

# BUILDING PERMIT APPLICATION

CITY OF BRIGHTON – 200 N. FIRST STREET – BRIGHTON, MI 48116  
(810) 225-8019 Fax: (810) 227-6420

DATE: \_\_\_\_\_ PROPERTY TAX # 4718- \_\_\_\_\_  
APPLICANT: \_\_\_\_\_ PROPERTY OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

---

CONSTRUCTION ADDRESS: \_\_\_\_\_

DETAILED WORK DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ SQUARE FEET: \_\_\_\_\_

ESTIMATED PROJECT COST: \_\_\_\_\_

## REQUIREMENTS FOR A BUILDING PERMIT

1. Two (2) copies of a detailed plot plan showing all buildings and accessories, lot size, and setback dimensions of existing and proposed new buildings and/or additions. A stamped engineered survey may be required.
2. Copy of contractor's license, driver's license, and proof of insurance.
3. Three (3) sets (Residential) and four (4) (commercial) of complete folded building plans drawn to scale including:
  - a. Foundation plans with dimensions
  - b. Floor plan with dimensions
  - c. Front, side and rear elevations
  - d. Cross sections drawings
  - e. Window and door location
  - f. Electrical, mechanical & plumbing layout
4. **A soil erosion permit may be required from the Livingston County Drain Commission prior to a building permit being issued if work requires earth disturbance. APPLICANT MUST PROVIDE VERIFICATION FROM LIVINGSTON COUNTY DRAIN COMMISSION IF SOIL EROSION PERMIT IS NOT NEEDED.**
5. Livingston County Health Department approval is required for a food service establishment before a Building Permit can be approved.
6. Please allow ten (10) **working days** for processing of all permits.

**CONTRACTOR INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

FEDERAL EMPLOYER ID#: \_\_\_\_\_

Or reason for exemption: \_\_\_\_\_  
\_\_\_\_\_

WORKERS COMP. INSURANCE CARRIER: \_\_\_\_\_

Or reason for exemption: \_\_\_\_\_  
\_\_\_\_\_

**ARCHITECT INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

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 authorized agent and we agree to conform to applicable laws of this jurisdiction.

SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972, ACT NO. 230 OF THE PUBLIC ACTS OF 1972, BEING SECTION 125.1523A OF THE MICHIGAN COMPILED LAWS, 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.

APPLICANT SIGNATURE: \_\_\_\_\_

PRINTED: \_\_\_\_\_

DATE: \_\_\_\_\_

## REQUIRED BUILDING DEPARTMENT INSPECTIONS

Inspections must be called in to the Livingston County Building Department at **517-546-3830**.

For *fence, driveway, and shed* inspections, please call **810-227-0419**.

1. Site Inspection-building staked prior to excavation.
2. Spread, column and trench footings & postholes.
3. Driveway and sidewalk (formed & ready for concrete). (Commercial only)
4. Backfil: Foundation anchors, drain tile with 6" pea stone (or other foundation drainage system) and exterior wall damp proofed or waterproofed.
5. Compaction: Basement, Ground floor, Garage (vapor barrier, foundation insulation, if applicable)
6. Rough plumbing, rough mechanical/heating & rough electrical (if applicable) separate permits required for each.
7. Rough Building, **TRUSS DRAWINGS (IF APPLICABLE) ARE REQUIRED FOR ROUGH BUILDING INSPECTION.**
8. Insulation
9. Drywall (board applied prior to taping (Commercial only)
10. Final electrical, final mechanical/heating and final plumbing
11. Final building, **AFTER APPROVAL OF REQUIRED INSPECTIONS.**
12. Fire Marshall (Commercial Only)

Note: Existing smoke alarms must meet the Building Code for any construction inside a residence requiring a building permit. Smoke alarms must be wired to receive their primary power from the house wiring system, interconnected, and provided with battery backup in all bedrooms, in the immediate vicinity outside of the bedrooms, and on each story within the dwelling unit including the basements.

