

Please submit two sets of folded and stapled plans with this application. Please submit a digital copy of plans on a flash drive or email a copy to [plans@plymouthmi.gov](mailto:plans@plymouthmi.gov) (100 MB maximum file size).

Permit #

**CITY OF PLYMOUTH**  
**BUILDING PERMIT APPLICATION**  
 INSPECTION HOT LINE 734-738-0289  
 201 S. Main Street Plymouth, MI 48170  
 Ph. 734-453-1234 ext. 232  
[www.plymouthmi.gov](http://www.plymouthmi.gov)

**I. Site/Project Information**

|              |                     |
|--------------|---------------------|
| Site Address | Date of Application |
|--------------|---------------------|

|                        |       |          |   |  |  |
|------------------------|-------|----------|---|--|--|
| Name of Property Owner |       |          | Phone Number  |  |  |
| Mailing Address        |       |          | Email Address (Required)  |  |  |
| City                   | State | Zip Code | Has a demolition permit been obtained for this project?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required |  |  |

**II. Applicant and Contact Information**

|   |                 |              |  |                          |          |
|---|-----------------|--------------|--|--------------------------|----------|
| Indicate Who the Applicant Is. If Homeowner, Skip to Section III. |                 | Contractor   |  | Homeowner                |          |
| Contractor Company Name   |                 | Phone Number |  | Email Address (Required) |          |
| Contractor Company Address  |                 |              | City   | State                    | Zip Code |
| License Number  | Expiration Date |              | Federal Employer ID (or reason for exemption)        |                          |          |
| Workers Compensation Insurance Carrier (or reason for exemption)  |                 |              | Unemployment Agency Number (or reason for exemption) |                          |          |

**III. Type of Work**

**IV. Construction Cost and Sq. Ft.**

**V. Historic District**

|  |  |    |   |   |
|--|--|----|---|---|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> New <input type="checkbox"/> Remodel              | \$ | Commercial/Industrial<br>Sq. Ft. of Project.: | Is this parcel located in<br>the Historic District?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Other         | <input type="checkbox"/> Addition <input type="checkbox"/> Interior Finish |    |   |   |

**VI. Description of Work**

|  |
|--|
| Please describe the project in detail. |
|--|

**VII. Homeowner Affidavit**

|  |
|--|
| I hereby certify the work described in 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 Michigan Building and/or Residential Code(s) and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the City of Plymouth Building Official. I will cooperate with the Bldg. Official and assume the responsibility to arrange for required inspections. |
|--|

**VIII. Applicant Signature**

|   |      |
|---|------|
| <b>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 subject to civil fines.</b> |      |
| Signature of Contractor or Homeowner (Homeowner signature indicates compliance with Section VII Homeowner Affidavit)  | Date |

