

**BUILDING PERMIT APPLICATION
VILLAGE OF HOLLY**

Karl Richter Center 300 East Street Holly, MI 48442

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www.hollyvillage.org

I. PROJECT INFORMATION

Project Type		Building Permit #	
Street Address of Job Site	City	State	Zip Code

II. OWNER/LESSEE INFORMATION

Owner or Lessee		Phone Number	
Address	City	State	Zip Code

III. ARCHITECT OR ENGINEER

Name		Phone Number	
Address	City	State	Zip Code

IV. CONTRACTOR

Name		Phone Number	
Address	City	State	Zip Code
FED EIN (or reason for exemption)	Builders License #	Expiration Date	
Worker's Comp Carrier (or reason for exemption)	MESC Number (or reason for exemption)		

V. TYPE OF IMPROVEMENT

<input type="checkbox"/> New Building	<input type="checkbox"/> Alteration	<input type="checkbox"/> Demolition	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Relocation
<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Mobile Home Setup	<input type="checkbox"/> Premanufacture	<input type="checkbox"/> Special Inspection

VI. PROJECT COST (REQUIRED FIELD)

	\$
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VII. PLAN REVIEW REQUIRED Yes No

Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as listed below.

Plans are not required for alterations and repair work determined by the building official to be minor in nature.

Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

VIII. PROPOSED BUILDING USE RESIDENTIAL COMMERCIAL

<input type="checkbox"/> Single Family	<input type="checkbox"/> Amusement	<input type="checkbox"/> Office, Bank, Professional
<input type="checkbox"/> Two or More Family # of Units _____	<input type="checkbox"/> Church, Religion	<input type="checkbox"/> Public Utility
<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Industrial	<input type="checkbox"/> School, Library, Educational
<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Parking Structure	<input type="checkbox"/> Tanks, Towers
<input type="checkbox"/> Single Family	<input type="checkbox"/> Service Station	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Hospital, Institution	

Nonresidential describe in detail proposed use of building, e.g. food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking structure for department store, rental office building. If use of existing building is being changed, enter proposed use.

IX. SELECTED CHARACTERISTICS OF BUILDING

<p>A. PRINCIPAL TYPE OF FRAME</p> <input type="checkbox"/> Masonry, Wall Bearing <input type="checkbox"/> Wood Frame <input type="checkbox"/> Structural Steel <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Other _____	<p>B. PRINCIPAL TYPE OF HEATING FUEL</p> <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electricity <input type="checkbox"/> Coal <input type="checkbox"/> Other _____
<p>C. TYPE OF SEWAGE DISPOSAL</p> <input type="checkbox"/> Public Utility <input type="checkbox"/> Septic System	<p>D. TYPE OF WATER SUPPLY</p> <input type="checkbox"/> Public Utility <input type="checkbox"/> Private Well

E. TYPE OF MECHANICAL

Will there be air conditioning? Yes No Will there be fire suppression? Yes No

X. DIMENSION DATA

		Existing	Alterations	New
Number of Stories _____	Floor Area			
Construction Type _____	Basement	_____	_____	_____
Number of Occupants _____	1st & 2nd Floor	_____	_____	_____
	3rd - 10th Floor	_____	_____	_____
	11th & above	_____	_____	_____
	Total Area	_____	_____	_____

XI. NUMBER OF OFF STREET PARKING SPACES

Enclosed _____ Outdoors _____

XII. APPLICANT INFORMATION

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION:

