

BUILDING PERMIT AND PLAN REVIEW APPLICATION

Holly Township
102 Civic Drive
Holly, Michigan 48442
248-634-9331 x 301

BUILDING OFFICIAL DAVE SCHANG: 248-531-0006

**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, AND V
NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING,
MECHANICAL, AND ELECTRICAL WORK PERMITS**

I. PROJECT INFORMATION

Project Name	Parcel Identification Number	Lot Number	
Address of Construction Site	City	State	Zip Code

II. OWNER

Name	Phone Number		
Address	City	State	Zip Code
Architect or Engineer's Name	Phone Number		
Address	City	State	Zip Code
License Number	Expiration date		

III. CONTRACTOR

Name	Phone Number		
Address	City	State	Zip Code
License Number	Expiration Date		
Federal Employer ID Number or Reason for Exemption			
Workers Compensation Insurance Carrier or Reason for Exemption			

BUILDING PERMIT FEES – RESOLUTION 2007-02

approved by the Building Inspector. I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections.

HOLLY TOWNSHIP BUILDING DEPARTMENT PERMIT PROCEDURE

1. A building permit is required for any addition or subtraction of square footage of a structure, work that involves structural changes, changes in exits, changes in use or new structures over 200 square feet in floor area.
2. A building permit must be obtained before any excavation or construction is started. An additional permit fee will be charged for work started without a permit.
3. A homeowner who is doing the work themselves on their principal residence may obtain their own permits.
4. Homeowners who hire a licensed contractor must require the contractor to obtain the permit.
5. To obtain a building permit you must submit the following information:
 - A. Completed "Building Permit and Plan Review Application".
 - B. Plot plan showing dimensions of property, location of Septic, well, all existing and new buildings. Include distance from front, rear and side lot lines. New homes must include well and septic separation distance;
 - C. Two sets of building plans. Construction plans for new houses must be accurate in detail and dimensions for this job. All changes must be noted on the plans, including insulation type and amount, exterior wall thickness and coverings and window size. One set will be kept by the inspector, the other will be returned to the applicant;
 - D. Soil erosion permit from Oakland County Drain Commission if work is to involve soil disruption within 500 feet of a lake or river body of wetlands;
 - E. New home construction requires a copy of a perk test from Oakland County Environmental Health Department. This perk permit must be less than two years old;

NOTE: Proof of final approval of both well and septic required for Certificate of Occupancy
 - F. Driveway permit from Oakland County Road Commission if driveway is to be connected to county maintained road.
6. Information for a permit must be brought to:

Holly Township Clerks Office
102 Civic Drive
Holly, Michigan
248 634-9331 X 301
7. Any alterations, replacements, additions or subtractions of heating, plumbing or electrical requires an appropriate permit.
8. The construction inspectors are:
 - A. Electrical Inspector
Mike Kyle
(248) 240-0653
 - B. Plumbing Inspector
Tim Koerber
(248) 245-2279
 - C. Mechanical Inspector
Merle West
(810) 908-1770

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D. Building Inspector
David Schang
(248) 531-0006

Description	Fee
Registration Of Building Contractor	\$ 15.00
Base Permit Fee (One Inspection) Plus Any Of The Following Items (Required):	\$75.00
Additional Inspections And Reinspections	\$65.00
Single Family Dwelling W/Crawl Space Or Basement	\$.25/Sq Ft
Garages – Free Standing & Attached	\$.15/Sq Ft
Additions W/Crawl Space Or Basement	\$.25/Sq Ft
Remodeling – Based On Construction Value Per \$1000	\$8.00
Pole Barns Up To 3000 Sq. Feet	\$.15/Sq Ft
Pole Barns Up Over 3000 Sq. Feet - \$450.00 Plus Per Square Foot	\$.10/Sq Ft
Sheds - 200 Sq Ft Or More	\$.10/Sq Ft
Swimming Pools – Above Grade	\$25.00
Swimming Pools – Inground	\$75.00
Porches/Decks/Balconies	\$45.00
Demolition	\$75.00
New Mobile Home In Mobile Home Park	\$75.00

Commercial, Industrial, & Other Fees	Fee
Base Permit Fee (One Inspection) Plus Any Of The Following Items (Required):	\$100.00
Commercial Building	\$.45/Sq Ft
Commercial Pole Structure Up To 3000 Sq. Feet	\$.25/Sq Ft
Commercial Pole Structure Over 3000 Sq. Feet - \$750.00 Plus Per Square Foot	\$.15/Sq Ft
Commercial Remodeling – Based On Construction Value Per \$1000.00	\$15.00
Demolition	\$75.00
Sign – Temporary	\$25.00
Sign – Ground	\$50.00
Sign – Building	\$25.00

Additional Fees Exempt From Base Fee:	Fee
Plan Review – Per Hour And Fraction Thereof	\$65.00
Inspection Pertaining To Sale Of Property	\$125.00
Special Inspections And Any Not Covered Above – Per Hour	\$65.00
Temporary Certificate Of Occupancy (90 Day Limit)	\$75.00

Expired Building Permit Renewal Fee:
<ul style="list-style-type: none"> • <i>Renewing permits before expiration - \$75.00 or 25% of permit fee, whichever is greater</i> • <i>Renewing permits within 90 days after expiration \$75.00 or 50% of permit fee, whichever is greater.</i> • <i>Permits renewed after 90 days after expiration – 100% of permit fee</i>