

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. Project 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      |
| <p><b>HOMEOWNERS AFFIDAVIT:</b><br/>         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, <b>NO REFUNDS</b> will be issued on any duplicate permits.</p> <p><b>SIGNATURE OF OWNER</b> _____</p> |       |  |                   |
| <b>B. Contractor</b>  |       |  |                   |
| NAME  |       | ADDRESS  |                   |
| CITY  | STATE | ZIP CODE   | PHONE 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><b>Signature of Applicant</b></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                        |               |             |       |
| <b>NON-RESIDENTIAL</b> – 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         |             |       |
| B. Type of Sewage Disposal   |                           |                         |                              |               |             |       |
| PUBLIC OR PRIVATE COMPANY  |                           | SEPTIC SYSTEM           |                              |               |             |       |
| C. Type of Water Supply  |                           |                         |                              |               |             |       |
| MUNICIPAL  |                           | PRIVATE WELL OR CISTERN |                              |               |             |       |
| D. Dimensions / Data   |                           |                         |                              |               |             |       |
|  |                           |                         | FLOOR AREA                   | EXISTING      | ALTERATIONS | NEW   |
| NUMBER OF STORIES _____  | BASEMENT                  | _____                   | _____                        | _____         | _____       | _____ |
| USE GROUP _____  | 1ST & 2ND FLOOR           | _____                   | _____                        | _____         | _____       | _____ |
| CONSTRUCTION TYPE _____  | 3RD – 10TH FLOOR          | _____                   | _____                        | _____         | _____       | _____ |
| NO. OF OCCUPANTS _____   | 11TH - 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<br>APPROVED | DATE | BY |
| A – ZONING  | YES       | NO |                          |      |    |
| B – WATER SUPPLY  | YES       | NO |                          |      |    |
| C – SEPTIC SYSTEM                                       | YES       | NO |                          |      |    |
| D – VARIANCE GRANTED                                    | YES       | NO |                          |      |    |
| E - OTHER   | 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.
- An inspection outside of normal business hours (minimum charge of two hours) is \$55.00 per hour.
- Inspections for which no fee is specifically indicated (minimum charge of one hour) is \$55.00 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 CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTH OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELED PERMITS CANNOT BE REFUNDED OR REINSTATED.**