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# CHANGE OF OCCUPANCY PERMIT APPLICATION

DEPARTMENT OF PUBLIC SERVICES  
CHARTER TOWNSHIP OF NORTHVILLE  
44405 SIX MILE ROAD  
NORTHVILLE, MI 48168  
(248) 348-5830; Fax: (248) 348-5823

DATE RECEIVED STAMP

## A. PROJECT INFORMATION

Project Name	Address
Subdivision	Lot #

## B. IDENTIFICATIONS

### 1. OWNER or LEASEE

Name	Address		
City	State	Zip Code	Driver's License -Copy Required-
E-Mail Address	Telephone	Cell	Fax

### 2. ARCHITECT or ENGINEER

Name	Address		
City	State	Zip Code	
E-Mail Address	Telephone	Fax	
State of Michigan License Number	Expiration Date		

### 3. CONTRACTOR

Name	Address		
City	State	Zip Code	
E-Mail Address	Telephone	Cell	Fax
State of Michigan Builder's License Number (copy required)	Expiration Date	Driver's License Number (copy required)	
Federal Employer ID Number or Reason for Exemption			
Workers Compensation Insurance Carrier or Reason for Exemption			
MESC Employer Number or Reason for Exemption			

<b>Approved by:</b>	<b>Notes and Amendments:</b>
<b>Date:</b>	<b>Code Text:</b>

**A \$25 APPLICATION FEE IS REQUIRED WHEN SUBMITTING THIS FORM.**

**C. TYPE OF IMPROVEMENT**

- New Building                       Existing Building                       Addition / Alteration  
 Change of Occupancy Use Group: \_\_\_\_\_  
 Change of Use From \_\_\_\_\_ to \_\_\_\_\_  
 Total Square Footage of Improvement: \_\_\_\_\_

**D. PROPOSED USE OF BUILDING**

- # of Tenant Spaces \_\_\_\_\_                       Open to Public  
 Hours of Operation \_\_\_\_\_ to \_\_\_\_\_                       Open to Public  
 Open to Public

**E. CHECKLIST****WITH WORK**

- Scope of Work  
 Type or Scope of Business  
 Provide Layout of Interior  
 Provide Service Counter - Handicap Accessible  
 Provide Type of Construction  
 Provide Use Group  
 Sealed Plans - 2 Sets  
 Outside Storage; If allowed & is approved by Zoning District; Provide layout.  
 Architectural Sealed Drawings

**WITHOUT WORK**

- Type or Scope of Business  
 Provide Layout of Interior  
 Provide Service Counter - Handicap Accessible  
 Provide Copy of Contract to Lease or Letter From Owner to Occupy Space  
 Outside Storage. If allowed & is approved by Zoning District; Provide layout.

Total Square Feet of Floor Area (all floors based on exterior dimensions): \_\_\_\_\_

First Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ Garage \_\_\_\_\_ Basement \_\_\_\_\_ (F/UF) Other \_\_\_\_\_

Number of Off-Street Parking Spaces: Enclosed \_\_\_\_\_ Outdoors \_\_\_\_\_

 **CHANGE IN WATER & SEWER USE**

# of Bathrooms \_\_\_\_\_  Kitchen  Occupancy # \_\_\_\_\_

**F. TOTAL COST OF IMPROVEMENT:** \$ \_\_\_\_\_ (Labor and Materials)

**G. REGISTERED DESIGN PROFESSIONAL**

Michigan Building Code (MBC) Section 107.3.4.1 General. When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional who shall act as the registered design professional in responsible charge. If the circumstances require, the owner shall designate a substitute registered design professional in responsible charge who shall perform the duties required of the original registered design professional in responsible charge. The building official shall be notified in writing by the owner if the registered design professional in responsible charge is changed or is unable to continue to perform the duties. The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building. Where structural observation is required by MBC Section 1710, the inspection program shall name the individual or firms who are to perform structural observation and describe the states of construction at which structural observation is to occur. See also duties specified in MBC Section 1704.

I have read and agreed to the above statement.

Signature of Design Professional: \_\_\_\_\_ Date: \_\_\_\_\_

**H. HOMEOWNER AFFIDAVIT (FOR HOMEOWNER PERMIT ONLY)**

By signing below, I hereby certify the building 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 up, 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.

**I. APPLICANT SIGNATURE (also see page 4 for required signature)**

By signing below, 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 authorized agent and I agree to conform to all applicable laws of this jurisdiction. All information submitted with and 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 125.1523a 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 structure. Violations of Section 23a are subject to civil fines.**

Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **ATTENTION – IMPORTANT PERMIT INFORMATION**

When inspection of work completed, on an active permit, is conducted and a violation notice is issued, a follow-up re-inspection will be performed at no additional charge. When items previously identified in the violation notice have not been corrected, a re-inspection fee of \$50 can be assessed. This fee shall be paid before the re-inspection will be scheduled. Re-inspection fees may also be assessed for failure to cancel a requested inspection or when the inspection is scheduled, but not ready, when the inspector arrives on site.

All permits expire after six (6) months from date of last inspection or date of issuance where no activity on the permit has taken place.

When expired, Building, Electrical, Plumbing and Mechanical permits may be extended. Requests to extend an expired permit must be submitted to the Building Department in writing and justifiable cause demonstrated. The Building Official is authorized to grant, in writing, one (1) or more extensions of time. The Building Official is not required by the Building Code or Township Ordinance to approve extension requests.

Before an extension is granted, a special site inspection is required to determine if an extension is justifiable. A fee of \$65 is required for this inspection. Fee payment is required in advance.

If an extension is granted, the required fee payment will be assessed at \$50 or 15% of the original permit fee, whichever is greater. The extension assessment shall be applied separately for each expired permit.

The fee to cancel a permit is \$50 or 10% of the permit fee, whichever is greater, plus \$50 per each inspection completed at the time of cancelation.

Failure to obtain a final inspection and approval for any permit may result in a citation being issued to the permit holder. A personal appearance at 35<sup>th</sup> District Court will be required.

I have read and understand the information above regarding permits.

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Signature of Applicant