



3338 Coolidge
 Berkley, Michigan 48072
 (248) 658-3320
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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, sealed by a Licensed Architect or Engineer in accordance with 1980, PA299.

PDF of plans are required to be submitted to: 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 _____	Date _____
Permit Number: _____		Fee: _____
Stipulations: _____		Inspections: _____
		Bond: _____
		Registration: _____
		Plan Review: _____
Received by _____	Date _____	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



Building & Planning
3338 Coolidge Hwy
Berkley, MI 48072
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Fax: 248-658-3301
www.berkleymich.org

CITY OF BERKLEY, MICHIGAN

MINIMUM REQUIREMENTS

WOODEN DECKS AND PORCHES

In order to establish the minimum requirements for building a wooden deck or porch it is necessary to understand the terminology used in their construction. Please read the following definitions carefully before proceeding any further:

- CONCRETE FOOTINGS:** Supports that carry the weight of the deck and holds the deck posts in place. The code requires that they be a minimum of 42 inches below grade. Post anchors, if used, should be made of galvanized steel to resist corrosion.
- POSTS** Members that transfer the weight of the deck to the footings. They are attached to post anchors with galvanized nails, and to the beams with lag screws.
- BEAMS** The main structural supports for the deck usually made from a pair of 2 x 8 or 2 x 10 boards attached to the deck posts.
- LEDGER** A board, generally a 2 x 8 or larger, depending on the size of the deck that anchors an attached deck to the house. Ledgers support one end of all joists.
- JOISTS** Members that support the decking. For an attached deck the joists are fastened at one end to the ledger and at the other end to the header joists. The outside joists and the header joist may be covered with a facing board for appearance. **ALL JOISTS MUST BE SUPPORTED BY EITHER JOIST HANGERS OR AN EQUIVALENT SYSTEM.**
- DECKING** The boards that make up the floor of the deck. They are attached to the joists with galvanized nails or screws.
- RAILING** The railing consists of four parts: the top and bottom rails, railing posts and balusters. The railing posts must be attached to the header and outside joists. The balusters are located between the bottom rail and top rail (cap); horizontal spacing between these members shall be a maximum of four inches (4"). **HANDRAILS** are required on every set of stairs having four or more risers. **GUARDRAIL** is required on all porches, balconies, decks or raised floor surfaces located more than thirty inches (30") above grade.
- STAIRWAY** A pair of stringers fastened to the side of the deck, and a series of treads attached to the stringers.

It is recommended that all the wood that is used for outside projects be either "naturally durable" such as redwood or cedar or "pressure treated" for resistance to water. It is required that any wood that comes in contact with the ground or is located less than eight inches (8") from the ground, that any beam closer than twelve inches (12") to the ground and that any joist closer than eighteen inches (18") to the ground be "naturally durable or pressure-treated".

All fastening devices, nails, lag screws, joist hangers, post anchors, etc. should be made of galvanized steel or an equivalent corrosion resistant material.

Span Limit Tables for Deck Lumber

Recommended Post Size:

Choose post size by finding the load area for the deck. To find the load area, multiply the distance between beams by the distance between posts. For example, on a deck that has one beam spaced 10 feet from the ledger, with posts spaced 7 feet apart, the load area is 70.

Load Area

Multiply distance between beams (feet)
times the distance between posts (feet)

Deck Height	48	72	96	120	144
Up to 6 ft	4 x 4	4 x 4	6 x 6	6 x 6	6 x 6
More than 6 ft	6 x 6	6 x 6	6 x 6	6 x 6	6 x 6

Maximum Beam Span Between Posts:

Maximum beam span depends on the size of the beams and their spacing. For example, a deck with a 4x8 beam, and joists that span 12 feet should have posts that are no more than 7 feet apart.

Beam Size	Joist Span			
	6 ft	8 ft	10 ft	12 ft
4 x 6 (two 2x6s)	8 ft	7 ft	6 ft	5 ft
4 x 8 (two 2x8s)	10 ft	9 ft	8 ft	7 ft
4 x 10 (two 2x10s)	12 ft	11 ft	10 ft	9 ft
4 x 12 (two 2x12s)	14 ft	13 ft	12 ft	11 ft

Maximum Joist Span Between Supports:

Maximum joist span between supports depends on the size of the joists and the spacing between joists. For example, a deck with 2x8 joists spaced 16" apart requires supports no more than 12'10" apart. On a cantilevered deck, the joists may extend past the beam by a distance equal to one-third the total length of the joists.

