

**Building Permit Application**  
 City of Richmond  
 36725 Division Road  
 Richmond MI 48062  
 (586) 727-7571 ext. 202  
 www.cityofrichmond.net

BPA-1  
 (page 1 of 4)

Authority: 1972 PA 230 Completion: Mandatory to obtain permit Penalty: Permit cannot be issued	City of Richmond is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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**Applicant to Complete All Items in Sections I, II, III, IV V and VI**  
**Note: Separate Applications Must be Completed for Plumbing, Mechanical and Electrical Work Permits**

I. Project or Facility Information			
PROJECT NAME		ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED <b>CITY OF RICHMOND</b>		COUNTY	ZIP CODE <b>48062</b>
BETWEEN		AND	

II. Applicant/Facility Contact Information			
A. Applicant			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
B. Owner or Lessee			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
C. Architect or Engineer			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
LICENSE NUMBER		EXPIRATION DATE	
D. Contractor			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
BUILDERS LICENSE NUMBER		EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			
WORKERS COMP INSURANCE CARRIER (or reason for exemption)			
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)			

**III. Type of Job**

**A. Type of Improvement**

NEW BUILDING     ALTERATION     DEMOLITION     FOUNDATION ONLY     RELOCATION  
 ADDITION     REPAIR     MOBILE HOME SET-UP     PREMANUFACTURE     SPECIAL INSPECTION

**B. Plan Review Required**

A set of construction documents are required with each application for a permit, unless waived by the building official when code compliance can be determined based on the description in the application.

Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost.

**For buildings regulated by the Michigan Building Code, a set of construction documents must be submitted at the time of Application for Building Permit, the appropriate plan review deposit, and approved, before a building permit can be issued.**

**IV. Plan Review Information**

**A. Residential - Buildings Regulated by the Michigan Residential Code**

ONE FAMILY     TOWNHOUSE     DETACHED GARAGE  
 NO. OF UNITS \_\_\_\_\_  
 TWO OR MORE FAMILY     ATTACHED GARAGE     OTHER \_\_\_\_\_  
 NO. OF UNITS \_\_\_\_\_

**B. Buildings Regulated by the Michigan Building Code**

(A-1) ASSEMBLY (THEATRES, ETC.)     (H-1) HIGH HAZARD (DETONATION)     (M) MERCANTILE  
 (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC.)     (H-2) HIGH HAZARD (DEFLAGRATION)     (R-1) RESIDENTIAL 1 (HOTELS, MOTELS)  
 (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC.)     (H-3) HIGH HAZARD (COMBUSTION)     (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY)  
 (A-4) ASSEMBLY (INDOOR SPORTS, ETC.)     (H-4) HIGH HAZARD (HEALTH HAZARD)     (R-3) RESIDENTIAL 3 (CHILD & ADULT CARE)  
 (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC.)     (H-5) HIGH HAZARD (HPM)     (R-4) RESIDENTIAL 4 (ASSISTED LIVING)  
 (B) BUSINESS     (I-1) INSTITUTIONAL 1 (SUPERVISED)     (S-1) STORAGE 1 (MODERATE HAZARD)  
 (E) EDUCATION     (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.)     (S-2) STORAGE 2 (LOW HAZARD)  
 (F-1) FACTORY (MODERATE HAZARD)     (I-3) INSTITUTIONAL 3 (PRISONS ETC.)     (U) UTILITY (MISCELLANEOUS)  
 (F-2) FACTORY (LOW HAZARD)     (I-4) INSTITUTIONAL 4 (DAY CARE ETC.)     CHANGE OF USE EXISTING \_\_\_\_\_ NEW \_\_\_\_\_

**Alteration, repairs and additions** - Provide a description of the work to be covered by the building permit. As examples; 20,000 square foot roof covering, building a 2,300 square foot addition, replace 5 exterior doors, renovate basement in a residence, etc.

**V. Building Data**

**A. Type of Mechanical**

WILL THERE BE FIRE SUPPRESSION?  YES  NO    TYPE? \_\_\_\_\_

**B. Type of Construction**

1A - Non Combustible (Protected Structural Elements) 3HR     1B - Non Combustible (Rated Structural Elements) 2HR     2A - Non Combustible (Rated Structural Elements) 1HR  
 2B - Non Combustible (Non Rated Structural Elements)     3A - Non Combustibles (Exterior Walls Only)     3B - Non Combustible (Bearing Walls Rated)  
 4 - Heavy Timber     5A - Combustible (Structural Elements Rated) 1HR     5B - Combustible (All Elements Not Rated)

**C. Dimensions / Data**

FLOOR AREA:	EXISTING	ALTERATIONS	NEW	
BASEMENT	_____	_____	_____	# OF STORIES _____
1ST FLOOR	_____	_____	_____	
2ND FLOOR	_____	_____	_____	
3RD - 10TH FLOOR	_____	_____	_____	# OF OCCUPANTS _____
TOTAL AREA	_____	_____	_____	