|   | FEE                 | QTY | TOTAL | <b>NEW CONSTRUCTION, ADDITIONS, ALTERATIONS</b>   |                              |            |              |
|---|---------------------|-----|-------|---|------------------------------|------------|--------------|
| <b>ACCESSORY STRUCTURE</b>  |                     |     |       | <b>Residential</b> – Total fees assessed include plan review fee and \$100.00 base fee, plus \$15/\$1,000 of construction cost. |                              |            |              |
| Carport/Porte cochere   | \$225.00            |     |       | New home plan review  | \$350.00                     |            |              |
| Deck  | \$225.00            |     |       | New multi-family plan review  | \$50.00/Unit (Min. \$350)    |            |              |
| Garage, attached or detached  | \$225.00            |     |       |   | _____ # of Units             |            |              |
| Pergola   | \$225.00            |     |       | Addition/Remodel/Interior finish plan review (construction cost less than \$100,000)  | \$100.00                     |            |              |
| Porch   | \$225.00            |     |       | Addition/Remodel/Interior finish plan review (construction cost \$100,000 and up)   | \$250.00                     |            |              |
| Shed, greater than 200 SF   | \$225.00            |     |       | <b>Commercial</b> – Total fees assessed include plan review fee and \$100.00 base fee, plus \$17/\$1,000 of construction cost   |                              |            |              |
| Shed, less than 200 SF  | \$125.00            |     |       | New/Addition/Remodel/Interior finish plan review  | \$ .15/ Sq. ft. (Min. \$100) |            |              |
| Swimming pool/Hot tub   | \$225.00            |     |       |   | _____ Sq. ft.                |            |              |
| Accessory structure, other*   | \$225.00            |     |       | <b>DMS PERMIT</b>   |                              |            |              |
| <b>CONCRETE/ASPHALT</b>   |                     |     |       | <b>YES</b>  | <b>NO</b>                    | <b>N/A</b> |              |
| Approach/Driveway, Parking lot  | \$100.00            |     |       | New water, sanitary, or storm sewer tap or increased pipe size?   | If yes, DMS permit req'd     |            |              |
| City/Service sidewalk   | \$75.00             |     |       | Reconnect to existing water, sanitary, or storm line  | If yes, DMS permit req'd     |            |              |
| Concrete patio  | \$100.00            |     |       | Repair or replace existing water, sanitary, or storm line (exterior)  | If yes, DMS permit req'd     |            |              |
| Garage floor  | \$100.00            |     |       | <b>TREE REMOVAL OR PLANTING</b>   |                              |            |              |
| Porch cap   | \$75.00             |     |       | Trees being removed or planted?   | If yes, tree permit req'd    |            |              |
| <b>FENCE</b>  |                     |     |       |   | <b>FEE</b>                   | <b>QTY</b> | <b>TOTAL</b> |
| Fence/Wall  | \$100.00            |     |       | <b>DEMOLITION</b>   |                              |            |              |
| <b>SIGN</b>   |                     |     |       | Single family residential (requires bond)   | \$400.00                     |            |              |
| Sign - ground, wall, awning   | \$125.00            |     |       | Accessory structure   | \$100.00                     |            |              |
| Sign - hanging  | \$75.00             |     |       | Residential interior  | \$150.00                     |            |              |
| <b>COMMUNICATION UTILITY</b>  |                     |     |       | Commercial interior   | \$200.00                     |            |              |
| Fiber optics/Cable/Utility**  | \$125.00            |     |       | Commercial/Multi-Family (requires bond)   | \$ .12/ Sq. ft. (Min. \$500) |            |              |
| <b>OTHER BUILDING WORK</b>  |                     |     |       | <b>Bond:</b> Must be certified check or money order, no company checks  | \$2,500                      |            |              |
| Awning/Canopy   | \$75.00             |     |       | <b>INSPECTIONS</b>  |                              |            |              |
| Basement waterproofing  | \$125.00            |     |       | Additional & Re-inspection  | \$80.00                      |            |              |
| Egress window   | \$125.00            |     |       | <b>PERMIT FEE SUB-TOTAL</b>   |                              |            |              |
| Foundation only   | \$225.00            |     |       | MINIMUM PERMIT FEE IS \$75.00   |                              |            |              |
| Geo-thermal system, monitoring well**   | \$225.00            |     |       | <b>LICENSE REGISTRATION</b>   |                              |            |              |
| Insulation  | \$125.00            |     |       | Builder - per cycle   | \$25.00                      |            |              |
| Ramp/Handicap ramp  | \$100.00            |     |       | Administrative fee  | \$20.00                      | 1          | \$20.00      |
| Stairway/Steps  | \$225.00            |     |       | <b>TOTAL FEE</b>  |                              |            |              |
| Land Division or Land Recombination   | \$150.00 per parcel |     |       | Make checks payable to "City of Plymouth"   |                              |            |              |
| <b>PLAN REVIEW NOT REQUIRED</b>   |                     |     |       |   |                              |            |              |
| Door/Doorwall replacement   | \$125.00            |     |       |   |                              |            |              |
| Re-roof   | \$125.00            |     |       |   |                              |            |              |
| Siding  | \$125.00            |     |       |   |                              |            |              |
| Window replacement  | \$125.00            |     |       |   |                              |            |              |
| * Other accessory structures include gazebos, outdoor fireplaces, solar panels, private wind conservation systems, etc. |                     |     |       |   |                              |            |              |
| **May require bond  |                     |     |       |   |                              |            |              |

**This page is for your reference and does not need to be returned with the permit application.**

### **NEW RESIDENTIAL CONSTRUCTION OR ADDITION**

The following is a list of instructions and required documents to submit for a new residential home or residential addition.

- 1. Completed and signed building permit application.
- 2. Folded and stapled plans drawn to scale. Three sets are required for new residential construction. Two sets are required for residential additions. Plans must include:
  - Floor plan
  - Front, sides and rear elevation(s)
  - Foundation plan with walkout details and emergency egress, if applicable
  - Windows and doors sizes and placement
  - Wall section detail
- 3. Boundary survey showing all buildings on the parcel with setback distances to property lines from each building (which may include porch, deck, garage, shed etc.).
- 4. One copy of Wayne County Soil Erosion permit or waiver, if applicable.

