



Charter Township of  
**Royal Oak**

Charter Township of Royal Oak  
Building Department  
21131 Garden Lane  
Ferndale, Michigan 48220  
248.547.9800 ext. 210

**BUILDING PERMIT APPLICATION**

DATE \_\_\_\_\_ JOB ADDRESS \_\_\_\_\_

**1. Owner's Information**

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ MI, Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

**\*\*Please 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 or reason for exemption \_\_\_\_\_  
MESC Employer Number or reason for exemptions \_\_\_\_\_  
Email \_\_\_\_\_

**\*\*Please provide e-mail address for expedited plan review results\*\***

**3. Proposed Project**

- Single Family     Multi-Family     Commercial     Industrial
- New                 Addition/Alter     Sewer Only         Water Service Only
- Other               School             State Owned       Special Inspection
- Pre-manufactured Home Setup (State Approved)     Manufactured Home Setup (HUD Mobile Home)

**If commercial, is there a Knox Box installed?                      Yes            No**

**\*\*Please Note: NO commercial permits will be approved unless a Knox Box is present at the property\*\***

**4. Garage**

- Attached                      Width \_\_\_\_\_ feet X Length \_\_\_\_\_ feet
- Detached                      Height (ground to peak) \_\_\_\_\_ feet    Wall height \_\_\_\_\_ feet

**5. Repair or Alterations**

Describe work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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:**

1. All information must be correct, complete, and legible.
2. Include copy of mortgage survey or plot plan for any addition, garage, shed, pool, deck or any structure.
3. Separate permits are required for electrical, mechanical, and plumbing.
4. 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.
5. 24 Hour notice is required for inspections
6. 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

**PERMIT IS GOOD FOR 6 MONTHS.**

**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.

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Applicant's Signature

Date

Contractor\*

Property Owner

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

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Property Owner's Signature

Date

Do not write below this line

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**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** \_\_\_\_\_

RESIDENTIAL / COMMERCIAL CONSTRUCTION			Number	TOTAL
Application fee (non-refundable)			\$30.00	\$30.00
Per thousand				
	0 - \$5,000		\$10.00	
	\$5,001 - \$10,000		\$15.00	
	\$10,001 - \$20,000		\$20.00	
	\$20,001 - \$50,000		\$25.00	
	\$50,001 - \$100,000		\$30.00	
	\$100,001 and above		\$35.00	
Plan review				
	0 - \$5,000		\$40.00	
	\$5,001 - \$10,000		\$45.00	
	\$10,001 - \$20,000		\$50.00	
	\$20,001 - \$50,000		\$75.00	
	\$50,001 - \$100,000		\$125.00	
	\$100,001 and above		\$150.00	
Miscellaneous				
each	Shed		\$50.00	
each	Fences		\$70.00	
each	Roofing		\$100.00	
each	Swimming pools (above ground)		\$50.00	
each	Swimming pools (in-ground)		\$70.00	
each	Signs		\$80.00	
each	Demolitions (residential)		\$300.00	
each	Demolitions (commercial)		\$500.00	
INSPECTION/REGISTRATION FEES				
	Re-inspection		\$50.00	
	Annual registration fee		\$20.00	
	Administration fee		\$20.00	
<b>TOTAL COST</b>				