



# BUILDING APPLICATION

INSPECTIONS . . . . . 248-626-1601

PERMIT NO. 2019- \_\_\_\_\_

DATE STAMP

32325 Franklin Rd • Franklin MI 48025-1199 • Phone (248) 626-9666 • Fax (248) 626-0538

The undersigned hereby applies for a permit to (describe project)

\_\_\_\_\_

\_\_\_\_\_

Current market value of project \$ \_\_\_\_\_

Square Feet \_\_\_\_\_

**SUBMIT CHECKLIST WITH APPLICATION**

<b>I. LOCATION OF PROJECT</b>		Historic District ? <input type="checkbox"/> yes <input type="checkbox"/> no	Zoning District
Address: _____			
<b>II. PARCEL IDENTIFICATION #</b>			
<b>A. OWNER OR LESSEE</b>			
Name: _____		Telephone No: _____	
Address: _____	City: _____	State: _____	Zip Code: _____
<b>B. ARCHITECT OR ENGINEER</b>			
Name: _____		Telephone No: _____	
Address: _____	City: _____	State: _____	Zip Code: _____
License No: _____		Expiration Date: _____	
<b>C. CONTRACTOR</b>			
Name: _____		Telephone No: _____	
Address: _____	City: _____	State: _____	Zip Code: _____
License No: _____		Expiration Date: _____	
Federal Employer Number or Reason for Exemption: _____			
Worker's Comp Insurance Carrier or Reason for Exemption: _____			
MESC Employer Number or Reason for Exemption: _____			
<b>III. TYPE OF IMPROVEMENT AND PLAN REVIEW</b>			
<b>A. TYPE OF IMPROVEMENT</b>			
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition / Remodel	<input type="checkbox"/> Demolition	<input type="checkbox"/> Property <input type="checkbox"/> Other
<b>B. REVIEW(s) TO BE PERFORMED</b>			
<input type="checkbox"/> Building / Trades	<input type="checkbox"/> Engineering	<input type="checkbox"/> Arborist	<input type="checkbox"/> Legal <input type="checkbox"/> Other

**IV. PERMIT PROPOSAL**

**A. RESIDENTIAL BUILDING – show most recent use**

One Family  Detached Condominium - number of units \_\_\_\_\_

Attached Garage  Detached Garage  Other (describe) \_\_\_\_\_

**B. NON-RESIDENTIAL BUILDING – show most recent use**

Church, Religious  Public Utility  Restaurant  
 Service Station  School, Library, Educational  Grocery  
 Office, Bank, Professional  Store, Mercantile  Other (describe) \_\_\_\_\_

**C. PROPERTY – Describe proposal in detail** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. SELECTED CHARACTERISTICS FOR BUILDING PERMIT**

**A. PRINCIPAL TYPE OF FRAME**

Masonry, Wall Bearing  Wood Frame  Structured Steel  
 Reinforced Concrete  Other (describe) \_\_\_\_\_

**B. PRINCIPAL TYPE OF HEATING FUEL**

Gas  Oil  Electricity  Coal  Other \_\_\_\_\_

**C. TYPE OF SEWAGE DISPOSAL**

Pressure Sewer System  Septic System

**D. TYPE OF WATER SUPPLY**

Public or Private Company  Private Well or Cistern

**E. TYPE OF MECHANICAL**

Will there be air conditioning?  yes  no Will there be an elevator?  yes  no

**F. DIMENSIONS**

First Floor (sq ft) \_\_\_\_\_ Garage / Accessory (sq ft) \_\_\_\_\_  
Second Floor (sq ft) \_\_\_\_\_ Total Building Area (sq ft) \_\_\_\_\_  
Basement (sq ft) \_\_\_\_\_ Total Land Area (sq ft) \_\_\_\_\_

**G. NUMBER OF OFF-STREET PARKING SPACES**

Enclosed \_\_\_\_\_ Outdoors \_\_\_\_\_

**VI. APPLICANT INFORMATION:**

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name:		Telephone No.	
Address:	City:	State:	ZIP:
Federal ID no. (if applicable)			

