



BUILDING PERMIT APPLICATION

VILLAGE OF BEVERLY HILLS

BUILDING AND PLANNING

18500 W 13 MILE RD

BEVERLY HILLS, MICHIGAN 48025

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www.villagebeverlyhills.com



BUILDING

ALL PROJECTS SHALL COMPLY WITH THE ATTACHED REQUIREMENTS FOR DISRUPTION OF SOIL HANDOUT

Date: _____ I have received a copy, read and understand the Requirements For Disruption of Soil Handout: _____

Project Information

Job Address: _____ Suite # _____

Lot: _____ Subdivision: _____ Sidwell # _____

Scope of Work: _____

Building Type

☐ Office ☐ Commercial
☐ Residential ☐ Duplex ☐ Condo ☐ Multiple ☐ Other _____

Request for Building Permit To:

☐ Construct ☐ Complete ☐ Add to ☐ Alter ☐ Repair ☐ Demolish ☐ Other _____

☐ New Building ☐ Existing Structure ☐ Tenant Space

☐ Garage/Accessory Building ☐ Deck ☐ Patio ☐ Pool ☐ Spa ☐ Other _____

Additional Information on location of Construction (Floor/area of bldg.) _____

Size of Bldg./Addition/Tenant Space/Garage/Deck/etc.: _____

ZONING: _____ USE GROUP: _____ CONST. TYPE: _____

ESTIMATED COST OF CONSTRUCTION \$ _____ \$ _____

By Contractor

By Department

Applicant Information

Name: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

License # _____ Federal ID # _____ MESC # _____ Comp. Carrier _____

Email: _____ Preferred Contact # /Name _____

Owner Information

Name: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

PLOT PLANS SHALL BE Submitted on Separate Sheets and shall show all easements and measurements (must be correct and in detail).

Show all streets abutting lot, indicate front of lot, show all buildings, existing and proposed distances to lot lines.

I, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT AND THAT I HAVE REVIEWED ALL DEED RESTRICTIONS WHICH MAY APPLY TO THIS CONSTRUCTION AND AM AWARE OF MY RESPONSIBILITY THEREUNDER.

Homeowner Affidavit

I hereby certify that the work described on this permit application shall be installed **by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the State of Michigan Building Code and shall not be enclosed, covered up or occupied until it has been **inspected** and **approved**. I will cooperate with the Building Inspector and assume all responsibility to arrange for necessary inspections.

Section 23a of the state construction code act of 1972, 1972PA 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 subject to civil fines.

Signature & Print Name: _____ Date: _____

(Owner's signature indicates compliance with homeowner's affidavit)

**A SOIL EROSION PERMIT MAY BE NECESSARY FOR YOUR BUILDING PERMIT TO BE PROCESSED
PLEASE SEE THE ENGINEERING DEPARTMENT
FOR BUILDING DEPARTMENT USE ONLY**

APPROVED BY: ☐ Planning Commission Date: _____
☐ Board of Zoning Appeals Date: _____
☐ Village Council Date: _____

PLAN ANALYST COMMENTS: _____

SPECIAL STIPULATIONS: _____

Soil Erosion Req'd: _____

FEES DUE:

Plan Review Fee Paid	\$ _____	Inv#:	_____	Date	_____
Building Permit Fee	\$ _____	Sewer Fee		\$	_____
		Water Fee Due		\$	_____
Certificate of Occupancy	\$ _____	Structural Review Fee		\$	_____
Builder's Deposit (Bond)	\$ _____	Plans	[] Rolled	[] Plan Review Comments	
Plan Review Fee	\$ _____		[] Folded		
Add'l Plan Review Fee	\$ _____		[] Attached		
Grade Inspection	\$ _____		[] Scanned		
Administration Fee	\$ _____ 90.00		[] No Plans		
Residential Bldg Contractor Registration (exp. 12/31)	\$ _____				
TOTAL DUE	\$ _____	Inv#:	_____	Date	_____

APPROVED BY: _____ DATE: _____



REQUIREMENTS FOR DISRUPTION OF SOIL



ALL PROJECTS INVOLVING THE MOVEMENT OF ANY AMOUNT OF EARTH WILL REQUIRE A TOPOGRAPHIC SURVEY AND SHALL INCLUDE A PLOT PLAN UNLESS SUCH SURVEY AND PLAN ARE WAIVED BY THE BUILDING OFFICIAL (SEE ADDITIONAL INFORMATION IN LINK BELOW).

BUILDING PERMIT REQUIRES PLOT PLAN REVIEW

https://www.villagebeverlyhills.com/government/chapter_22_-_zoning_ordinance/22_36_administration.php#building

A SITE PLAN IS REQUIRED FOR ALL COMMERCIAL PROJECTS AND ANY OTHER PROJECT RESULTING IN THE DISRUPTION OF 5 CUBIC YARDS OR MORE (SEE ADDITIONAL INFORMATION IN LINK BELOW).

