



Building Department  
 6000 Middlebelt Road, Garden City MI 48135  
 734.793.1650 Fax 734.793.1651  
 24 hour inspection line 734.793.1656

<b>For Department Use Only</b>	Permit # _____
Permit Fee _____	Plan Review _____
ICC Review _____	Bond _____

## ZONING PERMIT APPLICATION

DATE \_\_\_\_\_ JOB ADDRESS \_\_\_\_\_

### 1. Owner's Information

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_

### 2. Contractor's Information

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 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. Type of Work/Fee Schedule

TYPE OF WORK	# INSTALLED	FEE FOR EACH	TOTAL
Administration fee (non-refundable)	1	\$ 45.00	\$ 45.00
Plan Review Fee (non-refundable)	1	\$ 40.00	\$ 40.00
Fences		\$ 55.00	
Collection Box		\$ 75.00	
<b>Detached Accessory Structures*</b>			
Less than 400 SQFT requires zoning permit		\$ 50.00	
Decks – Less than 200 SQFT		\$ 50.00	
*Any structure over 400 SQFT requires a Building Permit			
<b>INSPECTION/REGISTRATION FEES</b>			
Re-inspection		\$ 50.00	
Annual registration fee		\$ 30.00	
		<b>TOTAL COST =</b>	

\*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.

### 4. Plan Review Required

**See page three (3) for the submission requirement for each scope of work. Please note, no applications will be accepted without ALL the required materials.**

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 in 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 and the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.**

**PERMIT IS GOOD FOR 6 MONTHS. 24 hour notice required to schedule inspections**

Applicant's Signature \_\_\_\_\_  Contractor  Property Owner \_\_\_\_\_ Date \_\_\_\_\_

**For Department Use: Per all City Codes and Ordinances; the adopted Michigan Residential Code, and the adopted Michigan Building Code.**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

### Fence/ Submissions

\*Please note that all submissions shall require (3) site drawings including the following information:

- Property lines
- All buildings on site
- Type, height, and material of proposed fence
- Location, dimensions, and distance from property lines of each of the following
  - Proposed and any existing fencing (clearly distinguishable)
  - Driveways/sidewalks on parcel and neighboring parcel
  - Post holes (include depth)
  - A post hole inspection is required prior to final inspection

### Collection Box Submissions

\*Please note that all submissions shall require (3) site drawings including the following information:

- Location of proposed collection box
- Parking spaces
- Circulation pattern
- Start and end dates (End date – 180 days after start date)

### Detached Accessory Structures

\*Please note that all submissions shall require (3) drawings including the following information:

- Property lines
- Location, dimensions, and distance from property lines of each the following.
  - All existing buildings
  - The proposed structure
  - All driveways/sidewalks on parcel and neighboring parcel
- For Decks Only
  - Location and depth of post holes need to be shown on plans
  - A Post hole inspection is required prior to final inspection