



3338 Coolidge
Berkley, Michigan 48072
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www.berkleymi.gov

BUILDING PERMIT APPLICATION

Application for a permit to:

Commercial____ Residential____ Demo____ New Construction____ Addition____ Alteration____ SPRINKLED Y / N

Describe Proposed Project: _____

Work being done at:

Address: _____ Day Telephone: _____
Name of Property Owner: _____ Size of New Structure: _____
Zoning: _____ Subdivision: _____ Lot No.: _____ Lot Size: _____

Contractor/Applicant:

Company Name: _____
License Holder: _____
Address: _____ City: _____ State/Zip: _____
Telephone: _____ EMAIL Address: _____

Estimated Cost of Construction: By Applicant: \$ _____

Plan review fees must be paid before review can begin. Final review fees may be higher based on confirmation of the construction cost. Cancelled plan reviews will not be refunded.

Requirements:

A copy of your insurance must be on file for all contractors doing work in our city.

Residential: One (1) 11x17 set of plans, minimum size 8 1/2 x 11 inch paper.

New Home Residential: Two (2) sets of plans (one (1) set of plans to be 11x17)

Commercial: Two (2) sets of plans (one (1) set to be 11x17), sealed by a Licensed Architect or Engineer in accordance with 1980, PA299.

AND

PDF (300 dpi or higher) of plans are required to be submitted to: building@berkleymi.gov

I agree to repair any damage done to public or private property.

“This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances.”

Signature _____

Print Name _____

Refund Policy: Upon request, all cancelled permits with no inspections will be refunded at 50% of the permit costs with a minimum refund of \$25.00. Permit fees will not be refunded after inspections have been completed.

Department use only: USE GROUP _____ CONST. TYPE _____ Value by Department: \$ _____

Approved _____ Not Approved _____

Permit Number: _____

Stipulations: _____

Received by _____

Date _____

Date _____
Fee: _____
Inspections: _____
Bond: _____
Registration: _____
Plan Review: _____
Total: _____

CONTRACTOR PERMITS

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

License Number: _____ Expiration Date: _____

Drivers License Number: _____ DOB: _____

Federal Employer ID Number
or Reason for Exemption: _____

Workers Comp Insurance Carrier
or Reason for Exemption: _____

MESC Employer Number
or Reason for Exemption: _____

“Section 23a of the state construction codes act of 1972, Act. No. 230 of 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 person who perform work on residential building or a residential structure. Violations of section 23a are subjected to civil fines.”

A copy of your certificate of insurance must be on file with the building division before any permits will be issued.

Signature of Contractor

Date signed

HOMEOWNER PERMITS

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Drivers License Number: _____ DOB: _____

Telephone Number: _____ Email: _____

Section 23a of the state construction codes act of 1972, Act. No. 230 of 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 person who perform work on residential building or a residential structure. Violations of section 23a are subjected to civil fines.”

Homeowner guarantees that work is being done by homeowner or immediate family and will not be contracted out; also this will not be a rented property.

Signature of Homeowner

Date signed

ACCESSORY BUILDINGS

Definitions: Accessory buildings and structures shall be secondary and clearly incidental to the principal building on a parcel of land. Such buildings or structures shall therefore not be permitted as the only building or structure on a parcel of land.

Size: The combined floor area of all accessory buildings on a lot cannot be more than 800 square feet or one-half the ground floor of the main building, whichever is greater. Dog runs are excluded from the maximum lot coverage calculation.

Yard location: Accessory buildings or structures shall not be erected in any yard, except a rear yard.

Lot coverage: Maximum percentage of lot coverage, calculating the area of all structures (main building and all accessory buildings and structures) shall not exceed 35% (except corner lots which can't exceed 45%).

Setback: No detached accessory building or structure shall be located closer than 10 feet to any main building, or other accessory building or structure; nor shall any accessory building or structure (except swimming pools which have their own setback criteria) be located within 5 feet of the side lot line unless proper fire separation has been installed. An accessory building or structure may be located 18 inches from a side lot line with proper fire separation. No accessory building or structure shall be located within 5 feet to any rear lot line or easement. In no instance shall an accessory building or structure be located within a dedicated easement or right-of-way. NOTE: NO PART OF GARAGE (OVERHANG, GUTTERS, ETC.) SHALL ENCROACH INTO SETBACK OR EASEMENT.

Height:

Distance from Rear Lot Line to Structure	Height of Structure Allowed
0 to 5 feet	No structures permitted
5-35 feet	15 feet
Greater than 35 feet	Maximum height allowed in the zoning district.

