



City of Lathrup Village
Building Department
27400 Southfield Rd

Phone (248) 557-2600
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A HERITAGE OF GOOD LIVING

Office Use Only	
Application Date:	
Permit #:	
Building Official	
Approved	
Not Approved	

Building Permit Application					
Job Address:				Parcel #	
Property Zoning District:					
Type of Construction	✓	Residential	✓	Commercial	✓
New		Primary Structure		Building	
Alter		Addition		Addition	
Remodel		Garage		Parking Lot	
Repair/Replace		Roof		Other	
Other Permits Required for Project:					
Electrical		Plumbing		Mechanical	
Property Owner Information					
Name:			Day Phone:		
Address (If different from Job Location):					
Email Address:					
Applicant Information					
Company Name:					
Address:				Zip Code:	
Email Address:					
Contractor's License #:			Expiration:		
License Holder Name:				Phone:	
Interest in Project (Circle One):	Contractor		Architect		Engineer
Scope of Work Narrative (Please outline exactly what this permit will cover and Use of Building):					
Total Estimated Value of the Scope of Work:				\$	
Description of Project:					
Application Checklist (Please Indicate All Items Submitted)					
Application Material	✓	If Not Provided, Why?			
Completed Building Permit Application	☐				
\$50 Non-Refundable Permit Application Fee	☐				
Copies of the building plans (3 for Res & 5 for Comm)	☐				
One (1) copy of the contract, which must include job price	☐				
One (1) copy of the Contractor's Insurance	☐				
One (1) copy of the Contractor's License and Driver's License	☐				
A Homeowners Affidavit (If Needed)	☐				

Registrations					
“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 persons who perform work on residential building or a residential structure. Violations of section 23a are subjected to civil fines.”					
Builder's Registration					
Company:			Phone #:		
Address:				Zip:	
Email Address *Required					
License Number:			Expiration Date:		
Please provide copy of license					
Federal Employer ID Number or Reason for Exemption:					
Workers Compensation Insurance Carrier or Reason for Exemption:					
MESC or UIA Employer Number or Reason for Exemption:					
Builder's Printed Name					
Builder's Signature			Date:		
Homeowner's Registration					
Name:			Phone #:		
Address:				Zip:	
Email Address					
Homeowner guarantees that work is being done by the homeowner or immediate family and will not be contracted out; also, this will not be a rented property.					
Signature:			Date:		
Applicant Affidavit					
I hereby certify that all above answers are correct and true and the described work will conform with all applicable Building Codes and/or Lathrup Village City Ordinances regarding health, safety, and welfare. I also agree to repair any damage to public property and/or private property caused during this project.					
Signature:			Date:		
Office Use Only					
Building Official:	Approved		Not Approved		
Requirements:	✓	Notes:			
Plan Review					
Site Plan Approval					
Special Land Use					
Zoning Variance					

For Your Information Only (Do not submit with Permit Application)

Permits Required: No person shall commence to erect, alter, move, or enlarge any building nor commence the construction of any other land improvements on vacant land until a Building Permit is first obtained from the Building Official.

Building Permits: An application for a Building Permit shall be made in writing to the Building Official and shall be accompanied by appropriate supporting documents and fees. If the activity is one requiring prior Site Plan approval and an approved Site Plan is on file with the City, the application shall recite such fact. In all other cases a Plot Plan shall be submitted in duplicate. Building and construction plans conforming to City Building Codes shall be submitted with the application. **The application or supporting documents must specify all uses to which the land and any proposed structures are to be put.** THE ISSUANCE OF A BUILDING PERMIT DOES NOT APPROVE A PROPOSED USE. BE SURE TO CHECK THE CITY'S ZONING ORDINANCE TO INSURE THAT THE USE FOR WHICH YOU ARE RENOVATING OR BUILDING FOR IS A PERMITTED USE!

Certificate of Occupancy Required: No lands or buildings (or any part thereof) can be occupied or put to use and no lands or buildings (or any part thereof) can undergo a change in use unless or until a Certificate of Occupancy is first obtained from the Building Official for such land and/or building use. Applications for a Certificate of Occupancy is to be made in writing to the Building Official with appropriate documents and fees. Where a building permit has been issued, the request for final inspection may constitute an application for a certificate. A Temporary Certificate of Occupancy may be issued by the Building Official if the applicant can show that a hardship exists.

Duration of Building Permit: Any Building Permit issued shall be valid for a period of 12 months from the date of issuance (unless revoked or terminated sooner) and may be extended for additional periods of 6 months so long as the work is progressing with reasonable diligence and dispatch.

