

BUILDING PERMIT APPLICATION

DATE _____ JOB ADDRESS _____

1. Owner's Information

Name _____	Address _____
City _____	MI, Zip Code _____ Phone # _____
Email _____	
**Provide e-mail address for expedited plan review results	

2. Contractor's Information

Name _____	Address _____
City _____	MI, Zip Code _____ Phone # _____
Builder's License Number _____	Federal Employer ID/Exemption _____
Worker's Compensation Insurance Carrier / reason for exemption _____	
MESC Employer Number / reason for exemptions _____	
Email _____	

3. Proposed Project – Check All That Apply

<input type="checkbox"/> Single Family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
<input type="checkbox"/> New	<input type="checkbox"/> Addition/Alter	<input type="checkbox"/> Sewer Only	<input type="checkbox"/> Water Service Only
<input type="checkbox"/> Other	<input type="checkbox"/> School	<input type="checkbox"/> State Owned	<input type="checkbox"/> Special Inspection
<input type="checkbox"/> Pre-manufactured Home Setup (State Approved)			
<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)			
If commercial, is there a Knox Box installed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
**Please Note: NO commercial permits will be approved unless a Knox Box is present at the property.			

4. Garage

<input type="checkbox"/> Attached:	Width _____ feet X Length _____ feet
<input type="checkbox"/> Detached:	Height (ground to peak) _____ feet Wall height _____ feet

5. Repairs or Alterations

Describe work: _____



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6. Addition

First floor addition:	Width _____ feet	X	Length _____ feet
Second floor addition:	Width _____ feet	X	Length _____ feet
Accessory building addition:	Width _____ feet	X	Length _____ feet

7. Estimated Cost of Construction \$ _____ Please note: All Refunds Subject to 25% service fee.

8. Additional Information:

- All information must be correct, complete, and legible.
- Include copy of mortgage survey or plot plan for any addition, garage, shed, pool, deck or any structure.
- Separate permits are required for electrical, mechanical, and plumbing.
- No work may be started before the approval of this permit. Penalty for work done prior to the issuance of a permit shall double the permit fee.
- 24 Hour notice is required for inspections
- Stamped Approved plans shall be on site in a readily available and observable location for the inspector to use. If plans are not available inspection will be denied.

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 Charter Township of Royal Oak and 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, P.A. 230 of 1972, as amended, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirement of this State relating in persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Applicant's Signature	Date
<input type="checkbox"/> Contractor* <input type="checkbox"/> Property Owner	

**If applicant is NOT property owner, than the property owner must sign this application as well.*

Property Owner 's Signature	Date
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Do not write below this line:

PERMIT IS GOOD FOR 6 MONTHS. Per all Township Codes and Ordinances; the adopted Michigan Residential Code, and the adopted Michigan Building Code.

Zoning Review Approved by _____	Date _____
Approved by _____	Date _____



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RESIDENTIAL / COMMERCIAL CONSTRUCTION		Fee	Number	Total
Application Fee (non-refundable)		\$30.00	1	\$30.00
Administration Fee (non-refundable)		\$33.00	1	\$33.00
Cost of Construction: Per Thousand				
	\$0 - \$5,000	\$11.00		
	\$5,001 - \$10,000	\$16.50		
	\$10,001 - \$20,000	\$22.00		
	\$20,001 - \$50,000	\$27.50		
	\$50,001 - \$100,000	\$33.00		
	\$100,001 and above	\$38.50		
Plan Review				
	\$0 - \$5,000	\$44.00		
	\$5,001 - \$10,000	\$49.50		
	\$10,001 - \$20,000	\$55.00		
	\$20,001 - \$50,000	\$82.50		
	\$50,001 - \$100,000	\$137.50		
	\$100,001 and above	\$165.00		
Miscellaneous				
each	Shed	\$55.00		
each	Fence	\$77.00		
each	Roofing	\$110.00		
each	Swimming Pool (above ground)	\$55.00		
each	Swimming Pool (in-ground)	\$77.00		
each	Sign	\$88.00		
each	Demolition (residential)	\$330.00		
each	Demolition (commercial)	\$550.00		
Inspection / Registration Fees				
	Re-Inspection	\$55.00		
	Registration Fee	\$40.00		
TOTAL COST: \$				



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Permit Application Check List

(Includes: Building, Electrical, Mechanical, and Plumbing Permits)

Application:

- Application must be completely filled out.
 - Scope of work must be clearly identified.
 - For Building Permit applications only:
 - If a residential project, three (3) sets of plans must be submitted.
 - If a commercial project, five (5) sets of Architecturally Sealed plans must be submitted.
- *Note: Building projects for a roof, siding, door and window replacements do not require a set of plans for application submittal.*
- All contractors doing work in the Township are required to submit a copy of their Michigan State License, copy of their Driver’s License, and proof of insurance.
- *Note: It is not a State requirement to have liability insurance, but if provided, we must have a copy.*
Note: State Law does **not require a copy of the contractor’s license for a fence permit application.*

Fees & Payment:

- Upon submittal, the following must be paid:
 1. Application Fee;
 2. Plan Review Fee;
 3. Contractor Registration Fee (if needed); and
 4. Administration Fee.

After review, the permit fee will be assessed and paid prior to issuance of permit. Individual *Mechanical, Plumbing and Electrical* permits must be paid in full at time of application.
- If the project involves a *Building Permit*, no additional permits (plumbing, electrical, mechanical) will be issued until the *Building Permit* has been reviewed, approved and issued.

Incomplete Application:

Upon submittal, if all required items above are not provided, the application will not be accepted.

The list below consists of the most common required inspections --- all may not be required for every project and additional inspections not listed may be required. Please contact the Building Division with any questions regarding a specific project.

REQUIRED BUILDING INSPECTIONS			
Footing	Rough	Insulation	Final
Post Hole	Framing	Wall	Building
Trench Footing	Open Ceiling	Ceiling	Grade
Spread Footing	Open Wall	Fenestration	Certificate of Occupancy
Grounded Electrode	Flashing	Blower Door	
Poured Wall			
Back Fill			

REQUIRED ELECTRICAL, MECHANICAL AND PLUMBING INSPECTIONS		
Open Trench	Open Ceiling	Rough
Open Wall	Gas pressure Test	Final



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