# Building Permit Application

City of Howell – Community Development Department
611 E. Grand River • Howell, MI 48843 • (517)546-3861

**Date of Application:** _____ **Project Cost:** _____ **Fee:** $50

**PROPERTY INFORMATION-Must attach copy of contract and state license information**

**Construction Site Address:** _____

**Contractor/Owner Name:** _____

**Address:** _____ **Email:** _____

_____ **Phone**: _____

**Federal Employee ID:** _____ **License #:** _____

**Expiration Date:** _____

**TYPE OF WORK – must also attach relevant drawings, plot plan/survey, materials list, etc.**

**SELECT ONE:**

- ☐ New Building +$300 Plan Review
- ☐ Addition +$75 Plan Review
- ☐ Accessory Structure +$75 Plan Review for Garage
- ☐ Alteration
- ☐ Deck
- ☐ Demolition
- ☐ Mobile Home Set Up
- ☐ Pool
- ☐ Repair
- ☐ Reroof
- ☐ Windows
- ☐ Other (please specify)

**PROJECT NARRATIVE – Describe the work to be completed**

**ARCHITECT OR ENGINEER INFORMATION (REQUIRED FOR COMMERCIAL WORK)**

**Name:** _____

**Address:** _____

**Phone:** _____ **Email:** _____

Return completed applications to the Howell City Hall or
email to building@cityofhowell.org

2 sets of construction documents are required with each application for a permit. 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. Applicant must submit a detailed statement in writing, verified by affidavit of the individual making it, of the specifications for the building or structure, and full and complete copies of the plans drawn to scale of the proposed work. Applicant must also submit a site plan showing the dimensions, and the location of the proposed building or structure and the other buildings or structures on the same premises.

For buildings regulated by the Michigan Building Code, 2 sets of construction documents must be submitted with a separate Application for Plan Examination, the appropriate fee, and approved before a building permit can be issued.
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.
I, _____(name), _____ (title) attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, or proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

_____ _____
**Owner/Contractor Signature** **Date**

_____
**Printed Name**

**STAFF USE ONLY**

## Zoning Approval

**Signature:** _____ **Date:** _____

## Building Approval

**Signature:** _____ **Date:** _____

**Zoning District:** _____ **Lot Size (Sq. ft. or acres):** _____

**Corner Lot:** YES or NO

Permit Fee: _____

Performance Bond: _____

Application Fee: $50.00

Plan Review Fee: _____

**Total Amount Due:** _____