



CITY OF OAK PARK

Department of Technical & Planning Services
14300 Oak Park Boulevard Oak Park, MI 48237
Phone (248) 691-7450 Fax (248) 691-7165
www.oakparkmi.gov

ZONING PERMIT FOR BUILDINGS AND STRUCTURES UNDER 200 SQ FT PERMIT FEE \$60

JOB LOCATION: _____ **DATE:** _____

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

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

REQUIRED INFORMATION:

- 2 copies of Plot Plan (mortgage survey) showing proposed structure and distance of structure from lot lines and other buildings – *sample and blank form provided*
- 2 copies of construction plans (*specification sheet if constructed from a kit*) showing material to be used
- Size of Proposed Structure _____
- Foundation / Rat Wall: _____ Yes _____ No

GENERAL INFORMATION:

- Total lot coverage (includes all buildings) shall not exceed 35% of square footage of the lot
- Structures shall not exceed 13' in height at the point half-way between the peak and the eave of the roof
- Only one main building (house) and one accessory building (garage or shed) greater than 200 sf are allowed per residential lot. See City Code Article 17 Section 1703(b)
- Structure shall be no closer than two (2) feet to a side lot line. Rear lot easements (typically 6 feet from rear lot line) must be maintained unless written permission from the utility company allowing encroachments are submitted. On corner lots, a setback of 15' must be maintained from the corner.

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.

SIGNATURE _____ **DATE** _____

FOR OFFICE USE ONLY

APPROVED DENIED

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 structure 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 _____