SITE PLAN REVIEW

https://www.villagebeverlyhills.com/government/chapter_22_-_zoning_ordinance/22_08_general_provisions.php#siteplanreview

ALL SURVEYS AND SITE PLANS SHALL BE PREPARED BY A REGISTERED ENGINEER OR LICENSED LAND SURVEYOR.

UPON COMPLETION OF EACH PROJECT, CERTIFICATION AS TO THE ACCURACY OF FINAL SITE GRADING AND PAD ELEVATION SHALL BE VERIFIED IN WRITING BY THE ENGINEER OR LAND SURVEYOR RESPONSIBLE FOR THE PREPARATION OF THE SURVEY PRIOR TO FINAL INSPECTION OR ISSUANCE OF CERTIFICATE OF OCCUPANCY.

ADDITIONAL REFERENCE INFORMATION

22.08.140 GRADES AND ELEVATION DIFFERENTIALS.

a. The grading of all building lots shall be such to (1) divert water away from buildings, and (2) prevent standing water and soil saturation detrimental to structures, lot use and surrounding property.

b. The elevation differentials is defined as the difference between the elevation of the final ground level (after landscaping at the front building line, equidistant from the side building lines, and the elevations of the crown of the road (at a point equidistant from the side building lines) abutting the front property line. If a sidewalk is in place, the elevation differential shall be based on the sidewalk elevation in lieu of the crown of road elevation.

c. The elevation differential for all buildings shall not be less than fifteen inches (15") nor more than twenty-four inches (24") except as hereinafter provided. A building under construction having foundations in place shall be considered an existing building.

d. All applicants for building permits shall submit with the permit application, unless waived by the Building Official, plans showing:

1. The proposed grading plan for the entire lot.
2. The direction of flow of surface water off the lot.
3. The gradient of all protective slopes around proposed buildings.
4. The elevation differential of all proposed buildings and the elevation differential of all existing buildings within one hundred feet (100').

e. Variances may be granted from the requirement of subsection (c) by the Zoning Board of Appeals if adequate provisions are made and approved by the Village Engineers to prevent run off water from flowing onto adjacent property.



Building Department Construction Site Maintenance Requirements
Effective July 1, 2020

All residential and commercial properties, in addition to other Village codes and provisions and the requirements of the Michigan building codes, shall comply with the following while under a valid permit for construction:

(1) Construction hours. Construction, repair, remodeling, demolition, drilling, wood cutting, excavating, and all other construction activities shall only be permitted between 7:00 a.m. and 8:00 p.m. and shall only be permitted Monday through Saturday, except legal holidays.

(2) Public protection. Wherever a building or structure is erected, altered, repaired, removed or demolished, the operation shall be conducted in a safe manner and suitable protection for the general public must be provided.

(3) Equipment storage. Construction equipment must be stored in an orderly fashion and in compliance with the building code.

(4) Airborne materials. Protective provisions must be provided for control of on-site dust, soil and any other airborne materials so that such materials remain on the job site.

(5) Storm water management. During the course of construction, storm water and associated surface drainage must be actively managed and retained on-site unless it is discharged in approved manner and location. Prior to permit issuance, the village will conduct an on-site visit and any required mitigation work must be completed to the village's satisfaction. During the course of construction, all storm water and associated surface drainage will not be permitted to discharge onto neighboring properties. Failure to comply with this requirement will result in stop work order on all construction until the drainage is corrected to the village's satisfaction.

(6) Construction fencing. Every excavation and/or area of construction must be enclosed with a barrier consisting of chain link fencing not less than six feet high to prevent the entry of unauthorized persons. Where conditions exist that the public safety and welfare shall not be compromised (e.g. interior remodeling, an addition to an existing building), the Building Official may waive any/all of the construction fencing requirements. Any such waiver will be at the discretion of the Building Official and will be provided in writing. Construction fencing must comply with the following provisions:

a. The fence must remain properly installed inside the lot, minimum of one foot from the sidewalk.

b. The fence must not encroach onto or over any adjoining property at any height.

c. Access gates shall open inward so as to not obstruct public or private rights-of-way and shall be closed and secured at all times construction workers are not present.

d. Address. The property address numbers must be posted on front of the fence and legible from the street.

e. All fencing shall remain in place until a final grade inspection has been approved for demolition or a complete insulation inspection has been approved for construction. All construction fencing, including foundation/supports, shall be removed prior to issuance of any certificate of occupancy.

(7) Silt fencing. Silt fencing must be installed at construction sites where earth disruption has occurred and must be properly maintained until its removal is approved by a village official. All silt fencing must be trenched 6 inches into the ground and be supported by hardwood stakes driven 12 inches into the ground and spaced every 6 feet.

