

Application Requirements

- Three (3) copies of a site plan or mortgage survey are required (1/16 inch = 1 foot or 1 inch = 20 feet) showing the following:
 - . All property lines and easements with dimensions.
 - . Setbacks - front, sides & rear property line.
 - Existing structures, proposed structures and additions dimensioned.
 - Dimensions of all proposed new or replacement concrete, if applicable
- Three (3) sets of scaled construction documents (minimum ¼ inch = 1 foot) shall be submitted showing the following:
 - Describe all proposed work on drawings.
 - Front and side elevations of proposed work for walls, roofs, windows, and doors.
 - Section drawing showing grade, footings, framing, guardrail and handrail detail
 - Floor plan (top view) with dimensions of proposed work
 - A MDEQ Floodplain Permit is required for all work in a Flood Zone prior to application

Decks & Ramps

- Section through footing, steps, and dimensioned information on handrails and guardrails. Reference detailed handout.
- Guard rails are required with porch perimeter height is 30" or more above grade

Concrete flatwork, Porch & Steps

- Please refer to the 2 page Concrete and Porch informational handout available at the Permit & Plan Review Office.

- Provide with the application a copy of the signed contract for the proposed construction project.
- Approvals from Home Owner Association or Historical District Review if your property is located in one of the following districts:

Dearborn Hills Civic Association West Lane Civic Association Golfcrest Country Club Civic Association
Ford Homes Historic District Springwells Park Civic Association

- Contractors must have a valid State of Michigan Residential Builder or Residential Maintenance & Alteration license and be registered with the City of Dearborn. Contact the City Clerk's Office at (313)943-2010 for registration information and fees.

A non-refundable application processing fee of \$100 & Min. \$15 plan review fee is due upon application submittal.

- Permit fees are based on construction values. Minimum permit fee is \$100.
- Permit Applicant must pick up permit in person by Homeowner, Contractor or a notarized letter of authorization signed by a qualifying officer of the company must be provided.
- **Separate Electrical, Fire Alarm, HVAC and/or Plumbing Permits may also be required to complete your project.**

Construction documents are reviewed to determine compliance with minimum code and ordinance requirements. The City of Dearborn currently enforces the current State adopted edition of the following codes:

- Michigan Residential Code
- International Property Maintenance Code
- National Electrical Code, as amended in Part 8
- International Fire Code
- Michigan Mechanical Code
- Michigan Plumbing Code
- Fuel Gas Code
- Michigan Uniform Energy Code

RESIDENTIAL BUILDING PERMITS (NEW SINGLE FAMILY OR ADDITIONS):

New single family residence requires five (5) complete sets of drawings.
Residential additions require three (3) complete sets of drawings.
Architectural stamped drawings are required for homes larger than 3500 sq ft.

RESIDENTIAL RENOVATION PERMIT IS REQUIRED FOR THE FOLLOWING WORK

DESCRIPTION OF WORK		Type of Application Required
Installing a new door or wall requiring framing		Renovation
Removing and replacing of existing windows or broken window replacement		None
Removing & replacing smaller window with larger window or larger window with smaller window		Renovation
Removing and replacing exterior doors (Front door or door framing systems permit required)		None
Removing smaller door and replacing with larger interior or exterior door		Renovation
Enclosing of an archway or doorway interior		None
Installing or enlarging arch, door or pass through between rooms interior or exterior		Renovation
Removing and replacing damaged drywall holes, cracks, peeling – Does not include entire walls		None
Removing interior finish material (plaster, drywall, celotex, wood sheathing) and replacing damaged framing members, re-insulate/vapor barrier and replace with approved interior finish		Renovation
Removing or replacing floor finish covering (wood, ceramic, marble, slate, vinyl, resilient tile, carpeting) including underlayment		None
Removing and replacing sub floor material or joists that support the sub floor material		Renovation
Removing and replacing roof coverings (asphalt shingles, shake shingle)		None
Removing roof covering and replacing/installing more than 10% of roof sheathing		Renovation
Removing and replacing of exterior aluminum, vinyl, wood finishes		None
Removing exterior finishes materials and replacing with brick, stone, stucco, marble, limestone with new foundations for the masonry		Renovation
Removing and replacing chimney cap or brick veneer chimney stack		Renovation
Installing or removing and replacement of gutters/downspouts or disconnections from sewer		None
Waterproofing of basement interior and exterior systems		Renovation
Addition of room, dormer, breezeway, enclosed porch, sunroom, gazebo spa enclosure		Addition
Addition or enlarging of porch or deck with or without a roof		Porch/Deck
Replacing with new kitchen cabinets only (when not including dry wall demo or wall changes)		None
Removing, relocating or installing new wall(s)		Renovation
Installing new bathroom		Renovation
Removing existing fixtures and replacing in same location with new		None
Constructing new attached or detached garage		Garage
Replacing garage door		None
Enlarging garage door		Garage
Brick paver surface repairs (not to exceed 25% of lot coverage) or landscaping blocks or planters		None
Installing new hard surfaced (concrete) walks, drives, patios, porches, parking pads, including brick pavers, etc. Surface may not exceed 25% total lot coverage or 40% coverage in front yard.		Concrete
Installing or replacing a pool, spa, hot tub, sauna, etc.		Pool
Installing or replacing garden fixtures such as: arbors/ trellis, bird feeders, fountains/waterfalls, etc.)		None
Installing a new or replacing an existing green house, pool spa or hot tub enclosure exterior rooms		Renovation
Installing pre-manufactured children play equipment		None
Installing a commercial satellite dish larger than 30", or an antenna for short wave radio / rear only		Satellite
Painting or staining exterior of house, garage or other structure		None
Removing and replacing or installing new fence or retaining wall of any nature		Fence
Installation of elevated landscaping retaining wall for elevation change requires Zoning review		Renovation
Finishing basement (confirm with permit department on egress window requirements)		Renovation
Removing and replacing interior or exterior stairway		Renovation
Constructing accessory structures such as gazebo, pergola, shed, flag poles & basketball poles or similar structures (confirm your building plans with the Zoning Administrator for requirements and restrictions – David Breneau at 313-943-3692)		Renovation

