



APPLICATION FOR BUILDING PERMIT

7550 Auburn Rd, Utica, MI 48317
586.739.1600 • Fax 586.739.2867
www.cityofutica.org

JOB INFORMATION

ADDRESS OF PROJECT		DATE	
NAME OF BUSINESS <i>IF APPLICABLE</i>			
PROPERTY OWNER/REPRESENTATIVE'S NAME		OWNER'S TELEPHONE NUMBER	
OWNER'S ADDRESS	CITY	STATE	ZIP CODE

CONTRACTOR INFORMATION

CONTRACTOR NAME		TELEPHONE NUMBER	E-MAIL	
CONTRACTOR ADDRESS		CITY	STATE	ZIP CODE
FEDERAL EMPLOYER ID NUMBER	MESC EMPLOYER NUMBER		WORKERS COMP INSURANCE	
CONTRACTOR LICENSE NUMBER	CONTRACTOR LICENSE EXPIRATION		DRIVER'S LICENSE NUMBER	

Type of Project	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> _____
	<input type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	
<input type="checkbox"/> Accessory Building**	<input type="checkbox"/> Addition**	<input type="checkbox"/> Alteration	<input type="checkbox"/> Awning	<input type="checkbox"/> Basement <input type="checkbox"/> Concrete**
<input type="checkbox"/> Deck**	<input type="checkbox"/> Fence**	<input type="checkbox"/> Gazebo/Pergola**	<input type="checkbox"/> Pool:	<input type="checkbox"/> In Ground** <input type="checkbox"/> Above Ground**
<input type="checkbox"/> Roof	<input type="checkbox"/> Temporary Structure**			
<input type="checkbox"/> Other / Notes: _____				
** A to-scale site plan is required including dimensions of property, placement of home and where work is being performed.				
Job / Material Description: _____				
Estimated Cost: \$ _____				

CONTRACTOR/HOMEOWNER SIGNATURE	
By signing this application, I 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 authorized agent, and we agree to conform to all applicable laws of the City of Utica. All information submitted on this application is accurate to the best of my knowledge. Section 23a of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523 of the Michigan Compiled Laws, 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 subject to civil fines.	
Signature of Applicant: _____	Date: _____

HOMEOWNER AFFIDAVIT
I hereby certify the work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Building Code and shall not be enclosed, covered, used or put into operation until it has been inspected and approved by the Building Inspector. I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections. Homeowners Initials _____

Historic District Property
I hereby certify that on or before the date of completion of proposed work my building will have a code compliant smoke detector or fire alarm system. (Amendment to Public Act 169 of 1970. Public Act 67 of 2004) Owner Initials _____

A 72-hour notice to the MISSDIG System must precede any digging done in the city at 1-800-482-7171. If damage is done to any underground utility when digging and notification was not given, the property owner will be liable for repairs.

Permits are considered expired when no inspections have been conducted within 6 months of the issue date, or after one year of being issued.
Cancellation policy available at cityofutica.org or upon request.

PERMIT FEE COVERS THE COST OF TWO INSPECTIONS UNLESS OTHERWISE NOTED



APPLICATION FOR BUILDING PERMIT

7550 Auburn Rd, Utica, MI 48317
586.739.1600 • Fax 586.739.2867
www.cityofutica.org

Application Fee (must be submitted with application)	\$75.00 Flat Fee
Contractor Registration Fee	\$20.00 Flat Fee
Re-inspection Fee	\$75.00 per occurrence
Renew expired permit	\$75.00 per occurrence

PLAN REVIEW FEES ** ADDITIONAL PLAN REVIEW FEES ARE REQUIRED IF FURTHER PLAN REVIEW IS REQUIRED BY TRADES OR OUTSIDE PARTIES. **

New Construction Additions/Alterations	\$0.0030 of construction cost but not less than \$75.00
Accessory Buildings for Single Family	\$75.00 Flat Fee
Sign Plan Review	\$75.00 Flat Fee
Mixed Use District	\$500.00 Flat Fee
Performance Bond	TBD by Building Official

INSPECTION FEES

Additions/Alterations	\$12.50 per \$1,000 of construction cost.
New Construction	\$12.50 per \$1,000 of construction cost.
New Construction Performance Deposit	20% of permit fee; \$1,000 min, \$5,000 max
Garage	Construction cost \$1-\$1000: \$75 Construction cost \$1,001-\$10,000: \$75 +\$12/\$1,000 over \$1,000
Sheds 150 sq. ft. maximum	\$75.00 Flat Fee
Decks and Patios	\$125.00, additional +.25 per sq ft over 300 sq ft
Fences	\$100.00
Swimming Pool	Above Ground \$125.00 In Ground \$200.00 residential \$300.00 commercial
Re-roof	Single Family \$125.00 Flat Fee Maximum of 2 Layers Duplex/Multiple/Commercial \$175.00 Flat Fee Family Housing Cooperative \$510.00 Flat Fee
Driveway (concrete, asphalt, crushed rock)	\$125.00 Flat Fee
Re-siding	Single Family \$125.00 Flat Fee Vinyl, aluminum, etc. Duplex/Multiple \$175.00 Flat Fee Family Housing Cooperative \$510.00 Flat Fee
Sidewalks	\$100.00 Flat Fee
Awnings	\$150.00 flat fee each
Basement Waterproof	\$75.00 flat fee
Dumpster Enclosure	\$125.00 Flat Fee
Building to be moved	\$200 minimum plus \$1.25 per mile \$75.00 per hr, 2 hr min
Demolition of Structure	\$200.00 residential Flat Fee \$500.00 commercial Flat Fee
Temporary Structure	\$125.00 Flat Fee