(8) Streets and sidewalks. The streets and sidewalks must be kept clean and passable at all times. Any mud or debris deposited on the street or sidewalk must be cleaned up immediately.

(9) Vehicle access. A construction driveway consisting of concrete, asphalt or 21AA crushed stone six inches deep must be provided from the street to a point of 20 feet into the site from the property line. The driveway must be properly maintained at all times.

(10) Village right-of-way. The grass area of the Village right-of-way cannot be used for parking vehicles, staging of materials, and must be properly maintained. Any damage must be repaired immediately to the satisfaction of a village official.

(11) Tree protection. Any trees located in the Village right-of-way will be protected from any damage during construction.

(12) Deliveries, material staging. All construction materials must be delivered directly onto the construction site. The right-of-way, including street, sidewalk, or unimproved areas, must not be used for deliveries or staging of construction materials at any time.

(13) Sidewalk damage. Any damage to the sidewalk must be repaired and approved by a Village official before final building approval or a certificate of occupancy will be issued.

(14) Toilet facilities. A toilet facility must be provided for construction workers and must be maintained in a sanitary condition, within the fenced area of the site.

(15) Refuse disposal. A dumpster must be provided on site to contain all debris, refuse, and similar materials and must be maintained in a sanitary condition.



ROAD PRESERVATION BOND

The Village has established a requirement of a road preservation bond for all new residential and commercial construction and demolition projects for locations that will be accessed by roads maintained by the Village. A **refundable bond in the amount of \$5,000**, adopted by a resolution of the Village Council at its January 16, 2024, meeting, shall be deposited and held until project completion to assure that no damage occurs to village roads during the construction and/or demolition process. The bond will be returned in full upon verification that no damage has occurred to the road(s) upon final completion of projects. In cases where damage has occurred, the Village shall use the bond to conduct immediate repair or retain the bond for repair in the future. Any portion of the bond not required to cover repairs will be refunded.

EXEMPT ROADS:

Projects directly and exclusively accessed from the following roads and/or portions of roads that are not maintained by the Village of Beverly Hills are exempt from the Road Preservation Bond:

RCOC Roads

Lahser Road
Southfield Road
Southfield Road
14 Mile Road between Southfield Greenfield
Greenfield Road

Private Roads

Crimson Crossing
Blossom Court
Charrington Court
Gould Court
Village Drive
Quail Ridge
Riverbank Drive

Private Roads Cont.

Thistle Lane
Brady Lane
Hillview Lane
Hilltop Court
Orchard Way
Spruce Court
Village Pines
Pine Drive
Turberry Court
Dover Court

Applications subject to the bond shall be accompanied by photographs of the road directly in front of the site and one hundred (100) feet in all directions from the site for which the permit is issued. Photographs must be taken at ten (10) foot intervals and may be provided in either hard copy or electronically. In lieu of photographs, a video of the same length of the road may be provided.

Village of Beverly Hills
 Building & Planning
 18500 W 13 Mile Rd
 Beverly Hills, MI 48025
 Phone: (248) 646-6404 Fax: (248) 646-3703
www.villagebeverlyhills.com

****Staff Use Only****

Date Received: _____
 Review Date: _____
 Decision: _____
☐ Approved ☐ Denied
 Notes: _____

Road Preservation Bond Form	
Property Address & Parcel I.D. Number(s)	Address: _____
	Parcel ID(s): _____
Project Description (Attach drawing if necessary)	_____

Access Road(s)	_____
Applicant	Name: _____
	Business: _____
	Address: _____
	City: _____ State: _____ Zip: _____
	Phone: _____ Email: _____
	Relationship to Owner (e.g. architect, attorney, contractor, etc.): _____
Property Owner <input type="checkbox"/> Same as Applicant	Name: _____
	Business: _____
	Address: _____
	City: _____ State: _____ Zip: _____
	Phone: _____ Email: _____
Applicant Signature	_____

All bond forms shall include the following:

1. Site plan or aerial image adequately showing the project location and a distance(s) of 100 linear feet along any Village Roads (see attached example)
2. Photographs taken at ten (10) foot intervals of all village roads providing access to the project site for a length of 100 linear feet in all directions from the project location and in front of the project site. Photos may be provided as hard copies or on a flash drive or other acceptable electronic media. Or a video of the road(s) may be provided.
3. Check or money order in the amount of \$5,000 made payable to "The Village of Beverly Hills"

For Village Use Only	
	Provided
Site Plan or aerial image	
Photographs or video of roads	
Identification Road(s) providing access:	
\$5000 bond in the form of check or money order	

Road Bond Photo Area Example
Interior Lot



Subject
Site



Roadway bordering
and within 100'
of
subject site

Road Bond Photo Area Example
Corner Lot



100'

100'

100'

100'

Subject Site



Roadway bordering
and within 100' of
subject site