Separate permits are always required electrical, mechanical or plumbing systems



CITY OF DEARBORN
PERMIT & PLAN REVIEW OFFICE

FOR OFFICE USE ONLY	
Permit Number	_____
Date Submitted	_____

RESIDENTIAL BUILDING & RENOVATION PERMIT APPLICATION

LOCATION OF PROPERTY

Permit Site Address _____	Parcel No. _____
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PLEASE CHECK THE BOX(es) THAT APPLIES TO YOUR PROJECT:

NEW HOUSE HOUSE ADDITION 1st FL sq ft= _____ 2nd FL sq ft= _____ Basement sq ft= _____

HOUSING INSPECTION REQUIREMENT (ATTACH INSPECTION REPORT) WATER DAMAGE FIRE DAMAGE

HOUSING RENOVATION:

PRIMARY: Interior Remodeling Exterior Remodeling

SECONDARY: Ramp Garage Garage Floor Porch / Porch Cap / Steps
 Egress Window Deck Exterior Waterproofing Drywall
 Concrete - Square Feet _____ / Lineal Ft _____ Other - Give detailed description below
 Accessory structures (gazebos/ pergolas/ sheds/ flag poles/ basketball poles or similar structures)

House Width	House Length	House Height	Combined Setback	Lot Square Feet
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DETAILED DESCRIPTION OF ALL PROPOSED WORK

CONSTRUCTION VALUE \$ _____ (Renovation requires a signed contract by home owner & contractor)
(New construction based on Marshall Swift replacement value)

APPLICANT INFORMATION (Notary verification required)

Applicant has provided a complete description in this application, site plan and drawings of the intended construction work.

NAME			
ADDRESS	CITY	STATE	ZIP
How would you prefer to be contacted regarding plan review questions? <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
PHONE NUMBER	EMAIL		
DRIVER'S LICENSE OR STATE ID NUMBER		DATE OF BIRTH	
SIGNATURE OF APPLICANT			

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public, Wayne County, Michigan My commission expires _____

ARCHITECT/ENGINEER THAT SEALED PLANS (if applicable) ARE YOU THE PERMIT APPLICANT YES NO

NAME			
ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	E-MAIL ADDRESS		
LICENSE NO.	EXPIRATION DATE		

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HOMEOWNER PERMIT AUTHORIZATION

I am the owner of this property and I have given the applicant permission to perform the work described in this application.			
NAME			
ADDRESS	CITY	STATE	ZIP
PHONE NUMBER			
DRIVER'S LICENSE		DATE OF BIRTH	
AUTHORIZATION SIGNATURE OF PROPERTY OWNER			

CONTRACTOR OR HOMEOWNER BUILDER INFORMATION – ARE YOU THE PERMIT APPLICANT YES NO

All contractor registration information filed with the City Clerk's Office must be the latest information (Insurance, State License, Phone, etc.)			
CONTRACTOR OR HOMEOWNER BUILDER NAME		Driver's License Number	
CONTRACTOR/HOMEOWNER ADDRESS	CITY	STATE	ZIP
E-MAIL ADDRESS			
TELEPHONE NUMBER	DATE OF BIRTH	FAX NUMBER	
DEARBORN REGISTRATION NO.		EXPIRATION DATE	
WORKER'S DISABILITY COMPENSATION INSURANCE CARRIER			
EMPLOYER IDENTIFICATION NUMBER		MESC EMPLOYER NUMBER	
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 in a residential building or a residential structure. Violators of section 23a are subjected to civil fines.			
CONTRACTOR or HOME OWNER SIGNATURE:			
The acceptance of the permit shall constitute an agreement to abide by all State codes and ordinances enforced by the City of Dearborn.			

FOR OFFICE USE ONLY

- Survey / Required Drawings Submitted
- Neighborhood / Historical District Review
- Copy of Inspection Report for REHAB Projects
- Signed Contract

Staff Initials _____

Permit Number _____

Construction Cost	\$ _____
Plan Review Fee	\$ _____
Administrative Fee	\$ <u>100.00</u>
Building permit Fee	\$ _____
Porch / Cap / Steps Fee	\$ _____
Deck / Ramp Fee	\$ _____
Garage /Garage Floor Fee	\$ _____
Concrete Fee	\$ _____
Investigation Fee	\$ _____
TOTAL DUE	\$ _____

Plan Reviewer _____

Approved/Date _____

Denied/Date _____

Additional Comments: