

# BUILDING PERMIT APPLICATION

Building Official  
 CITY HALL – 208 N. FIRST AVENUE  
 ALPENA, MICHIGAN 49707-2885  
 Telephone: (989) 354-1761 - FAX (989) 354-1709



**Applicant to Complete Numbered Spaces Only:**

Computer #		Date Received		Permit No.	
Job Address 1					
Owner 2		Address		Phone	
Contractor 3		Address		Phone	
Class of Work 4 <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Moved <input type="checkbox"/> Demolition <input type="checkbox"/> Sign					
Use of Building 5					
Describe Work 6					
Architect or Designer 7		Address		Phone	
Engineer 8		Address		Phone	
Change of Use From 9					
Change of Use to 10					
Valuation 11					
Material Schedule:		Studs      O.C.		State of Michigan License #      Expiration	
Rafters      O.C.		Ceiling Joist      O.C.		12 Federal I.D. # or Reason for Exemption	
Floor Joists      O.C.				13 M.E.S.C. Number or Reason for Exemption	
Footings/Size				14	
<b>NOTICE</b>		15			
SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING.		Workmen's Compensation Policy or Reason for Exemption			
THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.		<p><b>PROPERTY OWNER'S CERTIFICATE:</b></p> <p>I CERTIFY THAT THE WORK PROPOSED IS TO BE DONE BY MYSELF. THE WORK IS TO BE DONE ON MY PRINCIPAL RESIDENCE. I ASSUME ALL RESPONSIBILITY AND LIABILITY FOR SAID WORK.</p> <p>SECTION 23a OF THE STATE CONSTRUCTION CODE ACT OF 1972, 1972 PA 230, MCL 125.1523a, PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT LICENSING REQUIREMENTS OF THE 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.</p>			
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 THEIR AUTHORIZED AGENT. WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE IS ACCURATE TO THE BEST OF MY KNOWLEDGE.					
_____ Signature of Contractor or Authorized Agent		_____ (Date)		_____ Signature of Property Owner      (Date)	

# PLOT PLAN

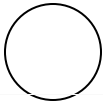
ADDRESS \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

SITE AREA \_\_\_\_\_ Sq. Ft. AREA OF SITE OCCUPIED BY BUILDINGS \_\_\_\_\_ Sq. Ft.

## INSTRUCTIONS TO APPLICANT

THIS FORM NEED NOT BE USED WHEN PLOT PLANS DRAWN TO SCALE OF NOT LESS THAN 1" = 20" ARE FILED WITH PERMIT APPLICATION. (EACH BUILDING SITE MUST HAVE A SEPARATE PLOT PLAN.)

FOR NEW BUILDINGS, PROVIDE THE FOLLOWING INFORMATION IN THE SPACE BELOW: LOCATION OF PROPOSED CONSTRUCTION AND EXISTING IMPROVMENTS, SHOWING BUILDING, SITE, AND SETBACK DIMENSIONS, SHOW EASEMENTS, FINISH COUTOURS OR DRAINAGE, FIRST FLOOR ELEVATION, STREET ELEVATION AND SEWER SERVICE ELEVATION. SHOW LOCATION OF WATER, SEWER, GAS AND ELECTRICAL SERVICE LINES, SPECIFY THE USE OF EACH BUILDING AND MAJOR PORTION THEREOF.



INDICATE NORTH IN CIRCLE

I/We certify that the proposed construction will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval

NAME (S) OF OWNER (S) OF SITE & STRUCTURE (S) (PRINT)

SIGNATURE OF OWNER (S) OR AUTHORIZED REPRESENTATIVE

**DO NOT WRITE BELOW THIS LINE**

APPROVED  
AS NOTED \_\_\_\_\_

ZONING  
APPROVAL \_\_\_\_\_

DATE \_\_\_\_\_

CITY OF ALPENA BUILDING DEPARTMENT

**I UNDERSTAND AND AGREE TO COMPLY WITH THE REQUIREMENTS OUTLINED BELOW AS A CONDITION OF OBTAINING A BUILDING PERMIT:**

1. All work to be done in compliance with the 2015 residential or building code as applicable.
2. 24-48 hour advanced notice required for most inspections.
3. It is my responsibility to call for inspections as circled on the weather card.
4. Failure to contact the building department for a circled inspection may result in removal of portions of new work in order to perform inspections.
5. Permits are valid for one year from date of issuance, providing work starts within six months from issue date.
6. Expired permits may be subject to additional fees in order to obtain a final inspection.
7. It is illegal to use and/or occupy any structure requiring a certificate of occupancy due to the new construction.

PRINT  
NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_ DATE \_\_\_\_\_