Joist Size	Joist Spacing (on center)		
	12"	16"	24"
2 x 6	11' 7"	9' 9"	7' 11"
2 x 8	15' 0"	12' 10"	10' 6"
2 x 10	19' 6"	16' 5"	13' 4"

Recommended Decking Span Between Joists: Decking boards can be made from a variety of lumber sizes. For a basic deck use 2x4 or 2x6 lumber with joists spaced 16" apart.

Decking Boards	Recommended Span
1x4 or 1x6, laid straight	16"
1x4 or 1x6, laid diagonal	12"
2x4 or 2x6, laid straight	16"
2x4 or 2x6, laid diagonal	12"
2x4, laid on edge	24"

Recommended Railing Sizes: Size of posts, rails, and caps depends on the spacing of the railing posts. For example, if railing posts are spaced 6 feet apart, use 4x4 posts and 2x6 rails and caps.

Space Between Railing Posts	Post Size	Cap Size	Rail Size
2 ft to 3 ft	2 x 4	2 x 4	2 x 4
3 ft to 4 ft	4 x 4	2 x 4	2 x 4
4 ft to 6 ft	4 x 4	2 x 6	2 x 6

Minimum Stair Stringer Sizes:

Size of stair stringers depends on the span of the stairway. For example, if the bottom of the stairway lies 7 feet from the deck, build the stringers from 2 x 12s.

Span of Stairway	Stringer Size
Up to 6 ft	2 x 10
More than 6 ft	2 x 12



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HANDRAIL/GUARDRAIL REQUIREMENTS

Residential handrail and guardrail requirements—other specifications may be required

Stair treads and risers

Riser height—The maximum riser height shall be 8 ¼ inches (210 mm). The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm).

Tread depth—The minimum tread depth shall be nine inches (229 mm). The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). Winder treads shall have a minimum tread depth of ten inches (254 mm) measured as above at a point 12 inches (305 mm) from the side where the treads are narrower. Winder treads shall have a minimum tread depth of six inches (152 mm) at any point. Within any flight of stairs, the greatest winder tread depth at the 12-inch (305 mm) walk line shall not exceed the smallest by more than 3/8 inch (9.5 mm).

Height

Guards required. Porches, balconies or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 36 inches (914 mm) in height. Open sides of stairs with a total rise of more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads.

Porches and decks which are enclosed with insect screening shall be provided with guards where the walking surface is located more than 30 inches (762 mm) above the floor or grade below.

Guard opening limitations. Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of sphere four inches (102 mm) or more in diameter.

Exceptions:

1. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere six inches (152 mm) cannot pass through.
2. Openings for required guards on the sides of stair treads shall not allow a sphere 4 3/8 inches (107 mm) to pass through.

Height: Handrails shall not be less than 34 inches (864 mm) nor more than 38 inches (965 mm), measured vertically, above the leading edge of the treads or above the finished floor of the landing or walking surfaces.

Exceptions:

1. Handrails that form part of a guard shall have a height not less than 34 inches (864 mm) and not more than 42 inches (1067 mm).
2. Handrails within individual dwelling units shall not be less than 30 inches (762 mm) nor more than 38 inches (965 mm), measured vertically, above the leading edge of the treads or above the finished floor.

Handrail grip size—All required handrails shall be of one of the following types or provide equivalent grasp ability.

1. **Type I**--Handrails with a circular cross section shall have an outside diameter of at least 1 ¼ inches (32 mm) and not greater than two inches (51 mm). If the handrail is not circular it shall have a perimeter dimension of at least four inches (102 mm) and not greater than 6 ¼ inches (160 mm) with a maximum cross section of dimension of 2 ¼ inches (57 mm).
2. **Type II**—Handrails with a perimeter greater than 6 ¼ inches (160 mm) shall provide a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of ¾ inch (19 mm) measured vertically from the tallest portion of the profile and achieve a depth of at least 5/16 inch (8 mm) within 7/8 inch (22 mm) below the widest portion of the profile. This required depth shall continue for at least 3/8 inch (10 mm) to a level that is not less than 1 ¾ inches (45 mm) below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 1 2/4 inches (32 mm) to a rail above the recess shall be 1-¼ inches (32 mm) to a maximum of 2 ¾ inches (70 mm). Edges shall have a minimum radius of 0.01 inches (0.25 mm).

Handrails required on all steps with four (4) or more risers. Guardrails required along open sided walking area (porch or landings) located more than 30 inches above floor or grade below.