**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 we agree to conform to all applicable laws of the State of Michigan. All information submitted 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 perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

<b>Signature of Applicant</b>	<b>Print Name</b>	<b>Application Date</b>
<i>Checks accepted only as a conditional payment. If not honored by bank, permit is unpaid and subject to penalties.</i>		

**VII. FOR INTERNAL USE ONLY**

	REQUIRED	APP / REJ	DATE	BY	
<b>A ~ BUILDING PERMIT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>B ~ CULVERT PERMIT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>C ~ FENCE PERMIT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>D ~ FLOODPLAIN PERMIT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>E ~ LANDFILL PERMIT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>F ~ SOIL EROSION PERMIT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>G ~ TREE REMOVAL PERMIT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>H ~ WETLANDS PERMIT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>I ~ HISTORIC DISTRICT</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>J ~ ZONING BOARD **</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				

**\*\* Zoning District**                      **Required Setback**    \_\_\_\_\_ **Front** \_\_\_\_\_ / \_\_\_\_\_ **Side** \_\_\_\_\_ **Back**  
 \_\_\_\_\_ **Proposed Setback**    \_\_\_\_\_ **Front** \_\_\_\_\_ / \_\_\_\_\_ **Side** \_\_\_\_\_ **Back**

**Approved by:**

(signature)

**VILLAGE OF FRANKLIN BUILDING OFFICIAL**

**No Rocks or Stone Mailboxes Shall be put in the Right-of-Way**

**Expiration of Permit:** A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A permit will be closed when no inspections are requested and conducted within 6 months of the date of issuance or the date of a previous inspection. Closed permits cannot be refunded or reinstated.

## BUILDING CHECKLIST

### **ADDRESS:**

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Your application will be submitted to the Village Engineer for Grading Review prior to building plan review for new home construction.

#### **Permit Application**

- Completed application, signed and dated
- Proof of ownership (ie: copy of title insurance policy)
- Current market value of proposed construction indicated
- Square footage indicated
- Homeowner's Permit requires signed and dated Home Owner's Affidavit on file
- Builder's Registration – copy builder's license and driver's license on file
- Permit application fee
- Bond / Deposit amount of \$ \_\_\_\_\_
- Is project located in the Historic District?
  - yes - submit to Historic District Commission for review
  - no
- TWO** copies of certified plot plan indicating:
  - Dimensions of all property lines – indicate any easements
  - Dimensions of existing and proposed work
  - Setback dimensions of all yards
  - Well location
  - Location of septic system or pressure sewer facility
  - Storm Water Calculation for New House or Significant Impact Building
  - % of Lot Coverage            A. Building    B. Non Permeable Area
- TWO FOLDED** copies of construction plans – signed & sealed by licensed architect
- Two copies of building specifications (where applicable)

#### **Culvert Permit**

- Completed application / checklist
- Application Fee of \$ \_\_\_\_\_
- Engineering / Consultant Review

#### **Fence Permit**

- Completed application / checklist
- Application Fee of \$ \_\_\_\_\_
- Engineering / Consultant Review

**NOTE:** pool permit will not be  
finalized nor bond refunded until  
fence is installed and approved

#### **Floodplain Permit**

- Completed application / checklist
- Application Fee of \$\_\_\_\_\_
- Engineering / Consultant Review
- Copy of MDEQ Floodplain Permit

**Landfill Permit** (addition or subtraction of 10 cubic yards of fill)

- Completed application / checklist
- Application Fee of \$\_\_\_\_\_
- Engineering / Consultant Review

**Sanitary System**

- Septic System
  - Copy of current Septic Operating Permit
  - Approval from OCHD indicating septic will support remodel / addition
- Pressure Sewer System
  - Application/Plan Review Fee \$ \_\_\_\_\_
  - Engineering / Installation Fees of approximately \$12,450 - \$15,000
  - Plan Review from OCDC for Placement
  - Pressure Sewer Easement Agreement – signed and dated

