



CITY OF DEARBORN
PERMIT & PLAN REVIEW OFFICE

| |
|----------------------------|
| FOR OFFICE USE ONLY |
| Permit Number _____ |
| Date Submitted _____ |

RESIDENTIAL BUILDING & RENOVATION PERMIT APPLICATION

LOCATION OF PROPERTY

| | |
|---------------------------|------------------|
| Permit Site Address _____ | Parcel No. _____ |
|---------------------------|------------------|

PLEASE CHECK THE BOX(es) THAT APPLIES TO YOUR PROJECT:

NEW HOUSE HOUSE ADDITION 1st FL sq ft= _____ 2nd FL sq ft= _____ Basement sq ft= _____

HOUSING INSPECTION REQUIREMENT (ATTACH INSPECTION REPORT) WATER DAMAGE FIRE DAMAGE

HOUSING RENOVATION:

PRIMARY: Interior Remodeling Exterior Remodeling

SECONDARY: Ramp Garage Garage Floor Porch / Porch Cap / Steps

Egress Window Deck Exterior Waterproofing Drywall

Concrete - Square Feet _____ / Lineal Ft _____ Other - Give detailed description below

Accessory structures (gazebos/ pergolas/ sheds/ flag poles/ basketball poles or similar structures)

| | | | | |
|-------------|--------------|--------------|------------------|-----------------|
| House Width | House Length | House Height | Combined Setback | Lot Square Feet |
|-------------|--------------|--------------|------------------|-----------------|

DETAILED DESCRIPTION OF ALL PROPOSED WORK

CONSTRUCTION VALUE \$ _____ (Renovation requires a signed contract by home owner & contractor)
(New construction based on Marshall Swift replacement value)

APPLICANT INFORMATION (Notary verification required)

Applicant has provided a complete description in this application, site plan and drawings of the intended construction work.

| | | | |
|--|--|-------|----------------|
| NAME | | | |
| ADDRESS | | CITY | STATE ZIP |
| How would you prefer to be contacted regarding plan review questions? <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax | | | |
| PHONE NUMBER | | EMAIL | |
| DRIVER'S LICENSE OR STATE ID NUMBER | | | DATE OF BIRTH |
| SIGNATURE OF APPLICANT | | | |

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

Notary Public, Wayne County, Michigan My commission expires _____

ARCHITECT/ENGINEER THAT SEALED PLANS (if applicable) ARE YOU THE PERMIT APPLICANT YES NO

| | | | |
|--------------|--|-----------------|----------------|
| NAME | | | |
| ADDRESS | | CITY | STATE ZIP |
| PHONE NUMBER | | E-MAIL ADDRESS | |
| LICENSE NO. | | EXPIRATION DATE | |

PAGE 2 - RESIDENTIAL BUILDING & RENOVATION PERMIT APPLICATION

HOMEOWNER PERMIT AUTHORIZATION

| | | | |
|--|------|---------------|-----|
| I am the owner of this property and I have given the applicant permission to perform the work described in this application. | | | |
| NAME | | | |
| ADDRESS | CITY | STATE | ZIP |
| PHONE NUMBER | | | |
| DRIVER'S LICENSE | | DATE OF BIRTH | |
| AUTHORIZATION SIGNATURE OF PROPERTY OWNER | | | |

CONTRACTOR OR HOMEOWNER BUILDER INFORMATION – ARE YOU THE PERMIT APPLICANT YES NO

| | | | |
|---|---------------|-------------------------|-----|
| All contractor registration information filed with the City Clerk's Office must be the latest information (Insurance, State License, Phone, etc.) | | | |
| CONTRACTOR OR HOMEOWNER BUILDER NAME | | Driver's License Number | |
| CONTRACTOR/HOMEOWNER ADDRESS | CITY | STATE | ZIP |
| E-MAIL ADDRESS | | | |
| TELEPHONE NUMBER | DATE OF BIRTH | FAX NUMBER | |
| DEARBORN REGISTRATION NO. | | EXPIRATION DATE | |
| WORKER'S DISABILITY COMPENSATION INSURANCE CARRIER | | | |
| EMPLOYER IDENTIFICATION NUMBER | | MESC EMPLOYER NUMBER | |
| 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 in a residential building or a residential structure. Violators of section 23a are subjected to civil fines. | | | |
| CONTRACTOR or HOME OWNER SIGNATURE: | | | |
| The acceptance of the permit shall constitute an agreement to abide by all State codes and ordinances enforced by the City of Dearborn. | | | |