Name		Phone Number	
Address	City	State	Zip Code

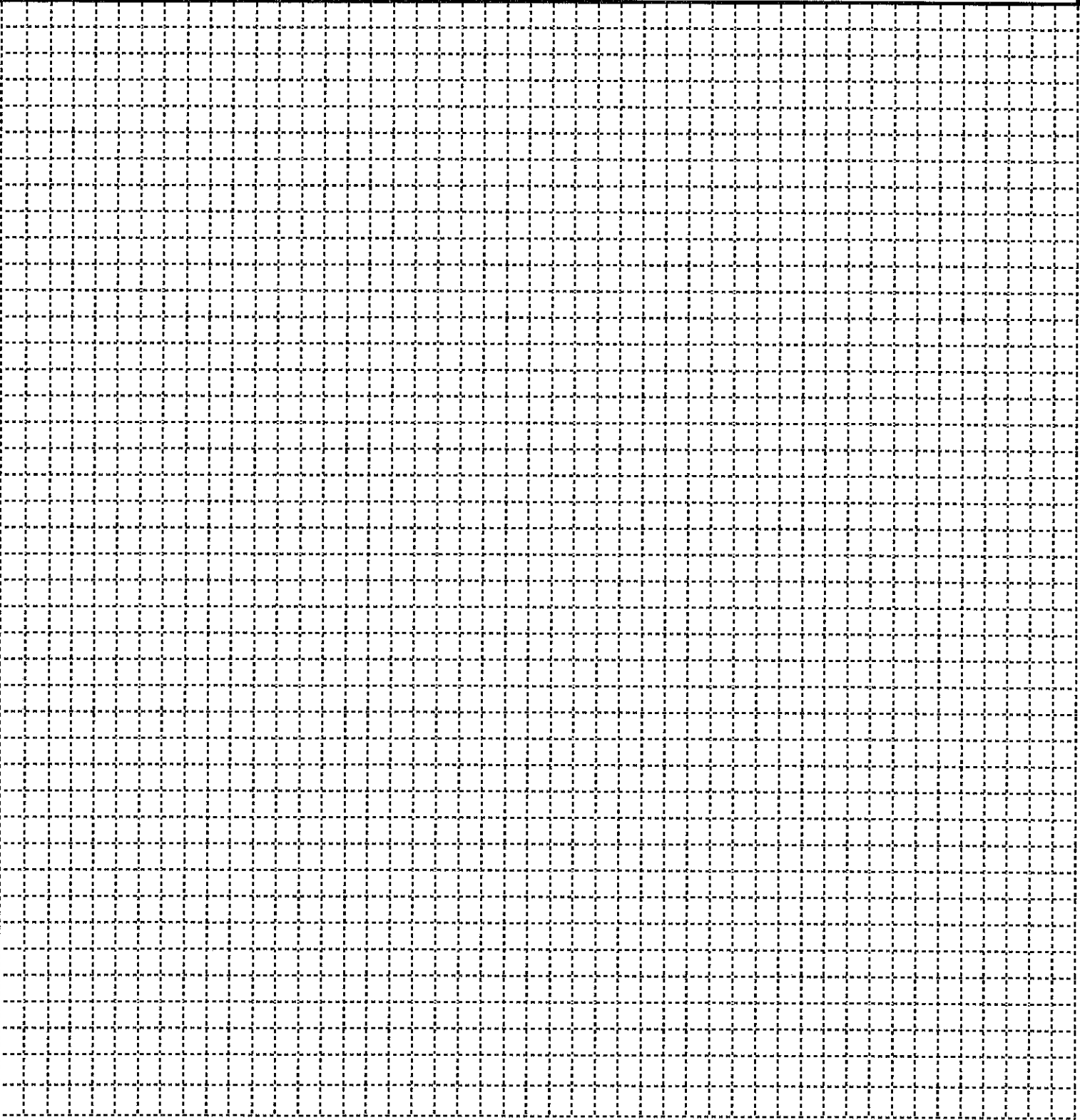
I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subject to civil fines.

XIII. APPLICANT SIGNATURE

The Village of Holly will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc. under the American with Disabilities Act, you may make your needs known to this agency.

XIV. SITE PLAN



**REQUIREMENTS FOR OBTAINING BUILDING PERMITS
FROM THE
VILLAGE OF HOLLY**

Residential Structures

(One and Two Family Residential with *less* than 3,500 square feet of calculated floor area)

- Application for Building Permit
- Minimum of two (2) sets of plans that include the following:
 - ◇ Foundation and Floor Plans
 - ◇ Roof and wall section.
 - ◇ Building elevations.
 - ◇ Site plan

Commercial Structures

(Including One and Two Family Residential with *more* than 3,500 square feet of calculated floor area)

- Application for Building Permit
- Copy of plan review approval letter. Plan review must be approved prior to the building permit being issued.

Mobile and Pre-Manufactured Homes

- Application for Building Permit
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation.
- Site plan.
- For Michigan approved pre-manufactured units; one (1) copy of the Building System Approval and the approved plans.

Instructions for Completing Application

Page 1 of the application: Complete all applicable sections. Note Section IV. If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 2 of the application: Section XIII: Must be completed by the permit applicant and **signed**.

Building Permit Fees

Building permit fees may be obtained from the Village of Holly by calling the Building Department, (248) 634-9571.

Non-refundable fees: \$100.00 for residential / minimum of \$250.00 for commercial

When to call for an Inspection

Please call the building inspector's telephone number listed on your building permit at least two (2) days prior to the time you need the inspection. A minimum of three (3) inspections are required on most structures. It is the permit holders responsibility to call for inspections, prior to the construction being covered.

Foundation Inspection

Footing Inspection - Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection - Prior to backfill and after the footings, walls, waterproofing and drain tiles are installed.

Rough Inspection

The rough inspection is to be made after the roof, all framing, firestopping, bracing, electrical, mechanical and plumbing rough installations are in place, and prior to the insulation being installed.

Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

CERTIFICATE OF OCCUPANCY

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the Building Official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical and plumbing permit numbers, and when applicable, the Office of Fire Safety approval number. A Certificate of Occupancy can not be issued until all permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances. If an electrical, mechanical, plumbing permit and/or fire safety approval is not required write "not applicable" on the request for in the appropriate space.