Last Updated: June 20, 2023

Construction Permit Fees

Construction Permits	
Registration	
Residential Builder	\$ 35.00
Residential Maintenance and Alteration	\$ 35.00

Building Permit Fee		
Based on Construction Value	\$ 1.00 - \$ 1,000.00	\$ 50.00
	Each Additional \$ 1,000.00	\$ 20.00
	First Inspection	\$ 50.00
	Each Additional Inspection	\$ 45.00
	Re-Inspection Fee	\$ 35.00
	Reinstatement	\$50.00

Cash Builders Bond	
\$ 1,000.00 - \$ 5,000.00	\$ 50.00
\$ 5,001.00 - \$ 10,000.00	\$ 75.00
\$ 10,001.00 - \$ 50,000.00	\$ 100.00
\$ 50,001.00 - \$ 100,000.00	\$ 500.00
\$ 100,001 - up	\$ 800.00

Concrete Certificates		
When no additional permit is obtained	Registration of Cement Contractor	\$ 35.00
	Sidewalk	\$ 65.00
	Sidewalk Bond	\$ 200.00
	Driveway Approach	\$ 65.00
	Pavement Break Permit (saw cut only)	\$ 40.00
	Refundable Bond (required)	\$ 1,500.00
	Curb Cut – per lineal foot	\$ 8.00
	First Inspection	\$ 50.00
	Each Additional Inspection	\$ 45.00
	Initial Concrete Certificate and Inspection Fee NOT TO EXCEED	\$ 200.00

Driveway Permit Certificate (new or replaced)/Service Walk	\$ 70.00
Fence Permit	\$ 60.00

Liability Insurance Requirements for all contractors	
One Person	\$ 100,000.00
Each Occurrence	\$ 300,000.00
Property damage, each occurrence	\$ 10,000.00

Swimming Pools		
Swimming Pool Contractor Registration		\$ 35.00
Above Ground Pool		\$ 30.00
	One Inspection	\$ 50.00
	Electrical Permit (<i>one inspection</i>)	\$ 45.00
	Bond	\$ 50.00
	Total	\$ 175.00

Inground Pool		\$ 40.00
	Two Inspections	\$ 95.00
	Electrical Permit (two inspections)	\$ 80.00
	Bond	\$ 50.00
	Total	\$ 265.00

Wrecking		
Registration of Wrecking Contractor		\$ 35.00
Accessory Structure		\$ 40.00
Single Family Detached Dwelling		\$ 100.00
Multiple Family and Non – Residential Construction		\$ 150.00
Concrete Cost Due to Sewer Retirement	Sidewalk	\$500.00 / \$2,500.00 / \$5,000.00
Concrete Cost Due to Sewer Retirement	Sidewalk	\$500.00
	Half Road	\$2,500
	Full Road	\$5,000

Cash Bond	
Cash Bond	\$ 1,000.00
Two Inspections Required	\$ 95.00

Shed	
Shed – 36 sq. ft. or larger	\$ 20.00
Two Inspections Required	\$ 95.00
Total Shed Permit	\$ 115.00

Housing Moving		
Housing Moving	Registration of House Moving Contractor	\$ 35.00
	House Moving Permit	\$ 200
	Inspection (<i>in city before moving</i>)	\$ 100
	Inspection (<i>out of city before moving</i>)	\$ 100
	Housing Moving Bond (<i>site to site</i>)	\$ 5,000
	House Finishing Bond	\$ 1,500.00

Plan Examination Fees		
Initial Plan Reviews		
Building Structures within value of:	\$ 0 - \$ 1,000.00	\$ 80.00
	\$ 1,001.00 - \$ 10,000.00	\$ 100.00
	\$ 10,001.00 - \$ 175,000.00	\$ 250.00
	\$ 175,001.00 and over	0.0015 x Construction Value + 20% for Third Party Reviews
Conceptual Review by Third Party Consultant		Consulting Cost + 20% (Minimum \$50)
Revised Plans		\$50.00

Fire Marshal Review Fees

Plan Review Fee (per hour)	\$ 35.00
Fire Alarm Plan Review (<i>Sprinkler, including inspection</i>)	\$ 75.00
Fire Alarm Pan Review (<i>Alarm, including inspection</i>)	\$ 75.00
Hood Suppression System Plan Review (<i>all submission</i>)	\$ 75.00

Vacant Structures

Single Family	Registration and inspection	\$ 200.00
Multiple Family (Biennial) – First Unit	Registration and inspection	\$ 200.00
	Each additional Multiple Family unit	\$ 30.00
Non-Residential Building (Biennial)	Registration and Inspection	\$ 200.00
Second Re-Inspection (billed only when required)		\$ 30.00