



City of Southgate – Building Permit Application

DEPARTMENT OF BUILDING AND SAFETY ENGINEERING

14400 DIX-TOLEDO ROAD, SOUTHGATE, MI 48195

PHONE: (734) 258-3030 FAX: (734) 281-6670

www.southgatemi.org

COMPLETE ALL AREAS – MUST SUBMIT PAYMENT WITH APPLICATION

A planning/zoning review fee will be charged to all applications at the time they are submitted to the Building Department. Exceptions to the fee: removing/replacing roofing, siding and windows. The planning/zoning review fee does not include your building permit fee. There is a \$24 fee to all cancelled permits. There is also a \$50 application fee for ALL building permits.

Plans will not be reviewed until your planning/permit fees have been paid.

Date		Job Address:	
<u>Property Owner Information:</u>			
Name:			
Address:			
Phone:		Email:	
<u>Contractor Information:</u>			
Name:			
Address:			
Phone:		Email:	
Work to be performed: (may attach additional drawings/plot plans/etc. if necessary)			
Cost of Construction: \$ _____			

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the applicant information. 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/her authorized agents, and we agree to conform to all applicable laws by the State of Michigan.

Section 23a of the state construction code, act 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 on a residential building or a residential structure. Violators of section 23a are subjected to civil fines. **A permit will be cancelled when no inspections are requested and conducted within six months of the date of issuance or the date of a previous inspection. Cancelled permits will not be refunded or reinstated.**

Applicant Signature _____ Building Approval _____



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LOCAL GOVERNMENT USE ONLY

PLOT PLAN

TO BE FILLED IN BY APPLICANT BUT NEED NOT BE FILLED IN IF PLOT PLAN IS INCLUDED ON PLANS SUBMITTED WITH THIS APPLICATION.

This plot must show the following:

- a) Dimensions of lot
- b) All buildings or structures existing on lot and all new buildings or structures existing on lot and all new buildings or structures to be erected, the location thereof including sizes
- c) Measurement of side, rear and front yards and distances between buildings or structures
- d) Location of streets and alley
- e) Vehicle storage space

*****Attach sketch of plot plan on a separate piece of paper to be attached to permit application.***

INSTRUCTIONS

Commercial/Industrial – requires SIX (6) sets of grading site plans are to be submitted by a registered land surveyor or engineer, bearing his seal and signature.

Commercial/Industrial Additions – requires THREE (3) complete sets of architectural plans bearing the seal or stamp of a registered, licensed architect or engineer, with signature superimposed on same.

Residential – Applications for permits for RESIDENTIAL BUILDINGS AND ADDITIONS shall be accompanied by TWO (2) complete sets of plans, including plot, foundation, floor, heating, plumbing and electrical, and also cross sections and elevations. For NEW residential homes, also submit THREE (3) grading plans.

Swimming Pools (in ground) – Applications for permits shall be accompanied by TWO (2) complete sets of plans and specifications. Each set to include plot, structural, plumbing and electrical plans.