



Building Department
 6000 Middlebelt Road, Garden City MI 48135
 734.793.1650 Fax 734.793.1651

For Department Use Only Permit # _____
 Permit Fee _____ Bond _____

FLATWORK PERMIT APPLICATION

DATE _____ JOB ADDRESS _____

****If a contractor is to perform the construction work authorized by this permit and is supplying the cash deposit; he/she will fill out the information below and thereby assumes responsibility along with the property owner for all provisions of this permit. The property owner's attention is called to the general conditions on page two (2) of this application. ****

1. Owner's Information

Name _____ Address _____
 City/State _____ Zip Code _____ Best Phone # _____
 Alt. Phone _____ Email _____

2. Contractor's Information

Name _____ Address _____
 City/State _____ Zip Code _____ Best Phone # _____
 Alt. Phone# _____ Email _____
 State/Local License Number _____ Federal Employer ID/Exemption _____
 Worker's Compensation Insurance Carrier or reason for exemption _____
 MESC Employer Number or reason for exemptions _____

3. Description of Work/Fee Schedule

TYPE OF WORK	# INSTALLED	FEE FOR EACH	TOTAL
Administration fee (non-refundable)	1	\$ 45.00	\$ 45.00
Building Department Private Flatwork*		\$ 50.00	
Plan Review (non-refundable)		\$ 40.00	
*Requires plan review by Building Dept. Includes driveway, private walks, patios, ratwalls, etc located on personal property.			
Public Services (DPS) Approach/Public Sidewalk*		\$ 50.00	
*Requires plan review by DPS			
INSPECTION/REGISTRATION FEES			
Re-inspection		\$ 50.00	
Annual registration fee		\$ 24.00	
TOTAL COST =			

*Note: All refunds subject to 25% service fee

**Administrative and plan review fees (\$40.00 EACH) due at time of submission. Permit fee(s) may be paid once plans are approved.

***Inspection fee collected is based on inspection during normal business hours, which are 7:30 a.m. through 4:00 pm, weekend and holidays excluded. If inspection must be conducted outside these times, actual costs, if not paid in advance, will be deducted from the cash bond.

Section 23a of the State construction code act, P.A. 230 of 1972, as amended, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirement 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.

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 City of Garden City, the State of Michigan and all the conditions listed on page two of this application. All information submitted on this application is accurate to the best of my knowledge. This permit shall be null and void if SUBSTANTIAL construction has not occurred WITHIN 90 DAYS from the date of issuance.

Note: All refunds subject to 25% service fee

PERMIT IS GOOD FOR 6 MONTHS.

Applicant's Signature _____ Date _____

Contractor Home Owner

Do not write below this line

Per all City Codes and Ordinances; the adopted Michigan Residential Code, and the adopted Michigan Building Code.

Approved by _____ Date _____

General Conditions

The construction and work described herein shall be accomplished in accordance with the approved specifications, maps, and statements filed with the city and which are incorporated in and made a part of this permit. The property owner and/or contractor agree to the following:

1. The permit shall not become operative until it has been fully executed by the City. After execution, notification must be given to the City office, at the telephone number indicated on the front of this permit at least two (2) business days before starting construction so that arrangements can be made for inspection.
2. If required by City, PROPERTY OWNER shall, before commencing any operations, deposit with the department a cash deposit to cover damage to the roadway, public easement area, or adjacent properties. The department may retain any portion of a cash deposit which, in the opinion of the department, shall be necessary to cover any expense or damage incurred by it through the granting of this permit, and the cash deposit or the balance thereof shall be returned to the PROPERTY OWNER upon completion of the work to the satisfaction of the department in accordance with applicable City ordinance.
3. WHEN APPLICABLE, THE FOLLOWING MUST BE ATTACHED TO THIS PERMIT AT THE TIME THE PERMIT IS EXECUTED:
 - a. Plan review and/or field inspection fee
 - b. Site plans and specifications or sketch for anything non-single family
 - c. Required cash deposit and insurance
4. The PROPERTY OWNER is responsible for any repairs due to damage or defects in the right-of-way area (pavements, structures, stop boxes, trees, etc.) that exist at completion of permitted work. If any right-of-way areas are defective prior to commencement of work, PROPERTY OWNER shall document same with photography and provide proper documentation to the Department of Public Services for review prior to commencement of work. As an alternative, the PROPERTY OWNER may arrange for a pre-construction field condition review by requesting this option when calling for inspection.
5. Any and all operations under this permit shall meet all requirements of the current standards and specifications of the City of Garden City.
6. The PROPERTY OWNER and the CONTRACTOR shall indemnify, save harmless and defend the City against all claims, suits, and judgments of every name and description arising out of the operations covered by this permit or the issuance of this permit, shall furnish proof of insurance covering liability damage arising under the work performed out of the work performed under this permit in the amount stated on the permit or as required.
7. It is distinctly understood that the rights granted herein are revocable at the will of the Director of Public Services, and that the PROPERTY OWNER acquires no rights in the highway or public easement area and expressly waives any right to claim damages or compensation in case this permit is revoked.
8. This permit does not relieve the PROPERTY OWNER from meeting all requirements of law. The PROPERTY OWNER shall be responsible for securing any other legally required permits from the City of Garden City, other governmental agencies and jurisdictions, corporations, or individuals.
9. The PROPERTY OWNER assumes all responsibility for the interruption and damage of underground utilities. The presence or absence of utilities is based on the best information shown on the plans, and the City is not responsible for the accuracy of this information. The PROPERTY OWNER shall contact all utility owners regarding their facilities prior to starting work. Most utilities may be contacted through MISS DIG.
10. The PROPERTY OWNER or CONTRACTOR shall furnish all such personnel and warning devices in accordance with the procedures and standards as established by the Michigan Manual of Uniform Traffic Control Devices.
11. The construction, operation, and maintenance of the facility covered by this permit shall be at the PROPERTY OWNER's expense. The PROPERTY OWNER will not be responsible for maintaining road widening or any other pavement which becomes part of the main roadway after the completion of the construction.

Submission Requirements for Concrete/Flatwork Permit Applications

It is important that the City review all proposed concrete/asphalt paving for the following reasons:

- To ensure compliance with zoning ordinances
 - To confirm that no pavement is going to be placed in a utility easement
 - To confirm that new drainage issues will not be created
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- 1. At any property where existing pavement is simply being replaced at the same elevation, a written description will suffice (e.g. three flags of sidewalk, drive approach, and one flag of private driveway).**

 - 2. At any property where there will be an increase in the overall amount of paved area, three (3) copies of a sketch plan is required of sufficient detail so that a City Plan Reviewer/Inspector knows exactly what is planned at the property. This sketch plan can be drawn by hand and must show ALL of the following.**
 - The address labeled on house, the street shown and street name labeled
 - The house, garage, sheds, any other outbuilding locations
 - Location of all existing paved areas on the property
 - Any locations that are currently unpaved which are proposed to be paved, with dimensions shown
 - Any areas where pavement is to be replaced in the same location without increasing the overall amount of pavement on the property
 - Property/fence lines, and the distance from same to edges of pavement
 - The direction that rainwater runoff will take to leave the paved areas indicated with arrows