



CITY OF OAK PARK

Municipal Services
14300 Oak Park Boulevard Oak Park, MI 48237
Phone (248) 691-7450 Fax (248) 691-7165
www.oakparkmi.gov

PLAN EXAMINATION AND BUILDING PERMIT

JOB LOCATION: _____ DATE: _____

Owner: _____
 Address: _____
 City/State/Zip: _____
 Phone # _____

Contractor: _____
 Address: _____
 City/State/Zip: _____
 Phone# _____

Architect: _____
 Address: _____
 City/State/Zip: _____
 Phone # _____

VALUATION OF WORK

BASE FEE \$50 PLUS

\$0 to \$4,000	\$60.00
\$4,001 to \$8,000	\$100.00
\$8,001 to \$12,000	\$150.00

\$12,001 and Over \$150.00 plus \$10 for each additional \$1,000 or part thereof

Plus Plan Review Fee if Applicable

TEMPORARY AND/OR CERTIFICATE OF OCCUPANY
(Separate application required)

If Submitting for Plan Review – 3 sets of drawings

Work Description

Value of Construction \$ _____

“Section 23a of 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.”

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.

CONTRACTOR SIGNATURE _____ **DATE** _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public (print name) _____, County of _____, Michigan.

My commission expires: _____ Notary Signature _____

FOR OFFICE USE ONLY

APPROVED DENIED

OTHER PERMITS REQUIRED: ELECTRICAL PLUMBING MECHANICAL FIRE SUPPRESSION FIRE ALARM
 USE GROUP _____ OCCUPANCY LOAD _____ CONSTRUCTION TYPE _____ ZONE _____ SQ FT _____

INSPECTOR: _____ DATE: _____

ADDITIONAL NOTES: _____



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HOMEOWNER AFFIDAVIT

I certify that I am the bona fide homeowner of the above property which is:

_____ a single family residence, not for rent and which is, or will be upon completion, my own place or residence.

_____ a residential structural which is a rental property and upon which I desire to undertake certain maintenance and/or alterations as specified below.

I hereby apply for an owner's permit to install or erect _____
(type of work)

I REALIZE THAT BY MAKING THIS APPLICATION, I ASSUME THE RESPONSIBILITY OF A LICENSED CONTRACTOR FOR COMPLETION OF WORK. I AGREE THAT I SHALL NEITHER HIRE ANY OTHER PERSON FOR THE PURPOSE OF INSTALLING ANY PORTION OF THIS WORK OR EQUIPMENT, NOR SUBCONTRACT TO, NEITHER PERSON NOR FIRM FOR INSTALLING ANY PORTION OF THIS WORK, EXCEPT TO A LICENSED CONTRACTOR.

I WILL NOTIFY THE MUNICIPAL AUTHORITY WITHIN 72 HOURS AFTER WORK IS COMPLETED AND READY FOR SERVICE OR OCCUPANCY SO THAT THE REQUIRED INSPECTION MAY BE MADE. ALL PARTS OF THIS WORK SHALL REMAIN EXPOSED UNTIL THE INSTALLATION IS ACCEPTED BY THE MUNICIPAL AUTHORITY.

Signature of Owner

Subscribed and sworn to me this _____ day of _____, 20_____.

Notary Public _____, County of _____, Michigan
(Print Name)

My commission expires _____ Signature _____

FOR OFFICE USE ONLY

Building Plan Review Fee _____

Building Permit Fee _____

Plumbing Plan Review Fee _____

Plumbing Permit Fee _____

Mechanical Plan Review Fee _____

Mechanical Permit Fee _____

Electrical Plan Review Fee _____

Electrical Permit Fee _____

Structural Plan Review Fee _____

Sewer Connection Fee _____

Miscellaneous Fee _____

TOTAL FEE _____

TOTAL FEE DUE AT ISSUE _____