

VILLAGE OF OXFORD
 Building Services Department
 22 West Burdick, P.O. Box 94
 Oxford, MI 48371-0094
 E-Mail: office@thevillageofoxford.org
 248-628-2543



BUILDING PERMIT APPLICATION

Applicant to Complete All Items in Sections I, II, III, IV, V and VI.

Note: Separate Permits May Be Necessary for Plumbing, Mechanical, and Electrical Work.

Additional documents may include a soil erosion control permit, if required by County.

I. PROJECT OF FACILITY INFORMATION			
PROJECT NAME		ADDRESS	
II. APPLICANT CONTACT INFORMATION			
A. APPLICANT			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
EMAIL ADDRESS			
B. OWNER			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
EMAIL			
C. ARCHITECT / ENGINEER			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
EMAIL			
LICENSE NUMBER			EXPIRATION DATE
D. Contractor			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER

MAIL	
BUILDERS LICENSE NUMBER	EXPIRATION DATE
FEDERAL EMPLOYER NUMBER (OR REASON FOR EXEMPTION)	
WORKERS COMP INSURANCE CARRIER (OR REASON FOR EXEMPTION)	
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (OR REASON FOR EXEMPTION)	
III. TYPE OF JOB	
A. TYPE OF IMPROVEMENT	

- New Building
 Alteration
 Addition
 Pre-Manufactured
 Foundation Only
 Accessory Structure / Shed

Accessory Structure ONLY:

Area of Proposed Structure _____
 Height of Proposed Structure _____
 Setbacks of Proposed Structure

Front _____
 Rear _____
 Side _____

B. PLAN REVIEW REQUIREMENTS

Three (3) sets of construction documents are required with each permit application, unless waived by the Building Official when code compliance can be determined based on the description in the application.

Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one and two family dwellings less than 3,500 square feet of calculated floor area and public work projects less than \$15,000 in total construction cost.

For buildings regulated by the Michigan Building Code, three (3) sets of construction documents must be submitted and approved before a building permit can be issued.

GIVE A BRIEF DESCRIPTION OF THE PROJECT: _____

C. RESIDENTIAL – BUILDINGS REGULATED BY THE MICHIGAN RESIDENTIAL CODE

- Single Family
 Attached Garage
 Multi-Family
 Detached Garage
 No. of Units _____
 Other

B. NEW COMMERCIAL CONSTRUCTION – PROVIDE A BRIEF DESCRIPTION OF THE WORK TO BE COVERED BY THE BUILDING PERMIT:

V. BUILDING DATA								
A. TYPE OF MECHANICAL								
FIRE SUPPRESSION	<input type="checkbox"/> YES	<input type="checkbox"/> NO	FORCED AIR	<input type="checkbox"/> YES	<input type="checkbox"/> NO	BOILER	<input type="checkbox"/> YES	<input type="checkbox"/> NO
B. CONSTRUCTION DIMENSIONS/DATA								

Total Area _____ sq. ft.

Basement _____ sq. ft.

First Floor _____ sq. ft.

Second Floor _____ sq. ft.

Attached garage _____ sq. ft.

Detached structure _____ sq. ft.

Deck _____ sq. ft.

Estimated Cost of Construction: \$ _____

This includes the costs of materials and labor to complete the project, including all trades.

An administrative fee equal to the permit fee may be charged in addition to the permit fee when work is started without first obtaining the permit.

VI. SIGNATURE		
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 HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.		
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 OF OWNER (if owner is applicant)	TYPE OR PRINT	DATE
SIGNATURE OF OWNER'S AGENT	TYPE OR PRINT	DATE

FOR DEPARTMENT USE ONLY – DO NOT WRITE BELOW THIS LINE

No. of Construction Plans Received: _____

Permits Required: Plumbing Electrical Mechanical Chimney/Fireplace
 Other (specify) _____

Plan Review Fee: _____

Permit Fee: _____

Bond: _____

Approvals	Required	Approved	Date	By
Site Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Fire Dept.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Police Dept.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
DPW	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Soil Erosion	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Variance	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No			

ZONING

District: _____

Setbacks:

Front _____

Rear _____

Side _____

Notes:

VILLAGE USE ONLY

_____ 1. Zoning Approval

_____ 2. Site Plan / Special Use Approval (if required)

_____ 3. Distribute Plans to:

- | | |
|---|---|
| <input type="checkbox"/> Building Official | <input type="checkbox"/> DPW Director |
| <input type="checkbox"/> Zoning Administrator | <input type="checkbox"/> Police (verify with B. Official) |
| <input type="checkbox"/> Electrical Inspector | <input type="checkbox"/> Fire (verify with B. Official) |
| <input type="checkbox"/> Mechanical Inspector | <input type="checkbox"/> DDA Director (if within DDA) |
| <input type="checkbox"/> Plumbing Inspector | |

_____ 4. Receive Reviews from:

- | | |
|---|---|
| <input type="checkbox"/> Building Official | <input type="checkbox"/> DPW Director |
| <input type="checkbox"/> Zoning Administrator | <input type="checkbox"/> Police (verify with B. Official) |
| <input type="checkbox"/> Electrical Inspector | <input type="checkbox"/> Fire (verify with B. Official) |
| <input type="checkbox"/> Mechanical Inspector | <input type="checkbox"/> DDA Director (if within DDA) |
| <input type="checkbox"/> Plumbing Inspector | |

_____ 5. Advise applicant if reviews have been approved or denied

_____ 6. If denied, applicant may re-submit plans for review. If approved, Building Permit may be issued.

NOTES
