



APPLICATION FOR BUILDING PERMIT

CITY OF UTICA BUILDING DEPARTMENT
7550 Auburn Rd, Utica, MI 48317
586.739.1600 • Fax 586.739.2867
www.cityofutica.org

Address of Project		Date	
Name of Business			
Property Owner/Representative's Name		Owner's Telephone Number	
Owner's Address	City	State	Zip Code

Contractor Name		Contractor Telephone Number	
Contractor Address	City	State	Zip Code
Federal Employer ID Number	MESC Employer Number	Workers Comp Insurance	
Contractor License Number	Contractor License Expiration	Driver's License Number	

Type of Project

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> _____
<input type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	
<input type="checkbox"/> Accessory Building**	<input type="checkbox"/> Addition**	<input type="checkbox"/> Alteration	<input type="checkbox"/> Awning
<input type="checkbox"/> Deck**	<input type="checkbox"/> Fence**	<input type="checkbox"/> Gazebo/Pergola**	<input type="checkbox"/> Pool:
<input type="checkbox"/> Roof	<input type="checkbox"/> Temporary Structure**		<input type="checkbox"/> Basement
<input type="checkbox"/> Other: _____			<input type="checkbox"/> Concrete**
			<input type="checkbox"/> In Ground**
			<input type="checkbox"/> Above Ground**

** A to-scale site plan is required including dimensions of property, placement of home and where work is being performed.

Estimated Cost: \$ _____

CONTRACTOR/HOMEOWNER SIGNATURE
 By signing this application I 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 City of Utica. 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 125.1523 of the Michigan Compiled Laws, 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.

Signature of Applicant: _____ Date: _____

HOMEOWNER AFFIDAVIT
 I hereby certify the work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Building Code and shall not be enclosed, covered, used or put into operation until it has been inspected and approved by the Building Inspector. I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections. Homeowners Initials _____

Historic District Property
 I hereby certify that on or before the date of completion of proposed work my building will have a code compliant smoke detector or fire alarm system. (Amendment to Public Act 169 of 1970. Public Act 67 of 2004) Owner Initials _____

A 72-hour notice to the MISS DIG System must precede any digging done in the City at 1-800-482-7171. If damage is done to any underground utility when digging and notification was not given, the property owner will be liable for repairs. (Revised 5/8/2018)



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Historic District? [] Yes [] No

Historic District Commission Decision? [] Approved [] Denied [] Conditional

Comments: _____

Special Parking District? [] Yes [] No

Flood Plan Review Date and Approval: _____

DNR Permit No.: _____

Planning commission Approval Date: _____

Variance Required? [] Yes [] No Decision Date: _____

Council Approval Date: _____



Building Code Edition: _____

Use Group: _____ Construction Type _____ Occupancy Load: _____

Sq. Ft. _____ Suppressed? [] Yes [] No Permit Required? [] Yes [] No

Building Department Decision: [] Approved [] Denied Date: _____

Building Inspector's Signature: _____

Comments: _____



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COMMERCIAL BUILDING PERMIT INSTRUCTIONS

1. Complete application for a building permit.
2. Minimum five sets of building plans drawn to scale. Must be sealed.
3. Site plan showing, to scale, the size and location of all the new construction and all existing structures on the site, distances from all lot lines, established street grades and proposed finished grades. All this drawn in accordance with an accurate boundary line survey.
4. Sidwell number, lot number and legal description.
5. Soil erosion permit, when appropriate, issued from the Macomb County Public Works.
6. Approach permit, when appropriate, issued from the Macomb County Road Commission.
7. Michigan Energy Plan.
8. Building Plans shall comply with the current code in effect at date of application and shall include, but not limited to:
 - A. Floor plans shall be to proper scale and clearly show room sizes.
 - B. Site plan as noted in item #3 above.
 - C. Section cut through fireplace to show construction and indicate 2 inch minimum clearance from structural framing.
 - D. Indicate floor and roof framing sizing and spacing.
 - E. Show floor and roof framing plans and header specifications.
 - F. Show building elevations on all sides.
 - G. Indicate correct window sizes and types. Egress windows must meet current code for emergency exits.
 - H. Cross-section of structure showing wall components, ceiling components, floor components and foundation details.
 - I. Must meet current Michigan Energy Code.
 - J. Submit adequate details of structural, mechanical and electrical work, including computations, stress diagrams and other technical data.
9. Where applicable, separate permits are required for electrical, plumbing, mechanical, installations and fire detection/suppression.
10. If a structure is located within the **Historical District**, approval from the Historical District Commission is required prior to the issuance of a building permit.
11. If a proposed structure is located within a **Floodplain District**, a permit from the Department of Environmental Quality is required, and an engineered site-grading plan must be submitted as part of the original plan.

