

## **BUILDING PERMIT PRE-REVIEW CHECKLIST** **ONE AND TWO FAMILY HOMES**

Complete submissions are vital to expediting the Plan Review process. This guideline is for one and two family houses only. Residential structures containing three or more units are considered commercial developments. Please see the Commercial Permit Checklist.

All one and two family submissions are reviewed under the 2009 Michigan Residential Code and the applicable codes referenced in that edition. Generic plans — such as mail ordered — should be reviewed by a design specialist to avoid possible rejection.

Please complete the checklist prior to submittal. **Failure to include all required items may result in rejection of the plan or delays in approval.**

- Completed Building Permit Application.
- Site plan showing location on lot (not required for interior remodeling projects.)
- Grading application and plans. Required for new homes or additions only. Plan requirements are located on the grading application.
- Building square footage on the drawing and on the application form. Please note that one-and two- family dwellings 3,500 square feet or greater require drawings SIGNED AND SEALED by a registered design professional. Signatures and seal must be originals—no copies.
- Two sets of drawings showing the proposed work. An electronic submission is also acceptable.
- Drawings should be no larger than 24 inches x 36 inches. And no smaller than 8½ inches x 11 inches. All sheets should be the same size.
- Date indicating when the drawing was prepared.
- Drawings must be stapled into sequential sets with each page numbered consecutively.
- Drawings must have the address of the project on at least the cover sheet.
- Drawings must be scaled (1/8 inch minimum).
- Plans should be competently drawn, clear, with legible writing. An architect is not required (except as noted above), but drawings should clearly indicate the proposed work. Hand drawn rough sketches are not acceptable.

Drawings must include the following:

- For new house construction, provide floor plans of all floors, showing all relevant information such as door swings, stairs, windows, plumbing fixtures, built-ins, etc. and dimensioned to describe all space sizes. Spaces should be identified by name and/or intended use.
- For remodeling projects, provide floor plans of all floors being remodeled. Distinguish new from existing -- a dashed line should indicate structures or items to be removed. **Remodeling of rental properties will require that floor plans of all levels be submitted.**
- Elevations of the proposed work should represent the building exterior from each direction -- including window & door dimensions, finish material, etc.
- Cross sections, wall sections, and detail sections to describe the building construction.
- Structural information should include dimensions for beams, rafters, wall framing, headers, sheathing, and joists.
- Please see the Construction Drawing Requirements information sheet for more detailed drawing requirements.

**New houses** will require a "Michigan Energy Code Compliance" form be completed and submitted with the application.

Remember, incomplete or noncompliant plans will be returned by the review professional with a list of deficiencies. This process will delay the issuance of your permit. All questions regarding this plan submission should be directed to the Building Official or designated Review Professional.



# City of Ann Arbor

## PLANNING & DEVELOPMENT SERVICES — CONSTRUCTION SERVICES

Larcom City Hall | P.O. Box 8647 | 301 East Huron Street | Ann Arbor, MI 48107-8647

p. 734.794.6263 | f. 734.994.8460 | [building@a2gov.org](mailto:building@a2gov.org)

Date Submitted: \_\_\_\_\_

PERMIT #: BLDG \_\_\_\_\_

### BUILDING PERMIT APPLICATION — RESIDENTIAL

Permission is requested by the Contractor and by the Owner to perform work as described below and on the following pages, and as shown on the attached plans.

#### YOU MUST FILL IN ALL FIELDS

<b>PROPERTY</b>	Address _____		Zoning District _____	
	Suite or Unit # _____			
<b>PROPERTY OWNER</b>	Name _____		Ph _____	
			Fax _____	
	Address _____	City _____	Zip _____	Email _____
<b>CONTRACTOR</b>	Last Name/Business _____		Ph _____	
			Fax _____	
	Address _____	City _____	Zip _____	Email _____
	License No. _____	Exp. _____		
<b>ARCHITECT/ ENGINEER</b>	Name _____		Ph _____	
			Fax _____	
	Address _____	City _____	Zip _____	Email _____
	License No. _____	Exp. _____		
<b>VALUE OF WORK</b>				
Includes material and labor for scope of permit, including mechanical, electrical and plumbing. Mechanical, electrical and plumbing to obtain separate permits.				\$ _____
<b>HISTORIC DISTRICT</b>				
<input type="checkbox"/> Yes <input type="checkbox"/> No    District _____				
<b>FLOOD PLAIN</b>				
<input type="checkbox"/> Yes <input type="checkbox"/> No    DNR-E Permit # _____    Approval _____				
<b>RENTAL PROPERTY</b>				
Is this building residential rental property? <input type="checkbox"/> Yes <input type="checkbox"/> No    No. of Units: _____				

You **MUST** submit a minimum of **TWO (2)** copies of plans.

