

# Western Washtenaw Construction Authority

Application for Building Permit and Plan Review

Bridgewater, Freedom, Manchester & City of Manchester Townships

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Western Washtenaw Construction Authority will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs

Authority: P.A. 230 of 1972, as amended  
Completion, Mandatory to Obtain Permit  
Penalty: Permit cannot be issued

## **NOTE: SEPARATE PERMITS REQUIRED FOR ELECTRICAL, MECHANICAL, AND PLUMBING PERMITS**

**Most building applications can be processed through our email**

|                            |                   |                               |
|----------------------------|-------------------|-------------------------------|
| <b>PROJECT INFORMATION</b> | <b>DATE</b> _____ | <b>Permit Number</b><br>_____ |
| Project Address _____      | _____             |                               |
| Jurisdiction _____         | _____             |                               |
| Parcel ID # _____          | _____             |                               |
| Directions to site _____   | _____             |                               |

|  |
|--|
| <b>Owner Information</b>                       |
| Name _____                                     |
| Address _____                                  |
| City _____ State _____ Zip Code _____          |
| Phone Numbers _____ Fax _____ Cell Phone _____ |
| Email _____ Contact Name _____                 |
| <b>Contractor Information</b>                  |
| Company Name _____                             |
| Address _____                                  |
| City _____ State _____ Zip _____               |
| Phone Numbers _____ Fax _____ Cell Phone _____ |
| Email _____ Contact Name _____                 |
| State of Michigan License Number _____         |
| <b>Architect/Engineer:</b>                     |
| Company Name _____                             |
| Address _____                                  |
| City _____ State _____ Zip _____               |
| Phone Numbers _____ Fax _____ Cell phone _____ |
| Email _____                                    |
| State of Michigan License Number _____         |

## **Type and Cost of Construction**

|   |
|---|
| New Building _____ Addition _____ Alteration _____ Repair/ Renovation _____ |
| Project Description _____   |
| _____   |
| _____   |
| Cost of Project _____   |
| Outside Dimensions _____ X _____ Stories _____                              |
| Sq. Ft. per floor 1st _____ 2nd _____ other _____ total _____               |
| Proposed use _____  |

# Application for Building Permit and Plan Review

|                                 |                            |                       |
|---------------------------------|----------------------------|-----------------------|
| <b>Non-Residential:</b>         |                            |                       |
| Use Group _____                 | Type of Construction _____ | Total Occupancy _____ |
| Describe use of structure _____ |                            |                       |

**Characteristics of Structure**

|                                 |                        |                           |
|---------------------------------|------------------------|---------------------------|
| <b>Principal type of frame:</b> | _____ Masonry          | _____ Wood Frame          |
|                                 | _____ Structural Steel | _____ Reinforced Concrete |
|                                 | _____ Other _____      |                           |

|                            |                         |                       |                       |
|----------------------------|-------------------------|-----------------------|-----------------------|
| <b>Foundation Details:</b> | _____ Basement          | _____ Crawlspace      | _____ Prefab Concrete |
|                            | _____ Walkout           | _____ Poured Concrete | _____ Masonry Block   |
|                            | Basement wall Ht. _____ | _____ Permanent Wood  | _____ Foam Block      |
|                            | _____ Other _____       |                       |                       |

|                            |                         |                   |                        |
|----------------------------|-------------------------|-------------------|------------------------|
| <b>Type of Mechanical:</b> | _____ Nat. Gas          | _____ Propane     | _____ Prefab Fireplace |
|                            | _____ Air Conditioning  | _____ Fuel Oil    | _____ Electric         |
|                            | _____ Elevator or lift  | _____ Other _____ |                        |
|                            | _____ Masonry Fireplace |                   |                        |

|                                 |              |                             |
|---------------------------------|--------------|-----------------------------|
| <b>Type of Sewage Disposal:</b> | _____ Public | _____ Private (Septic etc.) |
|---------------------------------|--------------|-----------------------------|

|                              |              |                      |
|------------------------------|--------------|----------------------|
| <b>Type of Water Supply:</b> | _____ Public | _____ Private (Well) |
|------------------------------|--------------|----------------------|

|                                 |  |                      |
|---------------------------------|--|----------------------|
| <b>Number of Bedrooms</b> _____ | <b>Number of Bathrooms: Full</b> _____ | <b>Partial</b> _____ |
|---------------------------------|--|----------------------|

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 all 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”

\_\_\_\_\_  
*Signature of applicant* *Address of applicant* *Date*

\_\_\_\_\_  
*Printed Name* *Telephone Number* *Fax Number*

*Mailing Address if different than above:* \_\_\_\_\_

**Make checks out to W.W.C.A (Western Washtenaw Construction Authority)**  
**Applications can be processed through our email & payments can be made on line by clicking the link at the top of the website (3% service fee)**

# Application for Building Permit and Plan Review

## *For Office Use Only* *Items Required for Permit Issuance*

- Zoning
- 2 copies of Plans (signed and sealed for Commercial and residential over 3500 sq. ft.)
- Energy Analysis Report - For new homes & additions only
- Building System Approval Report – For Modular homes only
- Septic Permit
- Well Permit
- Driveway Permit or Waiver
- Copy of Deed
- 1 copy of the approved Site plan including the utilities
- Soil Erosion
- Homeowner Affidavit
- Contractor Registration Form (If not registered please fill out the Contractor Registration Form)
- Other \_\_\_\_\_

Code \_\_\_\_\_

Use Group \_\_\_\_\_

Type of Construction \_\_\_\_\_

Description: \_\_\_\_\_

### **Inspections required:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Footing                                   | <input type="checkbox"/> Rough Electrical |   |
| <input type="checkbox"/> Bsmt wall re-inforcement                  | <input type="checkbox"/> UG electrical    |   |
| <input type="checkbox"/> Backfill                                  | <input type="checkbox"/> Service          | <b>Blding Application Fee \$35.00</b>   |
| <input type="checkbox"/> Subsoil                                   | <input type="checkbox"/> Final Electrical | <b>(non-refundable)</b>                 |
| <input type="checkbox"/> Brick flashing                            | <input type="checkbox"/> Other _____      | <b>Plan Review Fee</b>                  |
| <input type="checkbox"/> Rough                                     | <input type="checkbox"/> Rough Plumbing   | <b>(non-refundable) _____</b>           |
| <input type="checkbox"/> Insulation                                | <input type="checkbox"/> UG plumbing      | <b>Permit Fee _____</b>                 |
| <small>(Provide insulation certificate on or before final)</small> | <input type="checkbox"/> Sewer            | <b>C of O Fee _____</b>                 |
| <input type="checkbox"/> Blower door test                          | <input type="checkbox"/> Final Plumbing   | <b>Contractor Reg Fee _____</b>         |
| <input type="checkbox"/> Final                                     | <input type="checkbox"/> Other _____      | <b>Sewer Inspection Fee _____</b>       |
| <input type="checkbox"/> Other _____                               | <input type="checkbox"/> Rough Mechanical | <b>Water Insp (City only) fee _____</b> |
|  | <input type="checkbox"/> Gas Test         | <b>Other _____</b>                      |
|  | <input type="checkbox"/> UG Mechanical    | <b>Total _____</b>                      |
|  | <input type="checkbox"/> Final Mechanical | <b>Amount Paid _____</b>                |
|  | <input type="checkbox"/> Rough Fireplace  |   |
|  | <input type="checkbox"/> Final Fireplace  | <b>Amount Due _____</b>                 |
|  | <input type="checkbox"/> Other _____      |   |

Permit Approved \_\_\_\_\_

Building Official

Date \_\_\_\_\_