FOR OFFICE USE ONLY

- Survey / Required Drawings Submitted
- Neighborhood / Historical District Review
- Copy of Inspection Report for REHAB Projects
- Signed Contract

Staff Initials _____

Permit Number _____

| | |
|--------------------------|-----------------|
| Construction Cost | \$ _____ |
| Plan Review Fee | \$ _____ |
| Administrative Fee | \$ <u>40.00</u> |
| Building permit Fee | \$ _____ |
| Porch / Cap / Steps Fee | \$ _____ |
| Deck / Ramp Fee | \$ _____ |
| Garage /Garage Floor Fee | \$ _____ |
| Concrete Fee | \$ _____ |
| Investigation Fee | \$ _____ |
| TOTAL DUE | \$ _____ |

Plan Reviewer _____

Approved/Date _____

Denied/Date _____

Additional Comments:

Application Requirements

- Three (3) copies of a site plan or mortgage survey are required (1/16 inch = 1 foot or 1 inch = 20 feet) showing the following:
 - . All property lines and easements with dimensions. Existing structures, proposed structures and additions dimensioned.
 - . Setbacks - front, sides & rear property line. Dimensions of all proposed new or replacement concrete, if applicable
- Three (3) sets of scaled construction documents (minimum ¼ inch = 1 foot) shall be submitted showing the following:
 - Describe all proposed work on drawings.
 - Front and side elevations of proposed work for walls, roofs, windows, and doors.
 - Section drawing showing grade, footings, framing, guardrail and handrail detail
 - Floor plan (top view) with dimensions of proposed work
 - A MDEQ Floodplain Permit is required for all work in a Flood Zone prior to application

Decks & Ramps

- Section through footing, steps, and dimensioned information on handrails and guardrails. Reference detailed handout.
- Guard rails are required with porch perimeter height is 30" or more above grade

Concrete flatwork, Porch & Steps

- Please refer to the 2 page Concrete and Porch informational handout available at the Permit & Plan Review Office.

- Provide with the application a copy of the signed contract for the proposed construction project.
- Approvals from Home Owner Association or Historical District Review if your property is located in one of the following districts:
 - Dearborn Hills Civic Association West Lane Civic Association Golfcrest Country Club Civic Association
 - Ford Homes Historic District Springwells Park Civic Association
- Contractors must have a valid State of Michigan Residential Builder or Residential Maintenance & Alteration license and be registered with the City of Dearborn. Contact the City Clerk's Office at (313)943-2015 for registration information and fees.
- A non-refundable application processing fee of \$40 & Min. \$15 plan review fee is due upon application submittal.

- Permit fees are based on construction values. Minimum permit fee is \$80.
- Permit Applicant must pick up permit in person by Homeowner, Contractor or a notarized letter of authorization signed by a qualifying officer of the company must be provided.
- **Separate Electrical, Fire Alarm, HVAC and/or Plumbing Permits may also be required to complete your project.**

Construction documents are reviewed to determine compliance with minimum code and ordinance requirements. The City of Dearborn currently enforces the current State adopted edition of the following codes:

- Michigan Residential Code
- International Property Maintenance Code
- National Electrical Code, as amended in Part 8
- International Fire Code
- Michigan Mechanical Code
- Michigan Plumbing Code
- Fuel Gas Code
- Michigan Uniform Energy Code

RESIDENTIAL BUILDING PERMITS (NEW SINGLE FAMILY OR ADDITIONS):

New single family residence requires five (5) complete sets of drawings.
Residential additions require three (3) complete sets of drawings.
Architectural stamped drawings are required for homes larger than 3500 sq ft.

