



Contractor <input type="checkbox"/> Same as Owner / Lessee Name <input type="checkbox"/>			
Name		Address	
City	State MI	Zip	Phone
Email		Blds. License #	Exp. Date

**VII. APPLICANT INFORMATION**

Applicant is responsible for the payment of the fees and charges applicable to this application and must provide the following :

Same as Owner / Lessee

Name			Phone
Address	City	State	Zip
Email			

I hereby certify the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as an authorized agent, and agree to conform to the applicable laws. All information on this application is accurate to the best of my knowledge.

Print Name

Signature of Applicant	Date
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**ESTIMATED COST OF CONSTRUCTION:**

**Total Estimated Cost of Construction** \_\_\_\_\_

Total Construction costs include all work done concurrently with the work contemplated by the Building Permit including demolition, plumbing, heating, electrical, air conditioning, painting, wall to wall carpeting, landscaping, site improvements, etc. Furnishings and portable equipment are not part of the total construction cost.

**Application Approval**

Application and Plans Accepted By: \_\_\_\_\_ Date \_\_\_\_\_

Zoning Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Plan Review Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Permit Approved/Granted By: \_\_\_\_\_ Date \_\_\_\_\_

**For all new dwellings, accessory building construction, building additions, decks, porches or other attachments, you must provide a complete site plan diagram. Please illustrate all existing and proposed building locations (see attached example)**

# BUILDING PERMIT APPLICATION SAMPLE SITE PLAN

*Instructions for preparing a Site Plan*

- I. On an 8-1/2 x 11 sheet of standard paper (or larger), draw your individual property. Your drawing **MUST** be to scale and show adjacent street(s) and roads(s), with a direction arrow indicating north.
- II. Show **ALL** buildings, mobile homes, garages, sheds and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- III. If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- IV. After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- V. Sign and date your site plan drawing before submitting it with your permit application.
- VI. The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR** property and **YOUR** project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s).