**FOR ADDITIONAL REQUIREMENTS, REFER TO THE ATTACHED CHECKLIST**

**BUILDING INFORMATION**

**TYPE OF WORK (Select one from each column)**

<input type="checkbox"/> Build/Finish <input type="checkbox"/> Addition(s) to <input type="checkbox"/> Alteration(s) to <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Demolition of <input type="checkbox"/> Move <input type="checkbox"/> Repair(s) to <input type="checkbox"/> Replacement of <input type="checkbox"/> Other _____	<input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Portion(s) of existing <input type="checkbox"/> Shell <input type="checkbox"/> Foundation only <input type="checkbox"/> Other _____ _____ _____ _____	<input type="checkbox"/> Building <input type="checkbox"/> Tenant Space <input type="checkbox"/> Deck <input type="checkbox"/> Porch <input type="checkbox"/> Fence <input type="checkbox"/> Door <input type="checkbox"/> Garage <input type="checkbox"/> Roof <input type="checkbox"/> Sign <input type="checkbox"/> Windows-Number _____ <input type="checkbox"/> Siding
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**DESCRIPTION OF WORK:** \_\_\_\_\_  
 \_\_\_\_\_

**COMMENTS TO REVIEWER:** \_\_\_\_\_  
 \_\_\_\_\_

**ZONING**

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

If constructing a new building or an addition to an existing building, attach a dimensioned site plan or site survey and complete the section below.

Max. Height Above Grade: _____ <i>(Measured to midpoint of sloped roof)</i>	New Gross Floor Area: _____
Stories Above Grade: _____	Total Floor Area: _____
	No. of Units Upon Completion: _____

If the addition is to the front or the street side of a corner lot, provide the following:  
 Averaged front setback of all properties within 100 feet is: \_\_\_\_\_

*For questions about zoning requirements, contact Planning at 734-794-6265 or [planning@a2gov.org](mailto:planning@a2gov.org)*

**PURSUANT TO PUBLIC ACT 135 OF 1989  
 ALL BUILDING DIVISION PERMIT APPLICANTS MUST FILL OUT THIS SECTION**

1. Workers Compensation Carrier: \_\_\_\_\_

2. Tax ID# \_\_\_\_\_ 3. MESC # /Unemployment Agency # \_\_\_\_\_ 4. Homeowner - N/A

**SECTION 23A of the State Construction Codes Act of 1972, Act. No. 230 of Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this State relating to persons who perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.**

**CONTRACTOR**, acting through the undersigned, agrees to comply with all terms and conditions of permit as it may be issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Signature and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

**HOMEOWNERS AFFIDAVIT:** I hereby certify that I am the bona fide homeowner of the above property which is a single residence and not for rent. I am familiar with the provisions of the applicable ordinances and rules and hereby agree to make this installation or construction in conformance with the ordinance. I realize that in making this application, I assume the responsibility of a licensed contractor for the work mentioned in this permit. I agree to notify the Building Division within 72 hours after the work is completed so that the required inspection(s) can be made. I further agree to keep all parts of this work exposed until accepted by the inspector.

Violation Penalties: Any person who shall violate any provision of the Ordinance or shall fail to comply with any of the requirements thereof, shall, upon conviction thereof, be punished by a fine not to exceed \$500.00, or by imprisonment for not to exceed 90 days or both such fine and imprisonment, in the discretion of the Court.

Signature (Homeowners Only) \_\_\_\_\_ Printed Name and Address \_\_\_\_\_ Date \_\_\_\_\_

I, **OWNER**, or person acting as owner's agent, agree to require Contractor to comply with all terms and conditions of permit as it may be issued, agree to the terms and conditions of permit as it may be issued, and agree to pay all fees and costs that may come due as a result of any activity under the permit.

\*Signature: \_\_\_\_\_

Print Name of Signature: \_\_\_\_\_

\*If Owner's signature is by Contractor or its representative, Contractor warrants and represents that it is an authorized agent for Owner for purposes of obtaining this permit. (NOTE: Contractor is *NOT* allowed to act as agent for Owner if Contractor is in non-compliance status on other permits.)

**NOTICE: A copy of this permit will be provided to the City Assessor's Office when the requested building permit is issued. A staff member of the Assessor's Office may visit the property for assessment purposes in connection with this building permit. By signing this application you acknowledge, personally and on behalf of the property owner, receipt of this notice.**

**PAYMENT**

Please provide payment information to process the application using a **payment cover sheet**. Any application received without payment information included cannot be processed.

**OFFICE USE ONLY**

**HISTORIC DISTRICT NOTES**

Notes: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PLANNING AND ZONING NOTES**

Notes: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING NOTES**

Notes: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES**

Building Permit \_\_\_\_\_ Grading Permit \_\_\_\_\_

Plan Review \_\_\_\_\_ Historic District Permit \$25 Other N/A

Zoning Review \$20 \$50 N/A **TOTAL** \_\_\_\_\_