SIGN PERMITS

Pole-Pylon or Ground Sign	\$175.00 Flat Fee each
Wall Sign or Temp inflatable	\$125.00 Flat Fee each
Temp Signs, banners, balloons	\$80.00 Flat Fee each
Sign Plan Review	\$75.00 Flat Fee each

IF BUILDING DEPARTMENT PLAN REVIEW INDICATES THE NEED FOR VARIANCES OR FURTHER PROFESSIONAL REVIEW, I.E., ELECTRICAL, PLUMBING, MECHANICAL, ENGINEERING, LANDSCAPING, ETC., ADDITIONAL FEES WILL BE CHARGED. FEES WILL BE ESTIMATED AND A DEPOSIT WILL BE NECESSARY AT THE TIME OF APPLICATION.
CANCELTION POLICY AVAILABLE AT CITYOFUTICA.ORG OR UPON REQUEST.

MINIMUM INSPECTION FEE IS \$75.00

this minimum does not include Application Fee or Contractor Registration Fee.



APPLICATION FOR BUILDING PERMIT

7550 Auburn Rd, Utica, MI 48317
586.739.1600 • Fax 586.739.2867
www.cityofutica.org

DO NOT WRITE ON THIS PAGE – OFFICE USE ONLY

HISTORIC DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		HISTORIC DISTRICT DECISION <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> CONDITIONAL	
COMMENTS:			
SPECIAL PARKING DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO			
FLOOD PLAIN REVIEW DATE / /		DNR PERMIT NUMBER	
PLANNING COMMISSION APPROVAL DATE / /			
VARIANCE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DECISION DATE <input type="checkbox"/> YES <input type="checkbox"/> NO	
COUNCIL APPROVAL DATE / /			

BUILDING CODE EDITION		
USE GROUP	CONSTRUCTION TYPE	OCCUPANCY LOAD
SQUARE FEET	SUPPRESSED? <input type="checkbox"/> YES <input type="checkbox"/> NO	PERMIT REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO

COMMENTS	
STIPULATIONS	
<input type="checkbox"/> OPEN HOLE <input type="checkbox"/> OPEN ROOF <input type="checkbox"/> FOOTING <input type="checkbox"/> _____ <input type="checkbox"/> _____	
<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
BUILDING DEPARTMENT DECISION <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	DATE: / / NUMBER OF INSPECTIONS INCLUDED <input checked="" type="checkbox"/> 2 <input type="checkbox"/> _____
BUILDING INSPECTOR SIGNATURE	



APPLICATION FOR BUILDING PERMIT

7550 Auburn Rd, Utica, MI 48317
586.739.1600 • Fax 586.739.2867
www.cityofutica.org

BUILDING PERMIT INSTRUCTIONS

1. Complete application for a building permit. This must be filled out completely.
2. Minimum five sets of building plans drawn to scale. Must be sealed if over 3500 sq. ft.
3. Site plan showing, to scale, the size and location of all new construction and all existing structures on the site, distances from all lot lines, established street grades and proposed finished grades. All drawn in accordance with an accurate boundary line survey.
4. Sidwell number, lot number and legal description.
5. Copy of builder’s license (not required if homeowner permit). Copy of applicant driver’s license and/or State ID is required.
6. Soil erosion permit, when appropriate, issued from the Macomb County Public Works.
7. Approach permit, when appropriate, issued from the Macomb County Road Commission.
8. Michigan Energy Plan.
9. Building Plans shall comply with the current code in effect at date of application and shall include, but not limited to:
 - A. Floor plans shall be to proper scale and clearly show room sizes.
 - B. Site plan as noted in item #3 above.
 - C. Section cut through fireplace to show construction and indicate 2-inch minimum clearance from structural framing.
 - D. Indicate floor and roof framing sizing and spacing.
 - E. Show floor and roof framing plans and header specifications.
 - F. Show building elevations on all sides.
 - G. Indicate correct window sizes and types. Egress windows must meet current code for emergency exits.
 - H. Cross-section of structure showing wall components, ceiling components, floor components and foundation details.
 - I. Must meet current Michigan Energy Code.
 - J. Submit adequate details of structural, mechanical and electrical work, including computations, stress diagrams and other technical data.
10. Where applicable, separate permits are required for electrical, plumbing, mechanical and installations.
11. If located within the **Historical District**, approval from the Historical District Commission is required.
12. If located within a **Floodplain District**, a permit from the Department of Environmental Quality is required, and an engineered site-grading plan must be submitted as part of the original plan.

MINIMUM INSPECTIONS REQUIRED

Building

Footing before pouring
 Spread and keyway
 Basement before backfill
 Preliminary grade certificate must be submitted to the office and approved prior to trench footing
 Trench Footing
 Masonry after flashing set
 Concrete flatwork before pouring

Must submit truss drawings to office prior to rough
 Rough after trades rough inspections
 Insulation
 Final grade certification to be submitted prior to final building
 Final building after trade’s finals and before occupancy

Fireplace

Rough
Final

Air Conditioning

Final

Electrical

Rough/Service
Final

Plumbing

Rough
 Underground and/or inside drains
 Final (Water meter must be installed prior to inspection)

Heating

Rough
Final

- Each permit affords 2 inspections. If required, a \$75.00 fee will need to be paid for additional inspections.
- Other inspections may be required subject to evaluation by the building inspector. If in doubt, call (586) 739-1600.
- Inspection requests must be made a minimum of 24 hours in advance by calling (586) 739-1600 or email: building@cityofutica.org.

All permits are granted on the express condition that all work shall conform to the ordinances of the City of Utica, regulating such work and may be revoked at any time upon the violation of the provisions of said ordinances. Building Department Policies are available by request or at cityofutica.org.