



## CITY OF YPSILANTI

### BUILDING PERMIT AND PLAN REVIEW APPLICATION

Separate applications must be completed for electrical, mechanical, plumbing, signs, and fences. Historical properties are to submit plans to the Historic District Commission before a permit application can be processed.

#### GENERAL INFORMATION

Property Address			Unit/Suite	
<input type="checkbox"/> Historic District	<input type="checkbox"/> Vacant Property	<input type="checkbox"/> Rental Property	<input type="checkbox"/> Commercial Property	
Owner's Name				
Email Address			Direct Phone #	
Mailing Address (if different)				

If work is being done by the property owner, skip the next two sections.

#### CONTRACTOR INFORMATION

Company or Licensee Name			License #	
			Exp Date	
Email Address			Main Phone #	
Mailing Address				
Federal ID # or reason for exemption		MESC Employer # or reason for exemption		
Worker's Comp Carrier or reason for exemption				

#### ARCHITECT OR ENGINEER INFORMATION

Architect or Engineer Name			License #	
			Exp Date	
Email Address			Main Phone #	
Mailing Address				

#### TYPE OF BUILDING AND PROPOSED IMPROVEMENTS

Residential <input type="checkbox"/>		Commercial <input type="checkbox"/>		
<input type="checkbox"/> Single family	<input type="checkbox"/> Barn/shed	<input type="checkbox"/> Multi-family	<input type="checkbox"/> Medical	<input type="checkbox"/> Church/Place of Worship
<input type="checkbox"/> Two family	<input type="checkbox"/> Other:	<input type="checkbox"/> Retail	<input type="checkbox"/> Education/Library	<input type="checkbox"/> Funeral Home
<input type="checkbox"/> Detached garage		<input type="checkbox"/> Industrial	<input type="checkbox"/> Office	<input type="checkbox"/> Public Utility
<input type="checkbox"/> Hotel/motel		<input type="checkbox"/> Storage Facility	<input type="checkbox"/> Assembly	<input type="checkbox"/> Other:
Type of work being done:	<input type="checkbox"/> Alteration or Renovation	<input type="checkbox"/> Repair	<input type="checkbox"/> Addition	<input type="checkbox"/> Other:
	<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Re-roof	
	<input type="checkbox"/> Windows	<input type="checkbox"/> Deck/Porch	<input type="checkbox"/> Demolition	

Description of proposed work (please include units/suites when applicable):

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CONSTRUCTION INFORMATION

Do other permits need to be obtained for this project?

Plumbing  Mechanical  Electrical  Zoning Compliance  Historic District

Construction Value:

Est. Project Start Date:

There is a \$100.00 base application fee for building permits. For every \$1,000 of construction value, after the first \$1,000, an extra \$11 is added to the permit cost. Plan review costs are 20% of the original permit cost. Final inspection is included in the base fee. Disapproved inspections are \$70.00 and must be paid before rescheduling.

PLAN REVIEW

Plans are not required for alterations and repair work determined by the Building Official to be of a minor nature. Plans and specifications are required for all other building types and shall be prepared by, or under the direct supervision of, an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Digital copies are preferred and accepted via USB drive in PDF format or emailed to building@cityofypsilanti.com alongside a copy of this application. If only physical plans are available, they must be no larger than standard 8"x11".

Plan Submission Date:

or, Basis for Plan Review Exemption:

HOMEOWNER AFFIDAVIT

HOMEOWNERS ONLY: I hereby certify that I am the bona fide homeowner of the above property. 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 Department after the work is completed so that the Department may make its required inspection(s). I further agree to keep all parts of this work exposed until approved by the inspector.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

CONTRACTOR OR APPLICANT SIGNATURE

I, \_\_\_\_\_ (name), ATTEST THAT THE STATEMENTS, SPECIFICATIONS, AND PLANS SUBMITTED WITH THIS APPLICATION ARE TRUE AND COMPLETE AND CONTRAIN A CORRECT DESCRIPTION OF THE BUILDING OR STRUCTURE, LOT OR PARCEL, AND PROPOSED WORK. I FURTHER ATTEST THAT THIS APPLICATION COMPLIES WITH THE REQUIREMENTS OF MCL 125.1510 AND THAT I AM A PERSON AUTHORIZED UNDER MCL 125.1510(2) TO MAKE THE STATEMENTS AND ATTESTATIONS CONTAINED IN THIS APPLICATION UNDER MCL 125.1510(2).

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.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

If a contractor is hired for a project, it is highly recommended that the contractor be the one to obtain permits. Permits will not be closed until a final inspection has been completed and approved by the Building Department.

Frequent Contacts:

Miss Dig 800-482-7171 Washtenaw County Soil Erosion 734-222-6860
YCUA 734-484-4600 Washtenaw County Health Dept. 734-544-6700
DTE 800-477-4747 City of Ypsilanti Fire Dept. 734-482-9778

Website: cityofypsilanti.com
building@cityofypsilanti.com
Visit BSAonline.com to apply for permits online

CITY OF YPSILANTI BUILDING DEPARTMENT
1 South Huron St, Ypsilanti, MI 48197
734-482-1025