



City of Melvindale
 BUILDING DEPARTMENT
 3100 Oakwood Boulevard - Melvindale, Michigan 48122
 (313) 429-1060 - Fax (313) 383-3993
 building@melvindale.org - www.melvindale.org

Building Permit Application

Location of Property: _____

The property is: Commercial Industrial Residential - Single Family Multiple Family Rental
 Type of Improvement: Addition Alteration Repair or Replacement Demolition C of O C of C
 Cost of Improvement and Supplies: \$ _____ Ownership: Private Public (Federal, State, Local)

OWNER INFORMATION: Owner is the applicant.

APPLICANT INFORMATION:

Name: _____
 Street Address: _____
 City: _____
 State: _____
 Zip Code: _____
 Phone Number: _____
 Email: _____

Company Name: _____
 Name: _____
 Street Address: _____
 City: _____
 State: _____
 Zip Code: _____
 Phone Number: _____
 Email: _____

Describe Work Here: _____

Select the following fees that apply:

*** REQUIRES SUBMISSION OF PLAN/SKETCH/PROOF OF SHUT OFF**

Amount	Unit	Fee	Cost & Cost Description
1	Unit	ADMIN FEE \$25	\$25.00 non-refundable administrative fee required for all permits.
1	Unit	BASE FEE	\$50.00 non-refundable service fee required for all permits.
	Cost	BUILDING & REMODELING FEE	\$50.00 for the first \$1000.00 and \$10.00 for each fraction per thousand with no top end.*
	Unit	DECKS & GAZEBOS FEE	\$50.00 per unit being built.*
	Sqft	DEMOLITION - 2 FAMILY AND COMMERCIAL	\$300.00 per unit under 5000 square foot and \$.06 per square foot over 5000 with no top end*
	Unit	DEMOLITION - GARAGE/PLUS ELECT IF REQ	\$75.00 per unit. Proof of liability insurance and clearance from utilites required. Expires in 30 days.*
	Unit	DEMOLITION - SINGLE FAMILY	\$200.00 per unit. Proof of liability insurance and clearance from utilites required. Expires in 30 days.*
	Cost	INDUSTRIAL - BUILD/REMODEL (16 PER 1000)	\$0.016 per \$1000 of project cost*
	TBD	MISCELLANEOUS	For unlisted or special fees to be determined by officials.
	Unit	PERMIT FEE - COMMERCIAL	\$75.00 fee required for commercial property permits.
	Unit	PERMIT FEE - INDUSTRIAL	\$100.00 fee required for all industrial property permits.
		PLAN REVIEW - BUILDING	\$50.00 or as provided by inspector on plan review results.*
	Unit	REINSPECTION - APARTMENT	\$20.00 per apartment unit reinspection.
	Unit	REINSPECTION - GENERAL/ROUGH/ADITIONAL	\$50.00 cost for 1 reinspection. Includes Occupancy(CofO) and Rental(CofC) reinspections.
	Unit	ROOF - REMOVE & REPLACE - GARAGE	\$50.00 for tear off and replacement of roof.
	Unit	ROOF - REMOVE & REPLACE - HOUSE & GARAGE	\$75.00 for tear off and replacement of roof, house, or both.
	Unit	ROOF - REROOF - HOUSE AND/OR GARAGE	\$50.00 to add an additional layer of roof on house and/or garage. 2 layers max.
	Unit	SHEDS - UNDER 200 SQFT	\$50.00 for sheds under 200sqft including foundation and floor. (Electrical seperate)*
	Unit	SIGN - BUILDING MOUNTED	\$50.00 per new building mounted sign. (Preapproval required)*
	Unit	SIGN - FACE CHANGE - PRE EXISTING	\$50.00 per face change of a preexisting sign.*
	Unit	SIGN - NEW FREESTANDING OR OFF-SITE	\$100.00 per free standing or off-site sign. (Preapproval required)*
	Unit	WINDOWS/DOORS - REPLACEMENT	\$50.00 for the first 5 windows; and \$5 for each window after.

For small jobs provide a sketch below indicating all walls and obstructions within 6 feet. For larger jobs provide a detailed plan review and application. Failure to provide a sketch may delay the approval process.

I am not the owner of this property nor the licensee of the business hired to do the work on behalf of the owner, but am an authorized proxy applying for this permit on behalf of the • Owner • Licensed Contractor, and have supplied a copy of the letter signed by the [owner licensee] approving me to pull this permit and any paperwork related to this permit on their behalf. This approval was signed by (please print) _____ and expires on _____.

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 the authorized agent and we agree to conform to all applicable laws of this jurisdiction.

"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."

X

Signature of Applicant

Date

CONTRACTOR REGISTRATION:

All licensed contractors must be registered with the City of Melvindale to do work within the city limits. No permit will be issued without proper registration. Building Contractor Registrations expire annually on 5/31. Registration fee: \$15

WEBSITE:

CITY OF MELVINDALE BUILDING DEPARTMENT: <http://melvindale.org/city-services/building-department>

CITY OF MELVINDALE CODE ONLINE:

https://library.municode.com/mi/melvindale/codes/code_of_ordinances

EMAIL:

The City of Melvindale now offers the option of receiving automatic email notifications when your permits have been finalized. To sign up, remember to add your email address to your permit application.

All new cement, porches, and accessory structures must have approval from the building inspector prior to payment and issuance of permits. Building Application Reviews are completed on Wednesday and Friday mornings and results are available after 1pm the same day.

Approved Denied Pending Other _____

Inspector Notes:

Inspector Signature

Date