OWNER'S AGENT (Permit holder) | TYPE OR PRINT | DATE |

Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work.

VII. Department Use Only

| FEE DESCRIPTION | AMOUNT | | TOTAL |
|---|-------------|--------------------------|-----------|
| PLAN REVIEW | \$ | | |
| SITE EVALUATION | \$ | | |
| | | PLAN REVIEW TOTAL | \$ |
| PERMIT FEE | \$ | | |
| CONSTRUCTION BOND <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 | \$ | | |
| POOL BOND | \$ 1,000.00 | | |
| WINDOW REPLACEMENT BOND | \$ 500.00 | | |
| METER SIZE <input type="checkbox"/> 5/8" <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" <input type="checkbox"/> 2" <input type="checkbox"/> other | \$ | | |
| WATER FOR CONSTRUCTION <input type="checkbox"/> 5/8" <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1.5" <input type="checkbox"/> 2" <input type="checkbox"/> other | \$ | | |
| TRENCH MAINTENANCE | \$ | | |
| SEWER BOND | \$ | | |
| WATER INSPECTION | \$ | | |
| SEWER INSPECTION | \$ | | |
| STOP BOX | \$ | | |
| STOP BOX BOND | \$ | | |
| CONTRACTOR REGISTRATION | \$ 25.00 | | |
| | | TOTAL FEES DUE | \$ |

VIII. Department Use Only

| | | |
|----------------------------|---------------------------|----------|
| USE GROUP _____ | ACTUAL CONSTRUCTION VALUE | \$ _____ |
| TYPE OF CONSTRUCTION _____ | ACTUAL PLAN REVIEW FEE | \$ _____ |
| SQUARE FOOTAGE _____ | ACTUAL PERMIT FEES | \$ _____ |

APPROVAL SIGNATURE

| | |
|--------------|-------------|
| TITLE | DATE |
|--------------|-------------|