

City of Grosse Pointe Park
15115 East Jefferson
Grosse Pointe Park, Michigan 48230
(313) 882-5020

Requirements for Obtaining Building Permits

Residential Structures

(One-and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Building Permit Application
- Minimum of two (2) sets of plans that include the following:
 - Foundation and floor plans. Roof and wall section. Building elevations.
 - Site plan.

Commercial Structures

(Including One-and Two-Family Residential with *more* than 3,500 square feet of calculated floor area)

- Building Permit Application
- Copy of plan review approval letter. Plan review must be approved prior to a building permit being issued.

Mobile and Premanufactured Homes

- Building Permit Application
- Minimum of two (2) sets of plans for the foundation and the method of anchoring the unit to the foundation.
- Site plan.
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approve plans.

Instructions for Completing Application

Page 1 of the application: Complete all applicable sections. Note section II(c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and **signed**.

Section VII. Must be completed by the local governmental agency (city/township) for zoning (environmental) approval. In certain jurisdictions, a land use permit may be substituted. Note (g) and (h). Indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

Schools: It is the responsibility of schools to submit for environmental control approvals as required by law, when applicable.

Building Permit Fees

Building permit fees may be obtained from the City, by calling (313) 822-5020.

You will need to furnish the following information when calling

- Total square footage of the structure.
- Use group (i.e., "R-3" use group for single family homes, "U" use group for detached garages, pole barns, etc.)
- Type of construction ("5B" for wood frame construction).

When to Call for an Inspection

Please call the building inspector's telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of four (4) inspections are required on most structures. It is the permit holder's responsibility to call for inspections, prior to the construction being covered.

Foundation Inspection

Footing Inspection - Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection - Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Rough Inspection

The rough inspection is to be made after the roof, all framing, firestopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, plumbing, boiler and elevator permit numbers, the plan review submission number, and the Bureau of Fire Services project number (for Schools only). A Certificate of Occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, plumbing, boiler or elevator permit, plan review submission or Fire Services project is not required, write "not applicable" on the request form in the appropriate space.