

Date \_\_\_\_\_

Permit # \_\_\_\_\_

**Building Permit Application**  
**Ash Township**  
**1677 Ready Road**  
**P.O. Box 387, Carleton, Mi 48117**  
**(734) 654-2044**

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 Information			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	PARCEL #
DIRECTIONS TO PROPERTY			Zoned:
II. Identification			
A. Owner			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
<p><b>HOMEOWNERS AFFIDAVIT:</b>  I hereby certify that the work described on this permit application shall be installed by myself in my home in which I am living or about to occupy. All work shall be installed in accordance with the state code and shall not be enclosed, covered up or put into use until it has been inspected and approved by the inspector and assume responsibility to arrange for necessary inspections.</p> <p>I thereby assume the responsibility of complying with the appropriate codes and circumstances, and assume responsibility for obtaining approval of installation and calling for inspections. I understand that it is necessary to obtain a final approval before occupying or using this installation. A Certificate of Occupancy or Temporary Certificate of Occupancy must be applied for on the appropriate forms.</p> <p>Be advised that the owner/applicant is responsible to inform any sub-contractors if the fees have been pre-paid. Further, NO REFUNDS will be issued on any duplicate permits.</p> <p><i>SIGNATURE OF OWNER</i> _____</p>			
B. Contractor			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
BUILDERS LICENSE NUMBER		EXPIRATION DATE	CELL PHONE NUMBER
NAME OF LICENSEE		FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION	
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION		WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION	
<p><b>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.</b></p>			
<div style="border: 3px double black; padding: 10px; background-color: yellow;"> <p>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.</p> </div>			
<p><i>Signature of Applicant</i></p>			

**III. Type of Improvement****A. Type**

NEW BUILDING	ALTERATION	DEMOLITION	DECK	SWIMMING POOL
ADDITION	ACCESSORY BUILDING	MOBILE HOME	POND	OTHER

**B. Description of Improvement**

Describe below the improvement being installed

**IV. Proposed Use of Building****A. Residential**

ONE FAMILY	POLE BARN	DETACHED GARAGE
TWO OR MORE FAMILY	ATTACHED GARAGE	OTHER

**B. Non-Residential**

AMUSEMENT	SERVICE STATION	SCHOOL, LIBRARY, EDUCATIONAL
CHURCH, RELIGION	HOSPITAL, INSTITUTIONAL	STORE, MERCANTILE
INDUSTRIAL	OFFICE, BANK PROFESSIONAL	TANKS, TOWERS
PARKING GARAGE	PUBLIC UTILITY	OTHER

**NON-RESIDENTIAL** – DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G., FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.

**V. Selected Characteristics of Building****A. Principal Type of Frame**

MASONRY, WALL BEARING	WOOD FRAME	STRUCTURAL STEEL	REINFORCED CONCRETE	OTHER
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**B. Type of Sewage Disposal**

PUBLIC OR PRIVATE COMPANY	SEPTIC SYSTEM
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**C. Type of Water Supply**

MUNICIPAL	PRIVATE WELL OR CISTERN
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**D. Dimensions / Data**

		FLOOR AREA	EXISTING	ALTERATIONS	NEW
NUMBER OF STORIES _____	BASEMENT _____	_____	_____	_____	_____
USE GROUP _____	1 <sup>ST</sup> & 2 <sup>ND</sup> FLOOR _____	_____	_____	_____	_____
CONSTRUCTION TYPE _____	3 <sup>RD</sup> – 10 <sup>TH</sup> FLOOR _____	_____	_____	_____	_____
NO. OF OCCUPANTS _____	11 <sup>TH</sup> - ABOVE _____	_____	_____	_____	_____
	TOTAL AREA _____	_____	_____	_____	_____

**VI. Property Information**

PARCEL NUMBER
PROPERTY ZONED
LOT SIZE (DIMENSIONS)

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

**ENVIRONMENTAL CONTROL APPROVALS**

	<b>REQUIRED?</b>	<b>APPROVED/NOT APPROVED</b>	<b>DATE</b>	<b>BY</b>	
<b>A - ZONING</b>	YES      NO				
<b>B - WATER SUPPLY</b>	YES      NO				
<b>C - SEPTIC SYSTEM</b>	YES      NO				
<b>D - VARIANCE GRANTED</b>	YES      NO				
<b>E - OTHER</b>	YES      NO				

**VIII. Permit Fee Schedule**

- All permits require a \$50.00 non-refundable Application Fee.
- There is a \$35.00 annual Contractor Registration.
- There will be a **DOUBLE PERMIT FEE** assessed for all requested inspections prior to obtaining appropriate permits, and/or work done without the benefit of required permits.
- Certificate of Occupancy is a separate application.
- Residential Plan Review on structures over 3500 sq ft requires an additional plan review fees.
- Inspections for which no fee is specifically indicated (minimum charge of one hour) is \$50.00 per hour.
- There is a \$40.00 plan review fee for all permits requiring plans and/or drawings.
- When an outside consultant is used for plan checking and inspections extra fees may apply.
- Ash Township Building Department accepts the following methods of payment: Cash, Check, Money Order or Credit Card.

**ONLY THE PERMIT APPLICANT MAY REQUEST INSPECTIONS**

**IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO MAKE ARRANGEMENTS FOR INSPECTIONS**

**ASH TOWNSHIP ENFORCES THE MICHIGAN RESIDENTIAL CODE 2015 AND THE MICHIGAN BUILDING CODE 2015**

ESTIMATED VALUE:	Building Permit Review:
APPLICATION FEE:	OTHER:
REGISTRATION FEE:	PERMIT FEE TOTAL:
BASE FEE:	
<b>APPROVED:</b> _____ DATE	<b>DENIED:</b> _____ DATE

**VI. Expiration of Permit**

**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 six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTH OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

When mailing in permits a receipt will be provided if you enclose a self addressed envelope.