

Application

- Building permit application and application fee submitted to Community Development Department
- Staff reviews application for completeness

Zoning Review

- Community Development Director reviews application for compliance with zoning requirements
- If any aspect of the application conflicts with zoning, applicant is contacted to either revise the application or apply for a variance

Building Review

- Application is forwarded to Building Official who reviews for compliance with the Michigan Building Code
- Building Official contacts applicant for clarification or changes if necessary
- Building Official approves and sends stamped plans and comments back to Community Development Office.

Permit Issuance

- Community development staff receives approved plans and comments from the Building Official.
- Permit is issued and permit/review/escrow fees calculated.
- Applicant picks up and pays fee(s).
- Applicant then applies for trades

Inspections

- Contractor contacts Community Development Office to schedule required inspections.
- After project passes all final inspections (including building, mechanical, electrical, and plumbing) the permit is finalized.
- In any inspection is failed, contractor must correct the non-compliance and schedule a re-inspection with fee.

Community Development Dept.

611 E. Grand River Ave.
Howell, MI 48843
Ph. (517) 546-3861

Kristi Troy, Community Development Director
ktroy@cityofhowell.org

Kate Litwin, DDA Director
klitwin@downtownhowell.org

Applications are available online at
www.cityofhowell.org and
www.downtownhowell.org

Notes:

- Nearly all permits are reviewed within 7-10 business days. Time frame varies depending on volume of permits, inspector's schedule, and applicant response time.
- Separate permit applications are required for building, electrical, mechanical and plumbing permits.
- Building Inspections are scheduled M/W/Th and require 24 hours notice. Most inspections are completed on the next inspection day.
- Electrical, Mechanical and Plumbing inspections are schedule T/Th/F
- Plans for *any* non-residential permit must be prepared by a registered design professional (architect or engineer)
- A \$50 non-refundable application fee must be paid with the application. When a permit application is approved, the applicant will be contacted with the permit/review/escrow fee due. Permits are issued once payment has been collected.

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

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: _____