



**Community Development Department**  
 45175 Ten Mile Road  
 Novi, MI 48375  
 (248) 347-0415 Phone  
 (248) 735-5600 Facsimile  
[www.cityofnovi.org](http://www.cityofnovi.org)

Permit Number: P \_\_\_\_\_

**BUILDING & ZONING PERMIT APPLICATION**  
 APPLICATION MUST BE FILLED OUT COMPLETELY

I. PROJECT LOCATION/FACILITY INFORMATION			
PROJECT NAME			
ADDRESS			
SUBDIVISION/FACILITY NAME		LOT / UNIT#	
SIDWELL #		ZONING DISTRICT	AUTHORITY: P.A. 203 OF 1972, AS AMENDED COMPLETION: MANDATORY TO OBTAIN PERMIT PENALTY: PERMIT WILL NOT BE ISSUED

II. IDENTIFICATION			
<b>A. OWNER OR LESSEE</b>		EMAIL ADDRESS	FAX NO.
NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE
<b>B. ARCHITECT OR ENGINEER</b>		EMAIL ADDRESS	FAX NO.
NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE
LICENSE NUMBER		EXPIRATION DATE	
<b>C. CONTRACTOR</b>		EMAIL ADDRESS	FAX NO.
NAME		TELEPHONE NO.	
ADDRESS	CITY	STATE	ZIP CODE
BUILDERS LICENSE NUMBER		EXPIRATION DATE	
FEDERAL EMPLOYER NUMBER OR REASON FOR EXEMPTION			
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION			
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION			

III. TYPE OF IMPROVEMENT		ESTIMATED COST OF CONSTRUCTION
<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> REPAIR <input type="checkbox"/> FOUNDATION ONLY <input type="checkbox"/> SHELL <input type="checkbox"/> DECK <input type="checkbox"/> ADDITION <input type="checkbox"/> PRE-MANUFACTURE <input type="checkbox"/> MOBILE HOME SET-UP <input type="checkbox"/> TENANT SPACE <input type="checkbox"/> ACCESSORY STRUCTURE <input type="checkbox"/> ALTERATION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> POOL: <input type="checkbox"/> IN-GROUND <input type="checkbox"/> ABOVE GROUND <input type="checkbox"/> OTHER _____		
<p><b>Minor Land Improvement Permit</b> – Required for all residential additions, patios, accessory structures, new &amp; driveway replacements (same configuration and location) equal to or greater than 1,000 square feet, in-ground pools, and other projects involving excavating or grading within 500 feet of water or in the flood plain; or as required by the Building Official.</p>		
<input type="checkbox"/> ADDENDUM No. _____		<input type="checkbox"/> BULLETIN No. _____
		<input type="checkbox"/> ORIGINAL PROJECT No. _____

IV. PROPOSED USE OF BUILDING & PLAN REVIEW INFORMATION
<p>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. AN Energy Code Worksheet is required for all new residential houses or additions.</p> <p>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.</p>