INSPECTIONS REQUIRED

Building

Footing before pouring

Spread and keyway

Basement before backfill

Preliminary grade certificate must be submitted to the office and approved prior to trench footing

Trench Footing

Masonry after flashing set

Concrete flatwork before pouring

Must submit truss drawings to office prior to rough

Rough after trades rough inspections

Insulation

Final grade certification to be submitted prior to final building

Final building after trade's finals and before occupancy

Fireplace

Rough

Final



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Electrical

Rough/Service
Final

Air Conditioning

Final

Plumbing

Rough
Underground and/or inside drains
Final (Water meter must be installed prior to inspection)

Heating

Rough
Final

- Each trade permit affords 2 inspections. If more are required, a \$35.00 fee will need to be paid for additional inspections.
- Other inspections may be required subject to evaluation by the building inspector. If in doubt, call 586.739.1600 for inspection.
- Inspection requests must be made 24 hours in advance by calling 586.739.1600.
- All permits are granted on the express condition that all work shall conform to the ordinances of the City of Utica, regulating such work and may be revoked at any time upon the violation of the provisions of said ordinances.



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COMMERCIAL BUILDING PERMIT FEES

Building Department In-House Plan Review Fees (Third party plan reviews are assessed higher charges)

New Commercial Construction and Additions/Alterations	
<ul style="list-style-type: none"> • Cost of Construction: \$0 through \$500,000 • Cost of Construction: \$500,001 and up 	\$0.0013 of construction cost but not less than \$100 \$650 plus \$0.0003 of construction cost over \$500,000
Miscellaneous	\$50.00 Flat Fee

Building Permit Fees

Application Fee (To be submitted with application)	\$50.00 Flat Fee
New Construction - (Valuations are set by using a local approval method of valuation and costing to the nearest \$1,000)	\$10.00 per \$1,000 of Construction Cost
New Construction Performance Deposit	\$500.00 Flat Fee per Unit
Additions/Alterations	\$10.00 per \$1,000 of Construction Cost
Awnings	\$125.00 Flat Fee
Building to be moved	\$150.00 Flat Fee
Decks and Patios	
<ul style="list-style-type: none"> • Open • Closed 	\$75.00 Flat Fee per Unit \$100.00 Flat Fee per Unit
Demolition of Structure	\$175.00 Flat Fee
Driveway	
<ul style="list-style-type: none"> • Concrete/Asphalt • Crushed Rock 	\$100.00 Flat Fee \$75.00 Flat Fee
Dumpster Enclosure	\$75.00 Flat Fee
Fences	\$100.00 Flat Fee
Garages	\$100.00 Flat Fee
Pools - In Ground	\$130.00 Flat Fee
Re-inspection Fee	\$35.00 Flat Fee per Occurrence
Re-roof (Maximum of 2 Layers)	
<ul style="list-style-type: none"> • Commercial • Housing Cooperative 	\$150.00 Flat Fee \$500.00 Flat Fee
Residing (Vinyl, aluminum, etc.) - Housing Cooperative	\$500.00 Flat Fee
Sheds (150 sq. ft. maximum)	\$75.00 Flat Fee
Sidewalks	\$75.00 Flat Fee
Sign Permits	
<ul style="list-style-type: none"> • Pole, pylon or ground sign • Wall sign, temporary inflatable sign • Temporary signs, banners, balloons 	\$150.00 Flat Fee \$100.00 Flat Fee \$75.00 Flat Fee
Temporary Structures	\$125.00 Flat Fee

Other Building Fees

Business Registration	\$50.00 for New Business/\$40.00 for Renewal
Change of Occupancy	\$325.00
Mixed Use District Application	
<ul style="list-style-type: none"> • New Construction • Revised Plans • Additions • Major Redesign 	\$500.00 \$200.00 \$200.00 \$250.00
Property Split	\$200.00
Rezoning Request Application	\$750.00
Site Condominium Application	\$300.00
Site Plan	
<ul style="list-style-type: none"> • New Construction • Addition 	\$300.00 \$175.00
Special Conditional use Application	\$500.00
Variance Application	\$500.00 each
Zoning Certification Letter	\$25.00

If the Building Department review indicates the need for variances or further professional review, i.e. engineering, landscaping, etc., additional fees will be charged at the time of application. Per Ordinance 96C, fees will be estimated and charged at the time of application. Any excess balance will be refunded upon issuance of Certificate of Occupancy.