



City Hall
 208 North First Avenue
 Alpena, Michigan 49707
www.alpena.mi.us

Building Permit Application

Project Address		Zoning District
Owner Name		Phone
Address		E-mail
Contractor Name (if applicable)		Phone
Address		E-mail
State of MI License # (Required)		Expiration Date (Required)
FEIN - or reason for exemption (Required upon License Expiration)	Unemployment Insurance Agency Number – or reason for exemption	
Workers Comp Insurance Carrier - or reason for exemption (Required upon License Expiration or Change in Carrier)		
Project Engineer (if applicable)		Phone
Address		E-mail
Project Architect (if applicable)		Phone
Address		E-mail
Type of Improvement:		
<input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Change in Use <input type="checkbox"/> Demolition <input type="checkbox"/> Sign <input type="checkbox"/> Premanufactured		
Use Group:		
<input type="checkbox"/> Residential: Buildings Regulated by Michigan Residential Code <input type="checkbox"/> One Family <input type="checkbox"/> 2+ Family – Unit Count _____ <input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage <input type="checkbox"/> Townhouse – Unit Count _____ <input type="checkbox"/> Other _____		
<input type="checkbox"/> Buildings Regulated by Michigan Building Code or <input type="checkbox"/> Michigan Rehab Code for Existing Buildings Current Occupancy Group _____ Proposed Occupancy Group _____ Type of Construction _____ Fire Suppression? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Project Valuation:		Project Description:
\$ _____ <input type="checkbox"/> Valuation is for Material Only <input type="checkbox"/> Valuation is for Material & Labor		
Complete for New Structures or Additions: Residential Only:		
Site Area: _____ Sq Ft Area of Site Occupied by Current & Proposed Structures: _____ Sq Ft Total Lot Coverage _____ %		



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Work Being Done by:

Owner – I certify that the work proposed is to be done by myself. The work is to be done on my **principal residence**. I assume all responsibility and liability for said work. Section 23a of the State construction code act of 1972, 1972 PA 230 MCL 125.1523a, prohibits a person from conspiring to circumvent licensing requirements of the 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. _____ **Initial**

Contractor – I hereby certify that the proposed work is authorized by the owner of record and that, if applicable, the contractor has been authorized by the owner to submit this application as their authorized agent. Owner and contractor agree to conform to all applicable laws of the State of Michigan.

I UNDERSTAND AND AGREE TO COMPLY WITH THE REQUIREMENTS OUTLINED BELOW AS A CONDITION OF OBTAINING A BUILDING PERMIT:

1. All information submitted on this application is accurate to the best of the applicant’s knowledge
2. All work to be done is in compliance with the 2015 residential or 2015 building code, as applicable
3. Existing window replacements or new construction **MUST** have a **minimum U factor of 0.32 or less**
4. 24-48 hour advanced notice required for most inspections
5. It is the applicant’s responsibility to call for inspections as circled on the weather card
6. Failure to contact the building department for a circled inspection may result in removal of portions of new work in order to perform inspections
7. Permit is valid one year after date of issuance, providing work starts within six months from the issue date
8. Permit becomes null and void if work or construction authorized is not commenced within six months, or if construction or work is suspended or abandoned for a period of six months at any time after work begins
9. Expired permits may be subject to additional fees in order to obtain a final inspection
10. It is illegal to use and/or occupy any structure requiring a certificate of occupancy due to new construction
11. Separate permits are required for electrical, plumbing, heating, ventilating, or air conditioning

Applicant Name	Applicant Signature	Date
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Projects may require a plot plan or site plan for zoning review prior to obtaining a building permit; contact the Building Department for more information.

Construction which includes new structures, alterations, additions, etc. require drawings of the structural work to be completed; drawings may include the inside or outside layout, door locations, window locations, fastening methods, and a sketch of the wall section (i.e., footing size, depth, foundation type, floor, wall, roof).