



Inspections Department

Building Official

PORT OF OPPORTUNITIES

BUILDING PERMIT APPLICATION

NOTE: Separate applications must be completed for plumbing, mechanical, and electrical work.

DATE: _____

PERMIT# _____

Authority: P.A. 230 of 1972, as amended
Completion: Mandatory to obtain permit
Penalty: Permit will not be issued

RESIDENTIAL
 COMMERCIAL / INDUSTRIAL

The Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.

APPLICANT IS TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V, AND VI

Section I.

CONTRACTOR INFORMATION:

Name: _____ Address: _____

City, State, Zip Code: _____

Phone: _____ License# _____

Section II. Email: _____

OWNERS INFORMATION:

Name: _____ Address: _____

City, State, Zip Code: _____

Phone: _____ Project Address: _____

Architect / Engineer: _____

City, State, Zip Code: _____

Phone: _____ Contractors# _____

Section III.

IMPROVEMENT TYPE

New Construction _____ Addition _____ Alterations _____ Demolition _____

Repair/Replacement _____ Foundation Only _____ Pre-manufacture _____ Relocation _____

Special Inspection _____

Section IV.

PROPOSED USE

RESIDENTIAL

One Family _____ Multi Family _____ Hotel/Motel _____ Detached Garage _____ Attached garage _____

NON-RESIDENTIAL

Amusement _____ Church _____ Industrial _____ Parking Garage _____ Service Station _____ Hospital _____
Public Utility _____ Other _____ Office, bank, professional _____ School, Library, Educational _____

DESCRIPTION OF WORK: _____

Section V. Selected Characteristics of Building

PRINCIPAL TYPE OF FRAME

Masonry, Wall Bearing _____ Wood Frame _____ Structural Steel _____ Reinforced Concrete _____ Other _____

DIMENSIONS / DATA

Number of stories _____ # of Occupants _____ Use Group _____ Construction Type _____

Section VI.

APPLICANT INFORMATION

Name: _____ Address: _____

City, State, Zip Code: _____

Phone: _____

The next three (3) lines MUST be filled in by commercial applicants (homeowners are excluded): N/A is not an acceptable response.

FEDERAL I.D. NUMBER / SOCIAL SECURITY NUMBER OR REASON FOR EXEMPT _____

WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION _____

MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION _____

Estimated Value of Proposed Work (including labor and material) \$ _____

Building Permit Fee \$ _____

Plan Check Fee \$ _____

Total Fee \$ _____

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.

APPLICANT SIGNATURE: _____ **DATE:** _____

CLERK SIGNATURE: _____ DATE: _____

BUILDING OFFICIAL SIGNATURE: _____ DATE: _____

HOMEOWNER BUILDING PERMIT POLICY

The Michigan Licensing Law under ACT 229, Section 339.2402 Residential Builders, gives a homeowner an exemption to act as his or her own general contractor.

(Example): The homeowner may obtain a building permit for construction on his or her own property, even if a licensed or unlicensed contractor may be significantly involved.

If, you the homeowner choose to act as your own contractor and obtain the required building permit. (PLEASE READ THE FOLLOWING):

AS THE PERMIT HOLDER YOU, THE HOMEOWNER, INCUR ALL OF THE LIABILITY AND ALL OF THE RESPONSIBILITIES THAT THE LICENSED CONTRACTOR WOULD NORMALLY

- The City of Benton Harbor cannot assist you in any case of action against an unlicensed contractor that (you) the Homeowner hires to perform work under the building permit you obtained.
- You, the Homeowner, could be held liable for any injury that occurs on the job, whether it is the builder or subcontractor employees.
- You, the Homeowner, could be held liable for any injury that occurs on the job whether it is the builder or subcontractor employees.
- In the event of an occurrence beyond the builders control, which causes the builder to be unable to complete the work, you, the Homeowner, will be legally responsible for the completion of the job, under the permit you obtained.
- It is you the Homeowner, responsibility to have a complete understanding of the current Building Codes.

I, _____ have read and understand the above information and will adhere to
(Print Name)
all rules and regulation submitted in this policy.

(Signature)

(Date)

ALTERATIONS, REPAIRS & ROOFING MATERIAL REMOVAL POLICY

EFFECTIVE IMMEDIATELY

All licensed, unlicensed contractors & homeowner(s), must adhere to the following rules & regulations so indicated below.

- Any material remaining from alterations, repairs, or roofing work on a dwelling must be removed off the site immediately. (NO MATERIAL IS TO BE LEFT ON OR AROUND THE SITE OR TREE LAWN).
- All major repairs being performed on a dwelling must have a dumpster on site prior to the work being performed (accompanied by a receipt)
- If a dumpster cannot be obtained, a trailer or dump truck will be acceptable (as means of removal)
- All material is to be deposited in a licensed land field.

Failure to comply with the above policy will subject the inspection department to delay or deny your request for a building permit.

I, _____ have read and understand the above information and will adhere to
(Print Name)
all rules and regulation submitted in this policy.

(Signature)

(Date)