# BUILDING & ZONING PERMIT APPLICATION

<b>A. REVIEW(S) TO BE PERFORMED</b>				
BUILDING	PLUMBING	MECHANICAL	ELECTRICAL	ENERGY
<input type="checkbox"/> PLAN SUBMITTED	<input type="checkbox"/> PLAN NOT REQUIRED	<input type="checkbox"/> PLAN NOT REQUIRED	<input type="checkbox"/> PLAN NOT REQUIRED	<input type="checkbox"/> WORKSHEET
	<input type="checkbox"/> PLAN REQUIRED & SUBMITTED	<input type="checkbox"/> PLAN REQUIRED & SUBMITTED	<input type="checkbox"/> PLAN REQUIRED & SUBMITTED	SUBMITTED
<b>B. RESIDENTIAL - Regulated by the Michigan Residential Code and Zoning Ordinance</b>				
<input type="checkbox"/> MODEL	<input type="checkbox"/> TWO OR MORE FAMILY (# OF UNITS _____)	<input type="checkbox"/> DETACHED GARAGE		
<input type="checkbox"/> ONE FAMILY	<input type="checkbox"/> ATTACHED GARAGE	<input type="checkbox"/> OTHER _____		
<b>C. BUILDINGS - Regulated by the Michigan Building Code and Zoning Ordinance</b>				
<input type="checkbox"/> (A-1) ASSEMBLY (THEATRES, ETC.)	<input type="checkbox"/> (H-1) HIGH HAZARD (DETONATION)	<input type="checkbox"/> (M) MERCANTILE		
<input type="checkbox"/> (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC.)	<input type="checkbox"/> (H-2) HIGH HAZARD (DEFLAGRATION)	<input type="checkbox"/> (R-1) RESIDENTIAL 1 (HOTELS, MOTELS)		
<input type="checkbox"/> (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC.)	<input type="checkbox"/> (H-3) HIGH HAZARD (COMBUSTION)	<input type="checkbox"/> (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY)		
<input type="checkbox"/> (A-4) ASSEMBLY (INDOOR SPORTS, ETC.)	<input type="checkbox"/> (H-4) HIGH HAZARD (HEALTH HAZARD)	<input type="checkbox"/> (R-3) RESIDENTIAL 3 (CHILD & ADULT CARE)		
<input type="checkbox"/> (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC.)	<input type="checkbox"/> (H-5) HIGH HAZARD (HPM)	<input type="checkbox"/> (R-4) RESIDENTIAL 4 (ASSISTED LIVING)		
<input type="checkbox"/> (B) BUSINESS	<input type="checkbox"/> (I-1) INSTITUTIONAL 1 (SUPERVISED)	<input type="checkbox"/> (S-1) STORAGE 1 (MODERATE HAZARD)		
<input type="checkbox"/> (E) EDUCATION	<input type="checkbox"/> (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.)	<input type="checkbox"/> (S-2) STORAGE 2 (LOW HAZARD)		
<input type="checkbox"/> (F-1) FACTORY (MODERATE HAZARD)	<input type="checkbox"/> (I-3) INSTITUTIONAL 3 (PRISONS ETC.)	<input type="checkbox"/> (U) UTILITY (MISCELLANEOUS)		
<input type="checkbox"/> (F-2) FACTORY (LOW HAZARD)	<input type="checkbox"/> (I-4) INSTITUTIONAL 4 (DAY CARE ETC.)			
<b>D. WORK DESCRIPTION ( Residential and Non-Residential Projects)</b>				
Provide a description of the work to be covered by the permit. As examples; 20,000 sq. ft. office building, building a 2,300 sq. ft. office addition, replace 5 exterior doors, renovate basement in a residence, etc.				
<b>E. DIMENSIONS/DATA</b>				
BASIC USAGE:	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> MUNICIPAL
TYPE OF CONSTRUCTION:	<input type="checkbox"/> 1A	<input type="checkbox"/> 2A	<input type="checkbox"/> 3A	<input type="checkbox"/> 4
	<input type="checkbox"/> 1B	<input type="checkbox"/> 2B	<input type="checkbox"/> 3B	<input type="checkbox"/> 5A
			<input type="checkbox"/> 5B	<input type="checkbox"/> SEPARATED MIXED USE or <input type="checkbox"/> NON-SEPARATED MIXED USE
				<input type="checkbox"/> OTHER _____
DIMENSIONS: ACTUAL BUILDING HEIGHT: _____ FT; _____ STORIES				
AREA: <b>TOTAL AREA</b> OF BUILDING FOOTPRINT (NOT JUST TENANT SPACE) _____ SQ. FT.				
FLOORS INCLUDED IN SCOPE OF WORK _____ STORIES				
FLOOR AREA IN <b>SCOPE OF WORK</b> _____ SQ. FT.				
OCCUPANT LOAD: TOTAL OF THE BUILDING _____ ADDITION _____ REMODELED SPACE _____ or UNCHANGED <input type="checkbox"/>				
FIRE ALARM & FIRE SUPPRESSION:				
BUILDING TO BE EQUIPPED WITH AN AUTOMATIC FIRE SUPPRESSION SYSTEM?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	TYPE _____	
BUILDING TO BE EQUIPPED WITH AN AUTOMATIC FIRE ALARM SYSTEM?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
BUILDING TO BE EQUIPPED WITH A MANUAL FIRE ALARM SYSTEM?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
<b>V. APPLICANT INFORMATION (NOTE: All correspondence will be sent to this address)</b>				
Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information.				
PRINT NAME				TELEPHONE NO.
ADDRESS	CITY	STATE	ZIP CODE	

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 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 125.15239, 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.**

\_\_\_\_\_  
Date

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Signature of Applicant