

RESIDENTIAL BUILDING PERMIT

A Residential Building Permit is required if you are planning on:
BUILDING A SINGLE-FAMILY HOME
BUILDING AN ADDITION
WATERPROOFING

In addition to your application, the following is also required when building a single-family home:

- Five (5) copies of a land survey, sealed by a land surveyor, shall be submitted**
- Five (5) sets of drawings (1/4 inch = 1 foot) shall be submitted showing the following:**
 - . Site plan
 - . Foundation plan
 - . Floor plan, identifying all rooms
 - . Elevations
 - . Section plans
 - . Electrical plans
 - . Plumbing plans
 - . Heating plans
- A copy of your deed showing ownership of the property shall be submitted**
- Homes over 3,500 square feet require signed and sealed drawings by an architect or professional engineer**
- New single-family dwellings require approval of brick sample BEFORE issuance of permit**
- Certain neighborhoods require a Property Owner Association and/or a Historical District review. Documentation shall be submitted, if applicable.**

The following inspections are required for a Residential Building Permit:

- #110 Footing inspection before concrete
- #120 Basement backfill/drain tile exposed
- #116 Concrete floor before concrete
- #130 Structural inspection after mechanical roughs
- #132 Insulation prior to drywall
- #134 Masonry base and flashing, before brick
- #117 Porch floor before concrete
- #118 Garage floor before concrete
- #140 Final project inspection after mechanical finals

An Electrical Permit, a Fire Alarm Permit, an HVAC Permit and a Plumbing Permit may also be required to complete your project.

(OVER)

In addition to your application, the following is also required when building an addition:

- Three (3) copies of a current mortgage survey shall be submitted**

In the event that a current mortgage survey does not exist, then three copies of a site plan (1/16 inch = 1 foot OR 1 inch = 20 feet scale) shall be submitted.

The mortgage survey or site plan shall show the following:

- Dimensions of the lot
- Distance between addition and all structures
- Distance between addition and property lines
- Dimensions of all existing structures on the property

- Three (3) sets of drawings (1/4 inch = 1 foot) shall be submitted showing the following:**

- What will be removed
- What will be added
- Electrical plan
- Plumbing plan
- Heating plan
- Foundations/footings
- Floor plan identifying all rooms
- Elevations
- Complete floor, wall and ceiling detail

- If the addition makes your home over 3,500 square feet, then signed and sealed drawings by an architect or professional engineer are required**

- A copy of a signed contract shall be submitted**

- Certain neighborhoods require a Property Owner Association and/or a Historical District review. Documentation shall be submitted, if applicable.**

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City of Dearborn
BUILDING & SAFETY DEPARTMENT
 4500 Maple, Dearborn, MI 48126
 313/943-2150

RESIDENTIAL BUILDING PERMIT APPLICATION

LOCATION AND DESCRIPTION OF LOT:

Address _____

Lot No. _____ Subdivision _____

DESCRIPTION OF PROPOSED WORK:

New Single-Family Home

Addition

Use group	Construction type	Set back (front)	Set back (side)	Set back (side)	Set back (rear)
Width	Length	Height	Floor area	No. floors	

CONSTRUCTION COST: \$ _____

CONSTRUCTION CONTRACTOR:

Name _____ Address _____

Telephone No. _____ Dearborn Registration No. _____

Federal Employer I.D. Number or Reason for Exemption _____

Workers Compensation Insurance Carrier or Reason or Exemption _____

MESC Employer Number or Reason for Exemption _____

ARCHITECT (that sealed plans):

Name _____ Address _____

Telephone No. _____

License Number _____ Expiration Date _____

ENGINEER (that sealed plans):

Name _____ Address _____

Telephone No. _____

License Number _____ Expiration Date _____

PROPERTY OWNER INFORMATION/AFFIDAVIT:

I do hereby certify that I am the owner of the property herein described and that I have given the applicant herein named permission to perform the work described in this application:

Name of Property Owner _____

Address _____

Phone Number _____

Driver's License or State Identification Number _____

Date of Birth ____/____/____

Signature of Property Owner _____

APPLICANT INFORMATION/AFFIDAVIT:

Application is hereby made for a permit to perform work as described in this application and the accompanying drawings, which are a part of this application. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn.

Name _____

Address _____

Phone Number _____ Dearborn Registration No. _____

Driver's License or State Identification Number _____

Date of Birth ____/____/____

Signature of Applicant _____

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public, Wayne County, Michigan

My commission expires _____

Section 23a of the State Construction Code Act of 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.
AUTHORITY: P.A. 230 OF 1972, AS AMENDED
COMPLETION: MANDATORY TO OBTAIN PERMIT
PENALTY: PERMIT WILL NOT BE ISSUED

FOR OFFICE USE ONLY

- Application complete
- Land Survey/ Mortgage Survey/Drawings submitted
- Signed Contract
- Neighborhood Association/Historical District Review

Square Footage	_____
Construction Cost	\$ _____
Water Fee	\$ _____
Building Fee	\$ _____
Plan Review Fee	\$ _____
Penalty Fee	\$ _____

Staff Initials _____

Permit Number _____

Date Submitted _____

Plan Reviewer _____

Date Approved _____

PAY THIS AMOUNT \$ _____