**Soil Erosion Permit** (property: over 1 acre OR within wetlands OR has storm drain)

- Completed application / checklist
- Application Fee of \$\_\_\_\_\_
- Engineering / Consultant Review
- Copy of Oakland County Water Resource Commission Permit

**Tree Removal / Replacement Permit or Tree Waiver Affidavit**

- Completed application / checklist
- Application Fee of \$\_\_\_\_\_
- Engineering / Consultant Review - **OR**
- Affidavit confirming no trees will be disturbed during construction

**Well**

- Use existing well
- Abandon existing well
- Install new well
  - Copy of Oakland County Health Department analysis of water

**Wetlands Permit**

- Completed application / checklist
- Application Fee of \$\_\_\_\_\_
- Engineering / Consultant Review

**THIS LIST ACCURATELY DESCRIBES ALL WORK DONE AT THIS ADDRESS**

## REQUIRED INSPECTIONS

The following is a list of required inspections necessary for issuance of a Certificate of Occupancy in the Village of Franklin.

1. Footings: Trench, spread, interior bearing wall and/or exterior wall footings
2. Electrical - Temporary connect
3. Backfill
4. Mechanical - Gas line test
5. Plumbing - Underground: drain, waste and vents
6. Exterior foundation drains
7. Waterproofing or Damp-proofing
8. Basement slab - stone, gravel, wire mesh, visqueen
9. Garage Slab - compaction
10. Electrical - Rough
11. Mechanical - Rough: H.V.A.C. & Gas
12. Mechanical - Rough: Pre-fab fireplace
13. Plumbing - Rough: water, tub & shower sets
14. Brick - Flashing & Weep Holes
15. Rough framing
15. Pressure Sewer System / Sewer Lines
16. Insulation
17. Electrical -Final
18. Plumbing - Final: including well pump / water report from OCHD
19. Mechanical & H.V.A.C. - Final
20. Mechanical - Final: pre-fab fireplace
21. Final Grade and Trees
22. Final Building

*\* Any low voltage violations will be directed to the building permit holder. Re-inspections for violations will be the responsibility of the building permit holder.*

The above are customary inspections. Not all projects require all of the above inspections. Some projects may be unique, requiring additional inspections as stipulated by the building official.

VILLAGE OF FRANKLIN  
INSTRUCTION SHEET ~ SURVEY AND SITE DRAINAGE PLAN

To expedite the review of plans, the following requirements are provided to aid the surveyor in preparing his survey and the site drainage plan for building sites:

All plans must bear the seal of a land surveyor who is registered to practice in the State of Michigan.

Elevation to be shown:

- Existing and proposed grades around perimeter of lot
- Existing and proposed grades at building corners
- Proposed first floor
- Finish grade at adjacent buildings
- Ditch or swale line
- Road centerline and edge
- Surrounding area 50' beyond site limits (Contours on 1' intervals or elevations to 0.1' on a grid of 25' or less)

Dimensions to be shown:

- Site boundaries
- Proposed setbacks and side yards
- Front setbacks
- Natural Feature Setback (radius of 25' along wetland line)

Additional information to be shown:

- Legal description
- Benchmark
- Right-of-Way width
- Proposed drain pattern
- Wetland designation (Wetland designation line must be flagged on site)
- All existing and proposed utilities
- All easements
- All trees to be removed (Tree Removal / Replacement Application)

The drawing shall include a location map.

The directional arrow for "North" shall point top of page.

The scale is to be an engineer's scale from 1" - 10' to 1" - 40'.

The final building grade shall be established and maintained at an elevation that will provide a minimum 2 ½% to 5% slope away from the building or house. The balance of the building or house site shall be graded to provide positive surface drainage from that point to the street, ditch or other drainage course.

No surface or roof drainage, which creates a nuisance to the owners of occupants or adjacent premises, is permitted.

All grades must be maintained and information provided prior to building permit issue.

