

Date \_\_\_\_\_

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

**Building Permit Application**  
**Ash Township**  
**1677 Ready Road**  
**P.O. Box 387, Carleton, MI 48117**  
**(734) 654-6992 ext 4**

Applicant to Complete All Items in Sections I, II, III, IV, V and VI

Note: Separate Permit Applications Must be completed for Plumbing, Mechanical and Electrical Work

<b>I. Property Information</b>			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	PARCEL #
EMAIL		PHONE NUMBER	
<b>II. Identification</b>			
<b>A. Owner</b>			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	PHONE NUMBER
<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.			
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.			
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.			
<b>SIGNATURE OF OWNER</b> _____			
<b>B. Contractor</b>			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	PHONE NUMBER
BUILDERS LICENSE NUMBER		EXPIRATION DATE	EMAIL
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	
<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>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>			
<b>Signature of Applicant</b>			

**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**

	REQUIRED?	APPROVED/NOT APPROVED	DATE	BY	
<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 fee
- An inspection outside of normal business hours (minimum charge of two hours) is \$50.00 per hour
- Inspections for which no fee is specifically indicated (minimum charge of one hour) is \$50.00 per hour
- 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, or Money Order.

### **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:	ASH TOWNSHIP CALCULATED VALUE:		
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.