RESIDENTIAL RENOVATION PERMIT IS REQUIRED FOR THE FOLLOWING WORK

| DESCRIPTION OF WORK | Type of Application Required |
|--|------------------------------|
| Installing a new door or wall requiring framing | Renovation |
| Removing and replacing of existing windows or broken window replacement | None |
| Removing & replacing smaller window with larger window or larger window with smaller window | Renovation |
| Removing and replacing exterior doors (Front door or door framing systems permit required) | None |
| Removing smaller door and replacing with larger interior or exterior door | Renovation |
| Enclosing of an archway or doorway interior | None |
| Installing or enlarging arch, door or pass through between rooms interior or exterior | Renovation |
| Removing and replacing damaged drywall holes, cracks, peeling – Does not include entire walls | None |
| Removing interior finish material (plaster, drywall, celotex, wood sheathing) and replacing damaged framing members, re-insulate/vapor barrier and replace with approved interior finish | Renovation |
| Removing or replacing floor finish covering (wood, ceramic, marble, slate, vinyl, resilient tile, carpeting) including underlayment | None |
| Removing and replacing sub floor material or joists that support the sub floor material | Renovation |
| Removing and replacing roof coverings (asphalt shingles, shake shingle) | None |
| Removing roof covering and replacing/installing more than 25% of roof sheathing, or roof framing | Renovation |
| Removing and replacing of exterior aluminum, vinyl, wood finishes | None |
| Removing exterior finishes materials and replacing with brick, stone, stucco, marble, limestone with new foundations for the masonry | Renovation |
| Removing and replacing chimney cap or brick veneer chimney stack | Renovation |
| Installing or removing and replacement of gutters/downspouts or disconnections from sewer | None |
| Waterproofing of basement interior and exterior systems | Renovation |
| Addition of room, dormer, breezeway, enclosed porch, sunroom, gazebo spa enclosure | Addition |
| Addition or enlarging of porch or deck with or without a roof | Porch/Deck |
| Replacing with new kitchen cabinets only (when not including dry wall demo or wall changes) | None |
| Removing, relocating or installing new wall(s) | Renovation |
| Installing new bathroom | Renovation |
| Removing existing fixtures and replacing in same location with new | None |
| Constructing new attached or detached garage | Garage |
| Replacing garage door | None |
| Enlarging garage door | Garage |
| Brick paver surface repairs (not to exceed 25% of lot coverage) or landscaping blocks or planters | None |
| Installing new hard surfaced (concrete) walks, drives, patios, porches, parking pads, including brick pavers, etc. Surface may not exceed 25% total lot coverage or 40% coverage in front yard. | Concrete |
| Installing or replacing a pool, spa, hot tub, sauna, etc. | Pool |
| Installing or replacing garden fixtures such as: arbors/ trellis, bird feeders, fountains/waterfalls, etc.) | None |
| Installing a new or replacing an existing green house, pool spa or hot tub enclosure exterior rooms | Renovation |
| Installing pre-manufactured children play equipment | None |
| Installing a commercial satellite dish larger than 30", or an antenna for short wave radio / rear only | Satellite |
| Painting or staining exterior of house, garage or other structure | None |
| Removing and replacing or installing new fence or retaining wall of any nature | Fence |
| Installation of elevated landscaping retaining wall for elevation change requires Zoning review | Renovation |
| Finishing basement (confirm with permit department on egress window requirements) | Renovation |
| Removing and replacing interior or exterior stairway | Renovation |
| Constructing accessory structures such as gazebo, pergola, shed, flag poles & basketball poles or similar structures (confirm your building plans with the Zoning Administrator for requirements and restrictions – Tom Paison @ 313-943-4151) | Renovation |
| | |
| | |
| | |

Separate permits are always required electrical, mechanical or plumbing systems