**VILLAGE OF FRANKLIN**

**MASTER FEE SCHEDULE adopted March 9, 2009**

**BUILDING PERMIT**

**APPLICATION FEE - A non-refundable fee shall accompany each permit application. This fee shall be credited to the approved permit fee.**

- (a) New Commercial Buildings.....\$2,000
- (b) New Residential Buildings (.33/SQ FT OR MIN).....\$1,500
- (c) New Residential (Accessory) Buildings (.31/SQ FT OR MIN)....\$200
- (d) Commercial Additions / Alterations.....\$500
- (e) Residential Additions / Alterations (.31/SQ FT OR MIN).....\$100

**CONTRACTOR REGISTRATION - annual fee.....\$25**

**BUILDING PERMIT RENEWAL**

- (a) New Commercial Buildings..... \$500
- (b) New Residential Buildings.....\$300
  
- (c) New Residential (Accessory) Buildings.....\$100
- (d) Commercial Additions / Alterations..... \$175
- (e) Residential Additions / Alterations.....\$150

**BUILDING PERMIT VALUATION - The permit fee shall be based on the estimated market value of construction, based on Marshall Swift as updated. At final Building Inspection, total market value will be adjusted with fee pursuant to (a) below**

- (a) \$8 per \$1000 Estimated Total Market Value of Construction....Permit Fee
- (b) Permit Fee includes one inspection and one re-inspection (if necessary) for each stage of construction. Any further re-inspections or no one home shall require a re-inspection fee at \$55 each.
- (c) Minimum Permit Fee.....\$100.00
- (d) Work Prior to Obtaining a Permit.....Permit Fee x 2

**CANCELLATION OF PERMIT - On cancellation of building permit, all application fees, plan review fees, \$50 for each inspection performed and 25% of the building permit fee shall be retained by the Village of Franklin; the remaining building permit fee and 100% of the bond shall be returned to the applicant.**

**CERTIFICATE OF OCCUPANCY REQUEST -**

- (a) Extension of Temporary Certificate of Occupancy - each request...\$50

**CONSTRUCTION BONDS - Upon cancellation, return or refund of building and/or construction bonds, the applicant shall not be entitled to interest.**



- (a) New Commercial Building.....\$5,000
- (b) New Residential Building.....\$1,500
- (c) New Non-Residential (Accessory) Building.....\$1,500
- (d) Commercial Additions / Alterations.....\$2,000
- (e) Residential Additions / Alterations.....\$200
- (f) Non-Residential Additions / Alterations.....\$200

**PLAN REVIEW FEE -**

- (a) Permit Fee x 25%.....Plan Review Fee
- (b) Minimum Plan Review Fee.....\$50
- (c) In the case of site plans associated with Planning Commission and/or Zoning Board of Appeals a \$150 fee is required prior to agenda posting for each meeting.
- (d) For projects taking place on other than single family uses:
  - 1. Planning/Engineering/Legal/Building Official...2,500 Per
  - C Consultant Escrow

This is an estimate of Site Plan review costs and Stormwater M Management review.

a Any remaining balance will be refunded upon completion of project. Petitioner is responsible for any charges over the collected amount and required to keep a minimum of \$1,000 in escrow account.

  - 2. Where review of documents is performed by outside consultants, the applicant shall be responsible for all CONSULTING FEES incurred by the Village of Franklin PLUS a 10% administration fee.

**REINSPECTION FEE.....\$55**

**WORK STARTED WITHOUT PERMIT** - for work started prior to the issuance of a building permit, the fee shall be charged at a rate of two (2) times the usual permit fee.

**SPECIAL INSPECTIONS** - Inspection performed by building, electrical, plumbing or HVAC inspectors .....\$50 per hour, 1 hr minimum

**BUSINESS LICENSE**

The Village of Franklin Charter Chapter II, Sections #8 and #9, and Village of Franklin Codified Ordinance Chapter 810 shall regulate the licensing of all trades, professions, businesses and/or privileges. The license fee is established at the discretion of Council and shall be an annual fee in the amount of.....\$25

**CONSULTING FEE**

Where documents are reviewed or inspections are performed by outside consultants, the applicant shall be responsible for 100% of fees PLUS a 10% administrative fee.