Inspections: City inspections are required on all work undertaken pursuant to a Building Permit. If a building is involved, the holder shall request and obtain an inspection when the foundation work has been completed. In all events, a final inspection shall be requested and obtained when all land improvements are complete. Requests for inspections shall be made in writing or faxed to the Building Official twenty four (24) hours prior to actual inspection.

******Note Re-inspection/Permit Cancellation fee will apply******

Site Plan Review: No person can commence any new use or erect or alter any structure without first obtaining the approval of a Site Plan of the proposed change from the Building Official, and no use shall be carried on or continued or maintained no structure erected, altered, or enlarged and no other improvement or construction undertaken except as shown on the approved site plan. Please contact the Building Official or review Section 1514 of the City's Zoning Ordinance for details about the site plan process.

Required Information to Submit for Application Review

- ☐ Completed Building Permit Application
- ☐ \$50 non-refundable permit application fee
- ☐ Copies of the building plans (Three (3) for Residential and Five (5) for Commerical Projects)
- ☐ One copy of the contract, which must include job price
- ☐ One copy of the Contractor's and Insurance License and Driver's License
- ☐ A Homeowners Affidavit (If permit is not being pulled by Contractor)

Permit Process Overview

1	A completed building permit application packet is submitted
2	Plans are reviewed by the Building Inspector
3	When / if no problems are discovered, building permit is issued
4	If needed, all Variances, Site Plan Approvals, and Special Land Uses are obtained
5	Contractor contacts City to schedule Rough Inspection
6	Contractor contacts City to schedule Final Inspection
7	Contractor may request a Certificate of Occupancy
8	Bond is refunded after final inspection has been approved

Special Notes on Fees

1	Permit Fee Refunds: 50% Prior to Start of Work and 0% Once Work Begins
2	Work Started Prior to Permit Approval will be charged double Permit Fees

Lathrup Village Building Permit Fee Schedule

All fees shall be based on the estimated cost of improvements as determined by the most current Department of Labor, Bureau of Construction Codes, square foot construction costs table (see attached table).

NOTE: Time permits, rough inspections, sign inspections, special inspections, and fire alarm fees will be computed separately and not in combination.

Registrations and Reviews

Contractor Licensing and Registration Fee	\$30.00
Building Permit Application Fee	\$50.00
Plan Review	Twenty percent (20%) of the permit fee will be charged for plan reviews completed by Building Department Staff, with a \$75.00 minimum review fee.
Site Plan Review	\$500.00 Minimum Application fee *When a consultant is used, the actual costs of those services and five percent (5%) processing fee will be charged.

Inspections

Inspection Fee	\$40.00/each
Re-inspection Fee	\$ 40/00/each
Commercial Inspections	\$ 75.00/per unit

Building Permit Fees

Residential and Commercial Contraction	
Up to \$1,000.00	\$50.00
\$1,001.00 TO \$10,000.00	\$ 50.00 plus \$15.00 per 1,001.00 TO \$10,000.00
\$10,001.00 and above	\$ 250.00 plus \$7.00 per 1,001.00 and above
Swimming Pools and Hot Tubs	
Portable-Above Ground	\$50.00
In-Ground, Built in	\$110.00
Demolition Permit	
Residential	\$300.00
Commercial	\$1,000.00

Performance and Clean Up Bonds

NOTE: These rates may be increased or decreased at the discretion of the Building Official. Bonds will be forfeited for failing to comply with applicable regulations, upon suspension of the permit or to pay uncollected fees. Bonds unclaimed by written consent within one year of final inspection will be forfeited.

Residential new structures or additions	
Under \$ 1,000.00	\$100.00
\$1,000 - \$10,000	\$150.00
Over \$10,000	2% of cost
Commercial new structures and alterations	
Under \$ 1,000.00	\$100.00
\$1,000 - \$10,000	\$150.00
Over \$10,000	2% of cost
Residential in ground pools	\$250.00
Multi-family (per building)	\$5,000.00
Demolition	1000 CASH Bond

Building Inspection List (Not all inspection will apply to your permit)

Footing/Post Hole	Framing for Deck
Basement floor fill (before pouring)	Waterproofing and drain tile
Rough Trades (electrical, mechanical, plumbing)	Basement Insulation
Rough Building	Interior Insulation
Open Roof (prior to shingle installation)	Exterior Insulation (if part of energy envelope)

Final (required for all permits)