

# BUILDING PERMIT AND PLAN REVIEW APPLICATION

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

**BUILDING OFFICIAL SCOTT HERZBERG: 248-955-4743**

**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		
Email Address			

## III. CONTRACTOR

Name	Phone Number		
Address	City	State	Zip Code
License Number	Expiration Date		
Email Address			

**BUILDING PERMIT AND PLAN REVIEW APPLICATION CONTINUED**

**IV. TYPE OF IMPROVEMENT AND PLAN REVIEW**

<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Mobile Home <input type="checkbox"/> Demolition	
<input type="checkbox"/> Residential (# of units _____) <input type="checkbox"/> Residential Accessory <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office	
<input type="checkbox"/> Other _____	Cost of Construction _____
Size of New Structures or Additions: _____	
<p><b>BRIEFLY DESCRIBE PROJECT:</b></p>  	

**ADDITIONAL INFORMATION TO BE SUBMITTED**

Copy of Contractor's License and driver's license if applicable. Two sets of plans for all projects. Plans are to be accurate and specific for the proposed project. Copy of Well and Septic permits from Oakland County Health department for new or alterations of system. Copy of Driveway permit from Road Commission of Oakland County for new drive cuts on public roads. Plot plan showing location of new and existing structures.
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**V. APPLICANT INFORMATION (Homeowner's signature indicates compliance with Section VI Homeowner's Affidavit.**

<p><b>Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information.</b></p>			
Name		Telephone No.	
Address		City	State    Zip Code
I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF THE RECORD 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 STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.			
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 on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.			
_____ Signature of Applicant		_____ Date	

**VI. HOMEOWNER'S AFFIDAVIT**

I hereby certify the construction work described on this permit application shall <u>be installed by myself in my own home</u> which I am living in or about to occupy. All work shall be installed in accordance with the Building code and <b>shall not be enclosed, covered up or put in operation</b> until it has been <b>inspected and approved</b> by the Building Inspector. I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections.
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# BUILDING PERMIT AND PLAN REVIEW APPLICATION CONTINUED

## 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) 634-1727
- B. Plumbing Inspector  
Scott Herzberg  
(810) 955-4743
- C. Mechanical Inspector  
Scott Herzberg  
(810) 955-4743
- D. Building Inspector  
Scott Herzberg  
(810) 955-4743

**PLEASE ALLOW 36 HOURS IN ADVANCE FOR INSPECTIONS**

## BUILDING PERMIT AND PLAN REVIEW APPLICATION CONTINUED

Description	Fee
Registration Of Building Contractor	\$ 15.00
<b>Base Permit Fee (One Inspection) Plus Any Of The Following Items (Required):</b>	<b>\$75.00</b>
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
<b>Base Permit Fee (One Inspection) Plus Any Of The Following Items (Required):</b>	<b>\$100.00</b>
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

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