**D. Number of Off Street Parking Spaces**

ENCLOSED \_\_\_\_\_    OUTDOORS \_\_\_\_\_

**VI. Signature**

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 AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

**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 on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.**

SIGNATURE OF OWNER (Required)	DATE	TYPE OR PRINT
SIGNATURE OF OWNER'S AGENT	DATE	TYPE OR PRINT
BUILDING PERMIT OR PLAN REVIEW FEE ENCLOSED (Plan Review Deposit of \$75.00 non-refundable and applied to permit fee) \$ _____		

**VII. Local Governmental Agency to Complete This Section**

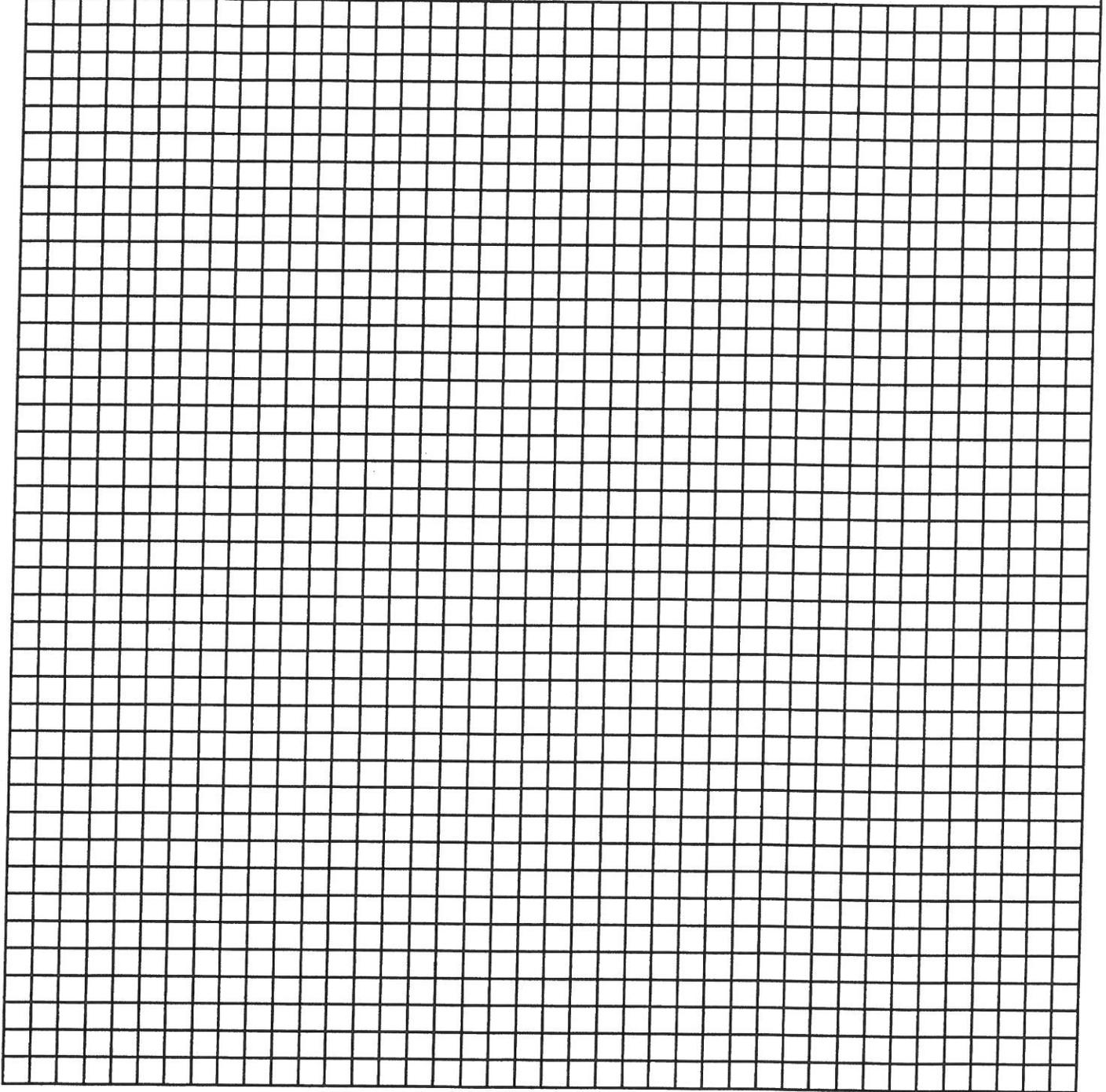
**ENVIRONMENTAL CONTROL APPROVALS**

	REQUIRED?	APPROVED	DATE	NUMBER	BY
<b>A - Zoning</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>B - Special Parking District</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>C - Tifa District</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>D - Variance Granted</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>E - Soil Erosion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>F - Pollution Control</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>G - Noise Control</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>H - Water Supply</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>I - Sewer</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>J - Other</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				

