



3338 Coolidge  
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[www.berkleymich.org](http://www.berkleymich.org)

## BUILDING PERMIT APPLICATION

**Application for a permit to:**

Commercial\_\_\_\_ Residential\_\_\_\_ Demo\_\_\_\_ New Construction\_\_\_\_ Addition\_\_\_\_ Alteration\_\_\_\_ SPRINKLED Y / N

**Describe Proposed Project:** \_\_\_\_\_

**Work being done at:**

Address:\_\_\_\_\_ Day Telephone:\_\_\_\_\_

Name of Property Owner:\_\_\_\_\_ Size of New Structure:\_\_\_\_\_

Zoning:\_\_\_\_\_ Subdivision:\_\_\_\_\_ Lot No.:\_\_\_\_\_ Lot Size:\_\_\_\_\_

**Contractor/Applicant:**

Company Name:\_\_\_\_\_

License Holder:\_\_\_\_\_

Address:\_\_\_\_\_ City:\_\_\_\_\_ State/Zip:\_\_\_\_\_

Telephone:\_\_\_\_\_ EMAIL Address:\_\_\_\_\_

Estimated Cost of Construction: By Applicant: \$ \_\_\_\_\_

**Plan review fees must be paid before review can begin. Final review fees may be higher based on confirmation of the construction cost. Cancelled plan reviews will not be refunded.**

**Requirements:**

A copy of your insurance must be on file for all contractors doing work in our city.

**Residential:** Two (2) sets of plans, minimum size 8 1/2 x 11 inch paper.

**Commercial:** Two (2) sets of plans (one (1) 11x17), sealed by a Licensed Architect or Engineer in accordance with 1980, PA299.

**AND**

**PDF (300 dpi or higher) of plans are required to be submitted to: [building@berkleymich.net](mailto:building@berkleymich.net)**

I agree to repair any damage done to public or private property.

**“This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances.”**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

**Refund Policy:** Upon request, all cancelled permits with no inspections will be refunded at 50% of the permit costs with a minimum refund of \$25.00. Permit fees will not be refunded after inspections have been completed.

**Department use only:** USE GROUP \_\_\_\_\_ CONST. TYPE \_\_\_\_\_ Value by Department: \$ \_\_\_\_\_

\_\_\_\_\_  
 Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Permit Number: \_\_\_\_\_

Stipulations: \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Date \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Inspections: \_\_\_\_\_  
 Bond: \_\_\_\_\_  
 Registration: \_\_\_\_\_  
 Plan Review: \_\_\_\_\_  
 Total: \_\_\_\_\_

**CONTRACTOR PERMITS**

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Federal Employer ID Number  
or Reason for Exemption: \_\_\_\_\_

Workers Comp Insurance Carrier  
or Reason for Exemption: \_\_\_\_\_

MESC Employer Number  
or Reason for Exemption: \_\_\_\_\_

**“Section 23a of the state construction codes act of 1972, Act. No. 230 of 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 person who perform work on residential building or a residential structure. Violations of section 23a are subjected to civil fines.”**

**A copy of your certificate of insurance must be on file with the building division before any permits will be issued.**

\_\_\_\_\_  
**Signature of Contractor**

\_\_\_\_\_  
**Date signed**

**HOMEOWNER PERMITS**

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Section 23a of the state construction codes act of 1972, Act. No. 230 of 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 person who perform work on residential building or a residential structure. Violations of section 23a are subjected to civil fines.”**

**Homeowner guarantees that work is being done by homeowner or immediate family and will not be contracted out; also this will not be a rented property.**

\_\_\_\_\_  
**Signature of Homeowner**

\_\_\_\_\_  
**Date signed**