



CITY OF BELLEVILLE
DEPARTMENT OF BUILDING AND PLANNING
330 CHARLES ♦ BELLEVILLE, MICHIGAN 48111
Phone: (734) 697-9323 ♦ buildingclerk@belleville.mi.us
www.bellevilleonthelake.com

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

NOTICE TO HOMEOWNERS: *It is recommended that if you have hired a contractor to do the work for you that the contractor is the one to obtain the permit. A final inspection is required for all permitted work; the final inspection should be done before releasing your contractor.*

I. LOCATION OF BUILDING

ADDRESS		
Belleville, Michigan	Wayne County	48111

IDENTIFICATION

A. OWNER OR LESSEE

NAME		PHONE	
ADDRESS	CITY	STATE	ZIP

B. ARCHITECT OR ENGINEER

NAME		PHONE	
ADDRESS	CITY	STATE	ZIP
LICENSE NO.		EXPIRATION DATE	

C. CONTRACTOR

NAME		PHONE	
ADDRESS	CITY	STATE	ZIP
EMAIL ADDRESS			
BUILDERS LICENSE NO.		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			

II. TYPE OF IMPROVEMENT AND PLAN REVIEW

- | | | |
|---|--|--|
| ☐ New Building | ☐ Addition | ☐ Alteration |
| ☐ Wrecking | ☐ Mobile Home Set-Up | ☐ Foundation Only |
| ☐ Pre-Manufacture | ☐ Relocation | |
| ☐ Re Roof House only | ☐ Re Roof Garage only | ☐ Both House and Garage |

III. PROPOSED USE OF BUILDING

A. RESIDENTIAL – For “wrecking”, show most recent use

- | | | |
|--|---|---|
| ☐ One Family | ☐ Two or More Family
(no. of units _____) | ☐ Hotel, Motel
(no. of units _____) |
| ☐ Attached Garage | ☐ Detached Accessory Structure | ☐ Other _____ |

B. NON-RESIDENTIAL – For “wrecking”, show most recent use

- | | | |
|---|--|--|
| ☐ Amusement | ☐ Church, Religious | ☐ Industrial |
| ☐ Parking Garage | ☐ Service Station | ☐ Hospital, Institutional |
| ☐ Office, Bank, Professional | ☐ Public Utility | ☐ Store, Mercantile |
| ☐ School, Library, Educational | ☐ Tanks, Towers | ☐ 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 at industrial plant. If use of existing building is being changed, enter proposed use. Use additional pages if necessary.

IV. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME FOR NEW CONSTRUCTION

- | | | |
|--|--------------------------------------|---|
| ☐ Masonry, Wall Bearing | ☐ Wood Frame | ☐ Structured Steel |
| ☐ Reinforced Concrete | ☐ Other _____ | |

B. PRINCIPAL TYPE OF HEATING FUEL

- | | | | |
|------------------------------|------------------------------|--------------------------------------|--------------------------------------|
| ☐ Gas | ☐ Oil | ☐ Electricity | ☐ Other _____ |
|------------------------------|------------------------------|--------------------------------------|--------------------------------------|

C. TYPE OF MECHANICAL

- | | |
|---|--|
| Will there be air conditioning ☐ Yes ☐ No | Will there be an elevator ☐ Yes ☐ No |
|---|--|

D. DIMENSIONS

- Number of stories _____ Floor Area _____ Garage Area _____
- Foundation & Basement Area _____ Total Area _____
- Total Land Area (square feet) _____

E. SOIL EROSION

- Will you be disturbing an acre or more of land? ☐ Yes ☐ No
- Is the project within 500 ft. of a water body, county drain or wetlands? ☐ Yes ☐ No

F. NUMBER OF OFF-STREET PARKING SPACES _____

G. ESTIMATED CONSTRUCTED VALUE _____

V. ACCESSORY STRUCTURE

Must comply with zoning regulation Section 4.36

☐ Pole barn ☐ Shed ☐ Pool ☐ Garage ☐ Deck ☐ Addition

Dimensions and square footage of proposed structure _____

Estimated construction value _____

Height of proposed structure from grade _____

Height of principal structure (house) from grade to peak _____

Square footage of principal structure (house) _____

Square footage of all existing structures (including (un)-attached attached garage, pool, deck, shed, or pole barn)

Total Land Area (square feet) _____

A complete set of working drawings must accompany this application.

A complete plot plan (mortgage survey) must accompany this application which would include:

- ALL existing structures on the subject property, their dimensions and distance from the proposed structure
- The distance between the proposed structure and the property lines
- Distance between proposed structure and any easements

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		PHONE	
ADDRESS	CITY	STATE	ZIP
FEDERAL I.D. NUMBER			

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 authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted is accurate 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, Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons working on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Signature of Applicant: _____ Date: _____

VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

Subdivision Lot _____ Stand Alone _____ Site Visit _____
If stand alone, site visit required

- A. ZONING _____
- B. STREET PROTECTION _____
- C. SOIL EROSION _____
- D. WATER SUPPLY _____
- E. SEWER SERVICE _____
- F. VARIANCE GRANTED _____
- G. OTHER _____

NOTES AND DATES – FOR DEPARTMENT USE

VIII. VALIDATION

BUILDING PERMIT NUMBER: _____ APPROVED BY: _____

ISSUED DATE: _____ SIGNATURE: _____

PERMIT FEE: _____ TITLE: _____