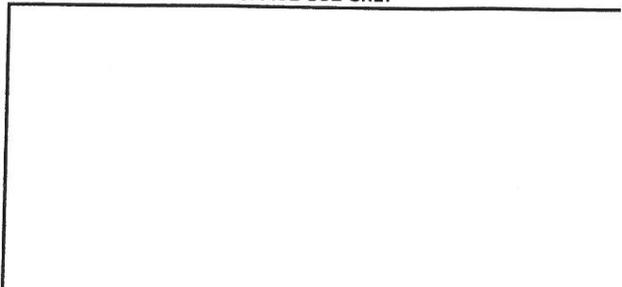
**VIII. Validation - For Department Use Only**

USE GROUP _____	BASE FEE \$ _____
TYPE OF CONSTRUCTION _____	NUMBER OF INSPECTIONS _____
SQUARE FEET _____	CERTIFICATE OF OCCUPANCY REQUIRED; <input type="checkbox"/> Yes <input type="checkbox"/> No
APPROVAL SIGNATURE _____	
TITLE _____	DATE _____

**IX. Site or Plot Plan - For Applicant Use**



**OFFICE USE ONLY**



**Expiration of Permit:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

## **BUILDING APPLICATION CITY OF RICHMOND**

INSTRUCTIONS: Print or type requested information. Incomplete applications may delay processing of your request. Two (2) copies of the site plan and drawings are required with this application. You may be requested to go before Planning Commission for site plan approval. Please refer to the Planning Commission application for this information.

**APPLICATION MAY REQUIRE 7 TO 10 DAYS FOR REVIEW.** You will be contacted when the permit is ready to be paid for and picked up.

**NO BUILDING MAY TAKE PLACE UNTIL THE PERMIT HAS BEEN PAID FOR AND POSTED ON THE JOB SITE.**

Plumbing, electrical, and mechanical permits must be pulled separately and prior to the start of any work by a licensed contractor. These permits **may not** be pulled prior to the issuance of the building permit.

Works being done in the street right-of-way for driveway approaches and sidewalks require a permit from the Department of Public Works. The paperwork is available at City Hall for no charge.

All inspectors are part-time. Please check the schedule provided below showing the days and times the inspectors are available for inspections.

### **BUILDING INSPECTOR:**

David Hayduk – Building Official Inspections are done Monday, Wednesday and Friday beginning at 11:00 a.m. A 24 hour notice is required for all inspections. The 2012 Michigan Building Code is enforced for permits issued on or after October 9, 2014, and the 2009 Michigan Residential Code is enforced for permits issued on or after March 9, 2011

### **ELECTRICAL INSPECTOR:**

Gary DeMaster is routinely available for inspections Tuesday and Thursday after 5:00 p.m. with a 24 hour notice. The 2014 NEC with State Amendments is enforced for permits issued on or after July 20, 2015

### **PLUMBING INSPECTOR:**

Bill Ruff is routinely available for inspections Tuesday and Thursday after 4:00 p.m. with a 24 hour notice. The 2012 Michigan Plumbing Code is enforced for permits issued on or after March 9, 2011.

### **MECHANICAL INSPECTOR:**

Scott Higgins is routinely available for inspections Tuesday and Thursday after 5:00 p.m. with a 24 hour notice. The 2012 Michigan Mechanical Code is enforced for permits issued on or after September 27, 2013

A reinspection fee will be charged if any inspections requested are not ready at the time of inspection. Also, if the property is not properly identified with an address and a lot number, the inspection will not be done and a reinspection fee will be charged.

Please call (586) 727-7571 ext. 202 with any questions or to set up any inspections.

## BUILDING PERMIT FEE SCHEDULE

Any job started before the issuance of a permit will be charged a \$100.00 administration fee.

All permit fees must be paid prior to any inspections.

### **Residential - New Construction**

Minimum fee - \$375.00 includes up to 7 inspections  
plus \$.30 per square foot  
Plan Review Deposit (applied towards permit fee): \$75.00

### **Residential Additions, Alterations, Attached Garages, Decks**

Minimum fee - \$175.00 up to 3 inspections  
plus \$.22 per square foot

### **Residential Detached Garages, Accessory Buildings, Sheds**

Minimum fee - \$125.00 includes 2 inspections  
plus \$.18 per square foot

### **Commercial and Industrial - New Construction, Additions, Alterations**

Minimum fee - \$350.00  
plus \$.25 per square foot  
Does not include additional fees incurred from City Planners and/or City Engineers  
Plan Review Deposit (applied towards permit fee) - \$75.00

### **Signs**

Temporary - \$15.00  
Permanent - \$50.00

**Occupancies** - \$75.00

**Demolition** - \$100.00

**Pools** - \$75.00

**Fences** - \$75.00

**Additional Inspections** - \$65.00

**Red Tag** - \$100.00 each

## **CASH BONDS ON ALL CONSTRUCTION**

New construction - \$500.00 per building

Additions, alterations, garages, sheds, pools, decks - \$200.00

Temporary occupancy permits - \$500.00 additional cash bond for a period of 30 days. Bond will be refunded only if all codes are met within the 30 day period.