CITY OF ROYAL OAK
BUILDING INSPECTION DEPARTMENT

Building Permit Application

Residential Projects

JOB SITE ADDRESS_____ **DATE**_____

☐ **INTERIOR RENOVATIONS** ☐ **ADDITION** ☐ **NEW HOME**

☐ **ACCESORY STRUCTURE** ☐ **DEMO** ☐ **OTHER**

PROPERTY OWNER INFORMATION:

NAME OF OWNER (PLEASE PRINT):			
OWNER ADDRESS:	CITY	STATE	ZIP CODE
OWNER TELEPHONE NUMBER: ( )	FAX NUMBER: ( )		

ARCHITECT INFORMATION:

NAME (PLEASE PRINT):			
ADDRESS:	CITY	STATE	ZIP CODE
TELEPHONE NUMBER: ( )	**FAX NUMBER:** ( )		

CONTRACTOR INFORMATION:

NAME (PLEASE PRINT):			
ADDRESS:	CITY	STATE	ZIP CODE
TELEPHONE NUMBER: ( )	**FAX NUMBER: (REQUIRED)** ( )	FEDERAL EMPLOYER ID NUMBER:	MESC NUMBER:
STATE LICENSE #: (REQUIRED)		WORKERS COMP INS CARRIER:	

APPLICANT INFORMATION: (Required)

NAME (PLEASE PRINT):			
ADDRESS:	CITY	STATE	ZIP CODE
TELEPHONE NUMBER: ( )	FAX NUMBER: ( )		

State Clearly the nature of the proposed work:

_____

_____

_____

Estimated Project Value $_____ | Estimated by Bldg. Dept. $_____

CONTINUED ON PAGE 2

CITY OF ROYAL OAK

211 Williams Street
P.O. Box 64
Royal Oak, MI 48068-0064

Office: (248) 246-3210
Fax: (248) 246-3006
Inspection Requests: (248) 246-3234

Counter Hours: Mondays 1pm-5pm
Tuesdays-Thursdays 8am-5pm
Fridays 8am-12noon
CLOSED FOR LUNCH: 12noon – 1pm

www.ci.royal-oak.mi.us/code_enforcement/romain.htm

HOMEOWNER AFFIDAVIT

I CERTIFY THAT I AM FAMILIAR WITH THE PROVISIONS OF THE APPLICABLE ORDINACE(S) AND CODES AND THE RULES GOVERNING THE TYPE OF INSTALLATION IN CONFORMANCE WITH THE ORDINACE(S) AND CODES. IN MAKING THIS APPLICATION, I REALIZE **I AM ASSUMING THE RESPONSIBILITY OF A LICENSED CONTRACTOR.**

I AGREE TO NOTIFY THE BUILDING DEPARTMENT WITHIN 72 HOURS AFTER THE INSTALLATION IS COMPLETED SO THAT THE DEPARTMENT MAY MAKE ITS REQUIRED INSPECTION. I FURTHER AGREE TO KEEP ALL PARTS OF THE INSTALLATION EXPOSED UNTIL THE INSTALLATION IS ACCEPTED AS BEING IN COMPLIANCE WITH ORDINANCE(S) AND CODE REQUIREMENTS. ***I FURTHER AGREE*** TO CORRECT WITHIN TWO WEEKS TIME ANY VIOLATIONS ON THE WORK INSTALLED AND TO PROVIDE ACCESS TO THE PREMISES BETWEEN THE HOURS OF 8:00 AM AND 5:00 PM, MONDAY THROUGH FRIDAY, FOR THE NECESSARY INSPECTION(S).

APPLICANT SIGNATURE

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 SUBJECT TO CIVIL FINES.

HOMEOWNER'S SIGNATURE INDICATES ACKNOWLEDGEMENT, ACCEPTANCE AND COMPLIANCE WITH **SECTION - HOMEOWNER AFFIDAVIT.** SEE ABOVE.

THE UNDERSIGNED ACKNOWLEDGES READING AND UNDERSTANDING FRONT AND BACK SIDES OF THIS APPLICATION.

SIGNATURE OF LICENSEE OR HOMEOWNER ONLY	DATE :

PLEASE PRINT:

FEES: (FOR OFFICE USE ONLY)

Estimated Project Value $_____ Estimated by Bldg. Dept. $_____

	Amount	Number
Registration	_____	_____
Plan Review	_____	_____
Permit	_____	_____
Building Deposit	_____	_____
Performance Guarantee	_____	_____

Date Approved _____

Reviewed By _____
Building Inspector

Record Retention Fee _____