



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

One South Huron • Ypsilanti, MI 48197  
Phone: (734) 483-9646  
[www.cityofypsilanti.com](http://www.cityofypsilanti.com)

<b>Office Use Only:</b>
Receipt: _____
Method: _____
Action/Study Item
PHDC-

**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 Friday (eleven (11) days) prior to the meeting.

**INCOMPLETE APPLICATIONS WILL BE REJECTED**

**Property**

Address
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**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 <i>*Staff will contact you primarily via email</i>

**Contractor**

Contractor Name & Contact Info
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**Type of work**

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

**Complete Description of Proposed Work:**

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

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

The fee is \$48 for the first \$3,000 in construction cost plus \$5 for every additional \$1 - \$3,000 of construction cost. There is a flat fee of \$10 for painting only. *An additional fee of \$60 applies to HDC work started without the applicable permit.*

Construction Cost:	Permit fee:
	\$48 +

**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 [cmalas@cityofypsilanti.com](mailto:cmalas@cityofypsilanti.com), or view our factsheets at [cityofypsilanti.com/263/Historic-District](http://cityofypsilanti.com/263/Historic-District).  
**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 sandblasting).

**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 window projects:**

- ✓ A detailed description of your plans for the windows—are you replacing them entirely? Just the sashes with a kit?
- ✓ 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).
- ✓ Detailed photographs of the existing windows showing their deterioration or lack of functionality.

**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 all 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 printouts with details on any materials you are using (like composite wood materials, solar panels, siding, shingles, alternative materials, or anything with specific dimensions).
- ✓ Detailed photographs showing the project area, as well as an overview of the building, including the front, even if the work is on the rear.
- ✓ Recommendations from historic preservation/restoration specialists, if applicable.
- ✓ If cost is a factor, please include estimates of restoration vs. replacement.

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