**"APPROVED" BUILDING PLANS SHALL BE ON SITE AT ALL TIMES.**

**ALL BUILDING SITES SHALL BE IDENTIFIED WITH A LOT NUMBER AND/OR ADDRESS AND THE BUILDING PERMIT(S) SHALL BE POSTED VISIBLE FROM THE STREET.**

**NO REFUNDABLE BONDS WILL BE RELEASED UNTIL ALL "FINAL APPROVED" INSPECTIONS ARE MADE AND ALL REINSPECTION FEES ARE PAID.**

**PRIOR TO OCCUPANCY OF ANY NEW BUILDING AND/OR ADDITION, A CERTIFICATE OF OCCUPANCY SHALL HAVE BEEN ISSUED BY THE BUILDING DEPARTMENT.**

**Prior to a Certificate of Occupancy being issued, contractor and/or homeowner must supply proof of compliance with Model Energy Code per the State of Michigan Building Code Rules, Chapter 13. A FINAL building inspection will not be approved until an insulation report and blower door test has been submitted to Livingston County Building Department.**



# BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River, Brighton, MI 48116 Ph: 810-229-6640 Fax: 810-229-1619

## EMERGENCY CONTACT FORM

Please email completed form to [jcoil@brightonareafire.com](mailto:jcoil@brightonareafire.com).  
Submit an updated form whenever the information changes.

BUSINESS NAME		COMPLEX NAME		DATE
BUSINESS ADDRESS		SUITE	CITY	ZIP CODE
CHECK ONE: BRIGHTON CITY BRIGHTON TWP GENOA TWP		BUSINESS PHONE	BUSINESS FAX	BUSINESS WEBSITE
TYPE OF BUSINESS		OWN BLDG. LEASE BLDG.	BUSINESS OCCUPANCY SIZE SQ. FT.	BUILDING SIZE SQ. FT.
PROPERTY/COMPLEX OWNER OR MANAGER NAME		PRIMARY PHONE	EMAIL (INSPECTION REPORTS SENT BY EMAIL)	
BUILDING OWNER'S NAME (IF DIFFERENT THAN ABOVE)		PRIMARY PHONE	EMAIL (INSPECTION REPORTS SENT BY EMAIL)	
BUSINESS HOURS (MONDAY – FRIDAY)		SATURDAY HOURS		SUNDAY HOURS
FIRE ALARM YES NO	FIRE ALARM COMPANY	FIRE ALARM COMPANY PHONE		FIRE ALARM RESET CODE
BURGLARY ALARM SYSTEM YES NO	MONITORING SERVICE	PHONE NUMBER	ALARM PANEL LOCATION	
<b>THE FOLLOWING CONFIDENTIAL EMERGENCY CONTACT INFORMATION IS FOR FIRE DEPARTMENT USE ONLY</b>				
1. EMERGENCY CONTACT'S NAME		TITLE/AFFILIATION		
AFTER HOURS PHONE	DAYTIME PHONE	EMAIL ADDRESS		
2. EMERGENCY CONTACT'S NAME		TITLE/AFFILIATION		
AFTER HOURS PHONE	DAYTIME PHONE	EMAIL ADDRESS		
3. EMERGENCY CONTACT'S NAME		TITLE/AFFILIATION		
AFTER HOURS PHONE	DAYTIME PHONE	EMAIL ADDRESS		
NOTES				
<u>KNOX BOX</u> YES NO LOCATION		<u>KNOX PADLOCK</u> YES NO LOCATION		<u>FIRE DEPARTMENT CONNECTION (FDC) ON SITE:</u> YES NO Indicate the side of your building where the FDC is located using North, South, East, West or a variation.
<u>FIRE SPRINKLER SYSTEM</u> YES NO				
<u>AUTOMATIC EXTERNAL DEFIBRILLATOR – AED</u> YES HOW MANY? LOCATION OF AED'S		<u>GAS UTILITY</u> (Indicate side of building using North, South, East, West or a variation)		<u>ELECTRIC UTILITY</u> (Indicate side of building using North, South, East, West or a variation)
<u>HYDRANT LOCATION</u> (Indicate side of building using North, South, East, West or a variation)			<u>DISTANCE TO NEAREST HYDRANT</u> (Approximate distance in feet)	

## Avoid delays, call before you build

As part of its commitment to provide safe and reliable electrical service and comply with national regulations, DTE Energy will not energize structures that violate NESC clearances. To avoid future delays, we recommend you contact DTE Energy at 800-477-4747 under the following circumstances:

- If you are planning to build or renovate any structure located closer than 15 feet horizontally from an overhead power line.
- If any portion of your structure or building will be located underneath a power line.

DTE Energy wants to make sure your building process goes as smoothly as possible. Don't let assumptions interfere with your future timeline. Contact us if you have any questions or are unsure about the distance between power lines and your structure. DTE Energy will meet with you and your local municipal electrical inspector to provide guidance.

### Clearance of Wires from Building

If less than 15 feet horizontally from building or structure then call

