



**City of Ypsilanti**  
**Historic District Commission**  
**Work Permit Application**

One South Huron • Ypsilanti, MI 48197  
Phone: (734) 483-9646 • Fax: (734) 483-7260  
www.cityofypsilanti.com

OFFICE USE ONLY

Date Filed:

Meeting Date:

Action Item/Study Item

**To complete this application:**

1. Complete this form.
2. Attach the following documents:
  - a. Photo(s) showing all locations where work is proposed (can be emailed).
  - b. Catalog cut sheets or similar details for windows, doors, light fixtures, and any other manufactured or preassembled components—this includes information from catalogues, professional quotes, or websites (can be emailed).
  - c. Dimensioned drawings of any new construction or modifications to existing structures, including awnings and signs.
  - d. A sketch plan, if proposal is for work on the grounds and not just the main structure (e.g., installing a new driveway, fence, or shed). This can be drawn on a scaled copy of a mortgage survey.
3. Applications and materials must be received by the Building Department **no later** than 4pm on the Tuesday prior to the meeting.

**INCOMPLETE APPLICATIONS WILL BE REJECTED**

**Property**

Address

**Applicant**

\*If applicant is not owner of property, a written statement from the owner authorizing this application must be included.

Name		
Address		
City	State	Zip
Phone / Fax	E-Mail	

**Contractor**

Contractor Name & Contact Info

**Type of work**

- |  |  |                                |
|--|--|--------------------------------|
| <input type="checkbox"/> Roofing                 | <input type="checkbox"/> Porches                   | <input type="checkbox"/> Other |
| <input type="checkbox"/> Window/Door Replacement | <input type="checkbox"/> Sign                      |                                |
|  | <input type="checkbox"/> Fence (or other sitework) |                                |

**Complete Description of Proposed Work:**

**Materials (for paint include color chips or samples with application):**

**Permit Application Fee (action items only)**

The fee is \$35 for the first \$3,000 in construction cost plus \$5 for every additional \$3,000 of construction cost.  
*An additional fee of \$50 applies to HDC work started without the applicable permit.*

Construction Cost:	Permit fee: \$35 + _____ =
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**Signature**

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.

**I further affirm that this property has, or will have before the proposed work is completed, a fire alarm system or smoke alarm complying with the Stille-DeRossett-Hale single-state construction code, PA 230 of 1972, as amended.**

Signature:	Date:
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Print Name:

If you have questions about what the HDC generally permits or does not permit, or what they need to see in an application to render a decision, please call the office at 734-483-9646, email us at [hdcintern@cityofypsilanti.com](mailto:hdcintern@cityofypsilanti.com), or view our factsheets at [cityofypsilanti.com/hdc](http://cityofypsilanti.com/hdc).

**All other necessary Building Permits must be acquired before beginning work.**



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Check List

**Is your application complete?!**  
**Do you have the following?**

**For painting projects:**

- ✓ A detailed description of what you will be painting (trim, siding, deck, etc.)
- ✓ A list of all the materials you plan to use (paint brands, color names, etc.)
- ✓ Color chips or samples of the proposed paint colors
- ✓ Photographs of the property
- ✓ A description of how you plan to prep your surfaces for new paint (the HDC does not allow power washing or sand blasting)

**For roofing projects:**

- ✓ A detailed description of the proposed roof work (Removing existing shingles? Replacing entire roof or portions?)
- ✓ Information about your plans for venting (can vents are generally not permitted in the district)
- ✓ Plans for the flashing and drip edge—what color will they be?
- ✓ Brand name and style of proposed new roofing—include a cut sheet, catalogue sheet, or print-out with details about proposed shingles
- ✓ Color of the new shingles

**For fencing projects:**

- ✓ Site plan or drawing of lot showing placement of fence in relation to buildings/property
- ✓ Proposed fencing material and style
- ✓ Color chip or sample of proposed paint or stain (wood must be finished with an opaque stain or paint)

**For window projects:**

- ✓ A detailed description of your plans for the windows—are you replacing them entirely? Just the sash kits?
- ✓ A cut sheet, catalogue sheet, or print-out with a photo of the proposed window, its dimensions and its materials (vinyl windows are generally not permitted in the district)
- ✓ Photographs of the existing windows showing their deterioration or lack of functionality

**For all other projects:**

- ✓ A detailed description of the proposed work
- ✓ A list of all materials to be used in proposed work
- ✓ Samples or chips of any paint or stain
- ✓ A site plan for any application involving the installation of something on the site (fencing, out buildings, major landscaping, etc.)
- ✓ Cut-sheets, catalogue sheets, or print-outs with details on any materials you are using (like composite wood materials, solar panels, siding, shingles, alternative materials, or anything with specific dimensions)

**Without this required information, your application will be considered incomplete and will not be added to the agenda until the necessary information is received.**

16 Birch Street—Proposed Fence  
Not to scale