#### **ADDITIONALLY, FOR NEW HOMES ONLY:**

- 5. Two copies of completed Energy Code compliance sheets. You may use ResCheck or ComCheck.
- 6. One copy of a certified site survey which includes:
  - Topography lines at one-foot intervals
  - Finish floor elevation
  - Adjacent center of street elevation
  - Proposed finished grade elevations, proposed drainage swales and/or storm water drainage measures (how you plan to route storm drainage)

### **DEMOLITION OF HOME**

The following is a list of instructions and required documents to submit for a demolition permit.

- 1. Completed and signed building permit application form
- 2. Completed and signed water and sewer application form
- 3. Copy of the following shutoffs:
  - Consumer Energy shut-off
  - DTE Energy shut-off
  - Water service line disconnect (faxed upon completion by Municipal Services staff)
    - The issuance of the water service disconnect permit (DMS permit) initiates the request for meter removal and service line disconnection
- 4. Provide a Bond
  - \$2,500 Cashier's Check or Certified Money Order, **cannot use company check**
  - The bond will be held until the property is graded and seeded or until the final CofO is issued
- 5. Ensure all property fees have been paid such as:
  - Final water bill
  - Property taxes
  - Any other outstanding bills or fees owed to the City
- 6. Provide copy of the hazardous material survey for demolitions affecting 50% of more of the structure
- 7. If the property has been recently purchased, ensure transfer paperwork has been submitted to the City Assessor
- 8. The parcel must be graded and seeded after demolition if a new construction building permit has not been submitted
  - Please note this on the application under "Description of Work"

**FOR OFFICE USE ONLY**

Address: \_\_\_\_\_ Zoning: \_\_\_\_\_ Date: \_\_\_\_\_

Builder: \_\_\_\_\_ Phone: \_\_\_\_\_ Digital Plans  Y  N

\_\_\_\_ Side Yard Setback: \_\_\_\_\_ Required Setback: \_\_\_\_\_ OK VARIANCE

\_\_\_\_ Side Yard Setback: \_\_\_\_\_ Required Setback: \_\_\_\_\_ OK VARIANCE

\_\_\_\_ Front Yard Setback: \_\_\_\_\_ Required Setback: \_\_\_\_\_ OK VARIANCE

\_\_\_\_ Rear Yard Setback: \_\_\_\_\_ Required Setback: \_\_\_\_\_ OK VARIANCE

Incentive Porch  Y  N

Basement Finished  Y  N

Lot Area: \_\_\_\_\_ SF

Structures footprint: \_\_\_\_\_ SF

Floor Area: \_\_\_\_\_ SF

Lot Coverage: \_\_\_\_\_ Maximum: 30% 35%

Floor Area Ratio: \_\_\_\_\_ 40% max

Building Height: \_\_\_\_\_ (from average grade to the midpoint of the tallest section of roof)

**Site Plan Checklist**

- 1. Any negative impacts from drainage  Y  N
- 2. A/C location ok  Y  N
- 3. Structures located in easements  Y  N
- 4. Projections into yards meet requirements  Y  N
- 5. Floodplain construction  Y  N
- 6. County soil erosion permit required  Y  N
- 7. City sidewalk shown on plan  Y  N
- 8. 9' wide driveway at least 1' off property line  Y  N
- 9. Trees planned for removal  Y  N

**Garage:**

**Detached**

- 1. % coverage of required rear yard \_\_\_\_\_ (35% max)
- 2. Setback: Rear \_\_\_\_\_ Side \_\_\_\_\_ Avg. Hgt. \_\_\_\_\_
- 3. 10' from main building  Y  N

**Attached Front Facing**

- 1. Lot 60' min  Y  N
- 2. Garage is 50% or less of front façade Y/ N
- 3. Garage is 4' back from home  Y  N
- 4. 30' from front property line  Y  N
- 5. Minimum width of 22'  Y  N

Notes:

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**FOR OFFICE USE ONLY**

**PROPERTY ADDRESS:** \_\_\_\_\_

**Community Development Department**

Approved as Submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Official

Approved with Conditions: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Official

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department of Municipal Services**

Approved as Submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
Assistant Director of Municipal Services

Approved with Conditions: \_\_\_\_\_ Date: \_\_\_\_\_  
Assistant Director of Municipal Services

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_