

# Western Washtenaw Construction Authority

Application for Building Permit and Plan Review

Bridgewater, Freedom, Manchester & City of Manchester Townships

PH: 734-428-7001 FX: 734-428-1849

912 City Rd; Manchester, MI 48158

wwcabuild@gmail.com

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 APPLICANT MUST COMPLETE ALL SECTIONS ELECTRICAL, MECHANICAL, AND PLUMBING**

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

<b>PROJECT INFORMATION</b>	<b>DATE</b> _____	<b>Permit Number</b>
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

**Non-Residential:**

Use Group \_\_\_\_\_ Type of Construction \_\_\_\_\_ Total Occupancy \_\_\_\_\_  
Describe use of structure \_\_\_\_\_

**Characteristics of Structure**

**Principal type of frame:** \_\_\_\_\_ Masonry \_\_\_\_\_ Wood Frame  
\_\_\_\_\_ Structural Steel \_\_\_\_\_ Reinforced Concrete  
\_\_\_\_\_ Other \_\_\_\_\_

**Foundation Details:** \_\_\_\_\_ Basement \_\_\_\_\_ Crawlspace \_\_\_\_\_ Prefab Concrete  
\_\_\_\_\_ Walkout \_\_\_\_\_ Poured Concrete \_\_\_\_\_ Masonry Block  
Basement wall Ht. \_\_\_\_\_ Permanent Wood \_\_\_\_\_ Foam Block  
\_\_\_\_\_ Other \_\_\_\_\_

**Type of Mechanical:** \_\_\_\_\_ Nat. Gas \_\_\_\_\_ Propane \_\_\_\_\_ Prefab Fireplace  
\_\_\_\_\_ Air Conditioning \_\_\_\_\_ Fuel Oil \_\_\_\_\_ Electric \_\_\_\_\_ Masonry Fireplace  
\_\_\_\_\_ Elevator or lift \_\_\_\_\_ Other \_\_\_\_\_

**Type of Sewage Disposal:** \_\_\_\_\_ Public \_\_\_\_\_ Private (Septic etc.)

**Type of Water Supply:** \_\_\_\_\_ Public \_\_\_\_\_ Private (Well)

**Number of Bedrooms** \_\_\_\_\_ **Number of Bathrooms: Full** \_\_\_\_\_ **Partial** \_\_\_\_\_

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

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

Building Official

Date \_\_\_\_\_

**HOME OWNER AFFIDAVIT ON THE BACK**