

3338 Coolidge Berkley, Michigan 48072 (248) 658-3320 FAX (248) 658-3321 www.berkleymich.org

## **ACCESSORY STRUCTURE APPLICATION**

Application for a permit to (Describe what ye	ou are proposing to do):
Work being done at:	
Address:	Day Telephone:
Name of Property Owner:	Size of New Structure:
Subdivision	Lot No Lot Size
Contractor/Applicant:	
Company Name:	
License Holder:	
Address:	City: State/zip:
Telephone:	EMAIL:
Federal Employer ID number:	Contractors License Number & Expiration:
If contractor is not pulling the permit in person,	a letter of authorization must be present to obtain a permit.
Authorized person (not the contractor):	Drivers License Number:
Cost by Owner: \$	Value by Department: \$
Requirements:	
Residential: Two (2) sets of plans. 2) Site plan re	equired, minimum size 8 1/2 x 11 inch paper.
Commercial: Site Plan Approval by the Planning C	Commission required.
	nderstanding that typically two inspections will be required. If additional inspectors being locked out, a \$30 reinspection fee will be charged.
I agree to repair any damage done to public or	private property.
	dition that the said construction shall, in all respects, conform to the zoning ordinance, regulating the construction and use of building tion of any provisions of said ordinances."
Signature	Print Name Signed
Date Received	Received by (Department Representative)
Department use only:	
Approved Stipula	ations Date

## CITY OF BERKLEY BUILDING DEPARTMENT HOMEOWNER PERMIT

Michigan State Law gives a homeowner who lives or intends to live in a single family house an exemption that allows him to act as his own contractor for that single family house

This means that a homeowner may obtain a permit for work at his own home. If you choose to act as your own contractor and obtain the required permits, please be aware of the following:

- As the permit holder, you incur all of the liability and all of the responsibility that a licensed contractor would normally assume.
- The City of Berkley cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the permit you obtained.
- As the permit holder, it is your responsibility to have a complete understanding of the current codes.
- As the permit holder, you are responsible to correct any code violations regardless of whether or not a contractor or other persons did the work under the permit you obtained.
- As the permit holder, you are responsible for completing the job under the permit you obtained.

I have read and understand the conditions set forth by the State of Michigan for the issuance of a permit to a homeowner.

(Print Name)	(Address)
(Signature)	(Date)
(Driver's License Number)	(Date of Birth)
(Phone Number)	EMAIL

<sup>\*</sup> Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws