



City of Troy
 500 W Big Beaver Rd, Troy MI 48084
 248-524-3344
 buildinginspection@troymi.gov

RESIDENTIAL BUILDING PERMIT APPLICATION

NAME OF OWNER/AGENT/DESIGN PROFESSIONAL		Cost of Construction:	
STREET ADDRESS AND JOB LOCATION (Street #, Suite # and Name)	NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED		Oakland County
	Troy Michigan		

WHO IS THE APPLICANT		NAME OF HOMEOWNER/CONTRACTOR	CONTRACTOR LICENSE NUMBER	EXPIRATION DATE
Contractor Homeowner				
ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE	
TELEPHONE NUMBER (Include area code)	EMAIL ADDRESS:			
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)	FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)			

Section 23a of the state construction code act of 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.

SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI. Homeowner Affidavit)	DATE
X _____	

I hereby certify the building work described on this permit application shall be installed **by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Residential Building Code and **shall not be enclosed, covered up, or put into operation** until it has been **inspected** and **approved** by the Cities Building Inspector. I will cooperate with the Cities Building Inspector and assume the responsibility to arrange for necessary inspections.

Please give a description of work:

APPROVED BY: Plan Commission
 Board of Zoning Appeals
 City Council

Date: _____
Date: _____
Date: _____

PLAN ANALYST COMMENTS: _____

SPECIAL STIPULATIONS: _____

Plan Review Fee Paid \$ _____ **Date** _____

Soil Erosion _____

FEES DUE:

Building Permit Fee \$ _____

Certificate of Occupancy \$ _____
Bond (refundable) \$ _____
Plan Review Fee \$ _____
Add'l Plan Review Fee \$ _____
Micro Film Charge \$ _____
Grade Inspection \$ _____
Street Maintenance Fee \$ _____
Tree Deposit \$ _____
Residential Bldg Contractor
Registration (exp. 5/31) \$ _____

Sewer Fee \$ _____
Water Fee Due \$ _____
Structural Review Fee \$ _____
Plans Rolled Plan Review Comments
 Folded
 Attached
 Scanned
 No Plans

TOTAL DUE \$ _____

APPROVED BY: _____ DATE: _____



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SEWER PERMIT APPLICATION

NAME OF OWNER/AGENT/DESIGN PROFESSIONAL		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? Yes No Not Required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED Troy Michigan		Oakland County

WHO IS THE APPLICANT Contractor Homeowner		NAME OF HOMEOWNER/CONTRACTOR	CONTRACTOR LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)	CITY		STATE	ZIP CODE
TELEPHONE NUMBER (Include area code)		EMAIL ADDRESS:		
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)		

Section 23a of the state construction code act of 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.	
SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI. Homeowner Affidavit) X _____	DATE

I hereby certify the plumbing work described on this permit application shall be installed **by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Plumbing Code and **shall not be enclosed, covered up, or put into operation** until it has been **inspected** and **approved** by the Cities Plumbing Inspector. I will cooperate with the Cities Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

Please give a description of work:



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	Unit Fee	No.	Total Fee
Contractor Registration Fee	\$ 35.00		
Extra Inspection	\$ 90.00		
Special Inspection	\$ 90.00		
Sanitary on Private Property	Unit Fee	No.	Total Fee
Lines not exceeding 6" – First 50 feet	\$ 30.00		
Each Additional 50 feet	\$ 16.00		
8" Lines	\$ 34.00		
Each Additional 50 feet	\$ 18.00		
10" Lines	\$ 38.00		
Each Additional 50 feet	\$ 20.00		
12"	\$ 40.00		
Each Additional 50 feet	\$ 20.00		
14" Lines	\$ 48.00		
Each Additional 50 feet	\$ 24.00		
16" Lines	\$ 60.00		
Each Additional 50 feet	\$ 30.00		
18" Lines	\$ 80.00		
Each Additional 50 feet	\$ 40.00		
Lines Exceeding 18" – First 50 feet	\$ 100.00		
Each Additional 50 feet	\$ 50.00		
Storm on Private Property	Unit Fee	No.	Total Fee
Lines not exceeding 6" – First 50 feet	\$ 30.00		
Each Additional 50 feet	\$ 16.00		
8" Lines	\$ 34.00		
Each Additional 50 feet	\$ 18.00		
10" Lines	\$ 38.00		
Each Additional 50 feet	\$ 20.00		
12"	\$ 40.00		
Each Additional 50 feet	\$ 20.00		
14" Lines	\$ 48.00		
Each Additional 50 feet	\$ 24.00		
16" Lines	\$ 60.00		
Each Additional 50 feet	\$ 30.00		
18" Lines	\$ 80.00		
Each Additional 50 feet	\$ 40.00		
Lines Exceeding 18" – First 50 feet	\$ 100.00		
Each Additional 50 feet	\$ 40.00		



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Building Main to Sewer	\$ 40.00		
Rear Yard Drain	\$ 40.00		
Manholes or Catch Basins	\$ 45.00		
Sewer Lead Connect	\$ 20.00		
Total Due			\$

Minimum Permit fee is \$75.00

PERMIT IS GOOD FOR TWO (2) INSPECTIONS - IF MORE ARE NEEDED PLEASE BE SURE TO ADD THEM ABOVE

Violators will open themselves up to fines and/or jail time per the Skilled Trades Regulation ACT 407 of 2016

SOIL EROSION/SEDIMENTATION RESIDENTIAL CONTROL PART 91 PERMIT APPLICATION

CITY OF TROY, ENGINEERING DEPARTMENT
500 W BIG BEAVER ROAD, TROY, MI 48084-5285
PHONE: 248.524.3383 FAX: 248.524.1838

OFFICE USE ONLY:

Permit # _____
Date Issued _____
Exp. Date _____
 No Permit Required
 Final Inspection Only: \$100
 Security Deposit: \$500/min.
Reviewer _____

Residential: **Application fee \$10** – Payable in advance
Plan Review & Permit Fee: **New Home \$100**
Inspection Deposit: **\$2,000 (1 Year MAX. permit)**
Inspection Deposit/Minor Project: **\$1,000 (6 Month MAX. Permit)**
Security Deposit: **\$500 (min./determined by Engineer)**

Address of property: _____	Sidwell #: _____
Development Name (if applicable) _____	T.2N R.11E Section _____
Subdivision: _____	Lot Number: _____

Agent/Applicant: _____ (Provide Owner Name if Agent is Applicant)	Property Owner: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____	Phone: _____

Contact Person: _____ (Name of person responsible for implementation of control measures)	Phone: _____
Address _____	

Proposed Earth Change:

Size of Earth Change: Area _____ (Acres, Square Footage)

Describe Project: _____

Name & Distance to Nearest Lake, Stream or Drain: _____

Project Start Date: _____ Project End Date: _____

SOIL EROSION PLAN MUST INCLUDE THE FOLLOWING:

- Project location map showing major thoroughfares and site.
- Lot number, parcel dimensions, and adjoining right-of-way, (existing and proposed), and street names include north arrow and scale of drawing.
- Existing and final contours or elevations of property.
- Existing, construction and final drainage patterns.
- Dominant existing land features i.e. grass, brush, trees etc.
- Description of construction and limits of earth disruption.
- Timing and sequence of earth change (calendar and/or narrative).
- Permanent land cover i.e. Grass, brush, etc.
- Graphic location of soil erosion and sedimentation control temporary and permanent measures.
- Statement on the site plan stating who is responsible for maintenance and that **“soil erosion controls will be maintained weekly and after every storm event.”**

Legal Acknowledgement - Enforcement:

****** IMPORTANT PLEASE READ ******

ENFORCEMENT PARAGRAPH

NOTICE OF VIOLATIONS:

The City of Troy or its representatives shall perform routine inspections on the site periodically. If the site is found non-compliant with this permit or the soil erosion control ordinance, the Permit Holder/Signer shall be issued a Notice of Violation by hand, mail or fax. Notice shall include a description of all violations. **All violations shall be corrected within 5 days of the date of the Notice of Violation.**

MUNICIPAL CIVIL INFRACTION

A Municipal Civil Infraction shall be issued unless all items described in the Notice of Violation have been addressed within 5 days. The Municipal Civil Infraction must be paid within the prescribed time or a Municipal Civil Citation may be issued requiring a court appearance. In addition to the Municipal Civil Infraction the City of Troy or its representatives may enter upon the site to bring the site into compliance and the landowner shall be charged for all work performed.

NO PERMIT REQUIRED

If after review of the Soil Erosion/Sedimentation Control application it is determined that a permit is not needed the rules of PA Act 451 Part 91 must still be followed and soil erosion must be controlled. Should the City of Troy receive two or more complaints regarding soil erosion and sedimentation, the property owner will be required to obtain a permit.

Applicant Signature:

I have read the application instructions and completed the permit application. I understand that applications not fully completed will be returned, resulting in a delay. I have read and understand the enforcement paragraph above and that should any soil erosion and sedimentation control measures fall into disrepair, be missing or require maintenance, the City may follow the steps described in the ENFORCEMENT PARAGRAPH above for the described property and in addition, may fine me up to \$10,000 per day that I am in violation of this permit.

I (we) affirm that the above information is accurate and that I (we) will conduct the above described earth change in accordance with Part 91 Soil Erosion and Sedimentation Control, of the Natural Resource and Environmental Protection Act, ACT 451 of the public acts of 1994 of the State of Michigan, its corresponding rules, applicable local ordinances and the agreements accompanying this application.

Print Name: _____

Land Owners Signature: _____ Date: _____

Print Name: _____

*Agent's Signature: _____ Date: _____

* If Owner's Authorized Agent: Agent must have a written statement from the landowner clearly indicating agent has authority to obtain a soil erosion and sedimentation (SESC) permit in the landowner's name.

LAND OWNERS' signature required per State of Michigan Law

Permit Fees & Deposits

RESIDENTIAL CONSTRUCTION – PERMIT REQUIRED

Permit Application Fee	\$10
Plan Review & Permit Fee	\$100
Inspection Deposit – New Home	\$2,000 1 year (max.) permit
Inspection Deposit – Minor Project	\$1,000 6 month (max.) permit
Inspection Deposit – Permit Extension	Amount Determined by Engineer
Security Deposit	\$500 Min./Determined by Engineer

RESIDENTIAL CONSTRUCTION – FINAL INSPECTION ONLY OR NO PERMIT REQUIRED

Permit Application Fee	\$10
No Permit Required	\$ 0
Final Inspection Only Deposit	\$100
Re-Inspection Deposit (If Required)	\$100
Security Deposit (If Required)	\$500 Min./Determined by Engineer

All Permit Fees are non-refundable.

A final inspection of erosion control measures will be done following a request for a final or temporary certificate of occupancy or to close out a building permit. If the required erosion control measures are incomplete, or missing, the City Engineer may require a security deposit and a re-inspection deposit to assure that erosion control measures are put in place and pass a final inspection.

Should the inspection deposit have a surplus, it shall be refunded after the permit is closed. If the deposit is insufficient to cover actual inspection costs an additional deposit shall be required as set by the City Engineer.



October 13, 2020

Attn: Builders/Developers

Regarding: **New Requirement for Soil Erosion Permits**

The City of Troy would like to inform you of the following new requirement for all soil erosion permits that will be issued beginning on January 1, 2021.

Starting January 1, 2021, all soil erosion permits will require that the entire lot have permanent vegetation in place prior to granting final approval of the soil erosion permit. Specifically, 100% of the lot must be covered with sod or other approved living ground cover (excluding the dwelling unit, accessory structures, parking/driveways and walkways).

Please note that Final Grade Approval is required prior to placing permanent vegetation on the site. Seed and mulch is also acceptable, however dense vegetation needs to be established before a Certificate of Occupancy (C.O.) can be granted as determined by the Building Official, City Engineer or their designee. C.O. from the Building Department requires final approval of all permits associated with the building permit.

For C.O.'s requested during the winter months where sod or seed are not viable, a temporary certificate of occupancy (T.C.O.) can be granted from the Building Department with the submittal of a \$5,000 cash deposit per lot for One Family Cluster Developments or a \$10,000 cash deposit per lot for all other developments. The purpose of the cash deposit is to ensure that permanent vegetation is placed the following spring. The cash deposit would be refunded once permanent vegetation is in place and has been approved by the City.

If you have any questions, please contact me at 248-524-3383.

Sincerely,

William J. Huotari

William J. Huotari, PE
City Engineer

cc: Mark Miller, City Manager
Bob Bruner, Assistant City Manager
Lori Bluhm, City Attorney
Kurt Bovensiep, Public Works Director
Scott Finlay, PE, Deputy City Engineer
Antonio Cicchetti, Senior Civil Engineer
Joe Lietaert, Inspection Supervisor
George Ballard, Land Surveyor
Brent Savidant, Community Development Director
Paul Evans, Zoning & Compliance Specialist
Salim Huerta, Building Official
Bryan Smith, AEW
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CITY OF TROY WATER PERMIT APPLICATION - RESIDENTIAL

WATER DIVISION: 248-524-3370 FAX: 248-524-3520

CONTRACTOR/HOMEOWNER NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP _____

PHONE: _____

CHECK ONE: Single Family Home _____ Duplex _____ Multi/Condo _____ SPRINKLER _____

Project Address: _____ Lot #: _____ Subdivision: _____

From Demolition: YES _____ NO _____ IF YES - Address of Demo: _____

Split Lot: YES _____ NO _____ IF YES - Number of Lot Splits: _____

Saved Service** YES _____ NO _____ IF NO - Service Size _____
(Residential Standard is 1" service line)

Meter Size _____
(Residential Standard is 3/4" meter)

****For a Demolition with a SAVED SERVICE LINE – Builder is responsible to make connection to saved service, Contact Water Division at 248.524.3370 for procedures.**

*****NOTE: Service Lines to be installed in non-pavement areas.**

BILLING INFORMATION (FOR MODEL HOMES OR SPRINKLER ACCOUNTS)

NAME ON ACCOUNT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Department use only

Water Account # _____

Sewer District _____

Permit notes/Work Description