An accessory building shall be considered 2 stories if the second floor contains a room (interior space at least 70 square feet in area with a ceiling height of at least 7 feet). Accessory buildings with 2 stories shall have proper fire separation as required by state building code. Attics which do not have sufficient headroom or area to qualify as a room are permitted for storage use only. Access to such storage area shall be permitted by ladder or drop down stairs only.

Corner Lots:

On lots where a rear yard abuts a rear yard, the exterior side yard setback shall not be less than 10 feet.

On lots where a rear yard abuts a side yard, the required exterior side yard setback shall be as follows:

Distance from Rear Lot Line to Structure	Setback required
0 to 5 feet	No structures permitted
5-35 feet	25 feet
Greater than 35 feet	10 feet

Garages may be attached to the principal structure provided that the principal structure including the garage is at least 5 feet from the rear lot line and all other setback requirements are met. The garage door or combination of garage doors shall not exceed 18 feet.

Attached to main building: Where the accessory building or structure is structurally attached to a main building it shall be subject to, and shall conform to, all regulations of this chapter applicable to the main building. The width of a front loading attached garage shall not be greater than 45% of the total width of the entire building as measured along the front building line. The garage portion must also be stepped back at least 5 feet from the house portion of the building. All attached garages are to be fire separated from Dwelling per MRC 2015, Sec. R302: R 302.5, R302.6, Table R302.6 or any other material approved by the building inspector. All openings in firewalls are to be firestopped.

Garages-Minimum requirements: All garages must be built according to the following minimum requirements.

- 1) All poured concrete shall be at least six (6) bag cement content to each yard of sand and gravel and must have a compressive strength after twenty-eight (28) days of at least three thousand (3,000) pounds.
- 2) All ratwalls under frame unattached garages shall be not less than four (4) inches wide and twenty-four (24) inches in depth. NOTE: Garage floor to be a minimum of four (4) inches concrete. Footings required under attached and masonry garages shall be eight (8) inches by forty-two (42) inches. All depths of footing and ratwall shall be measured below ground.
- 3) All garages shall be attached to footings with one-half inch bolts, six (6) foot on center and starting from front corner to tie down wall (or equivalent).
- 4) All garage floors must be properly pitched to expel surface water.
- 5) No concrete shall be poured unless sod shall be first removed and replaced with a minimum of two (2) inches of fill sand in the area to be covered by such concrete.
- 6) Framing shall be properly nailed to meet specifications of the building code and shall be wind braced at all corners, both ways.
- 7) All headers over doors and other openings shall conform to the following minimum schedule:

Span (feet)	Nonbearing	Bearing
8	2 - 2 x 8	2 - 2 x 10
9	2 - 2 x 10	2 - 2 x 12
16	2 - 2 x 12	3 - 2 x 12
- 8) Provide gutters, downspouts and splash blocks.
- 9) Grading, as it relates to residential structures, shall be so developed as to drain surface water away from residential dwellings as per Ordinance Chapter 26, Article VII Section 26-334 through 26-337.
- 10) Provide roof or gabled vents.

Windows: If a window header is 8 feet or more above grade and that wall is located closer than 5 feet to the lot line, the total amount of windows cannot exceed 8 square feet.

Electrical Service: The City of Berkley does not require that garages or sheds be wired for electricity. However, should you choose to do so, these are the minimum requirements: the garage must be serviced with a dedicated circuit. The circuit will provide 15 - 20 amp service. The service supply to the garage must be underground.

The minimum requirements will not provide enough power to charge an electric vehicle. If you think you may be purchasing an electric vehicle in the future, it will be less expensive to install the proper amount of power to your garage now rather than retrofitting it later.

RESTRICTIONS: No accessory building shall be used as a dwelling unit, unless it meets ADU requirements under Chapter 138, Article 8, Section 8.20, or used as storage for a nonresidential purpose. In no instance shall a rooftop deck on an accessory building be permitted.

EXEMPTIONS: Accessory buildings that are 36 square feet or less in square footage and 6 feet or less in height do not require a permit.

SKETCH

SHOW DISTANCE FROM REAR AND SIDE LOT LINES - LOCATION IN RELATION TO HOUSE
- ELEVATION (FRONT & SIDE VIEW). Grading Plan may be required per Sec. 26-336.

CONSTRUCTION PERMITS: PDF Electronic set of plans - (2) INSPECTIONS (ratwall, final) (3) INSPECTIONS IF FIREWALL REQUIRED

GARAGE AND SHED CONSTRUCTION PLAN GUIDE

Instructions: Fill in dimensions where required. A site plan and building permit application is also required.

Address: _____

() Garage () Shed

Builder Name: _____

Wall Height: _____

Building Height: _____

Building Width: _____

Building Length: _____

Type of Roof: _____

() Hip

() Gable

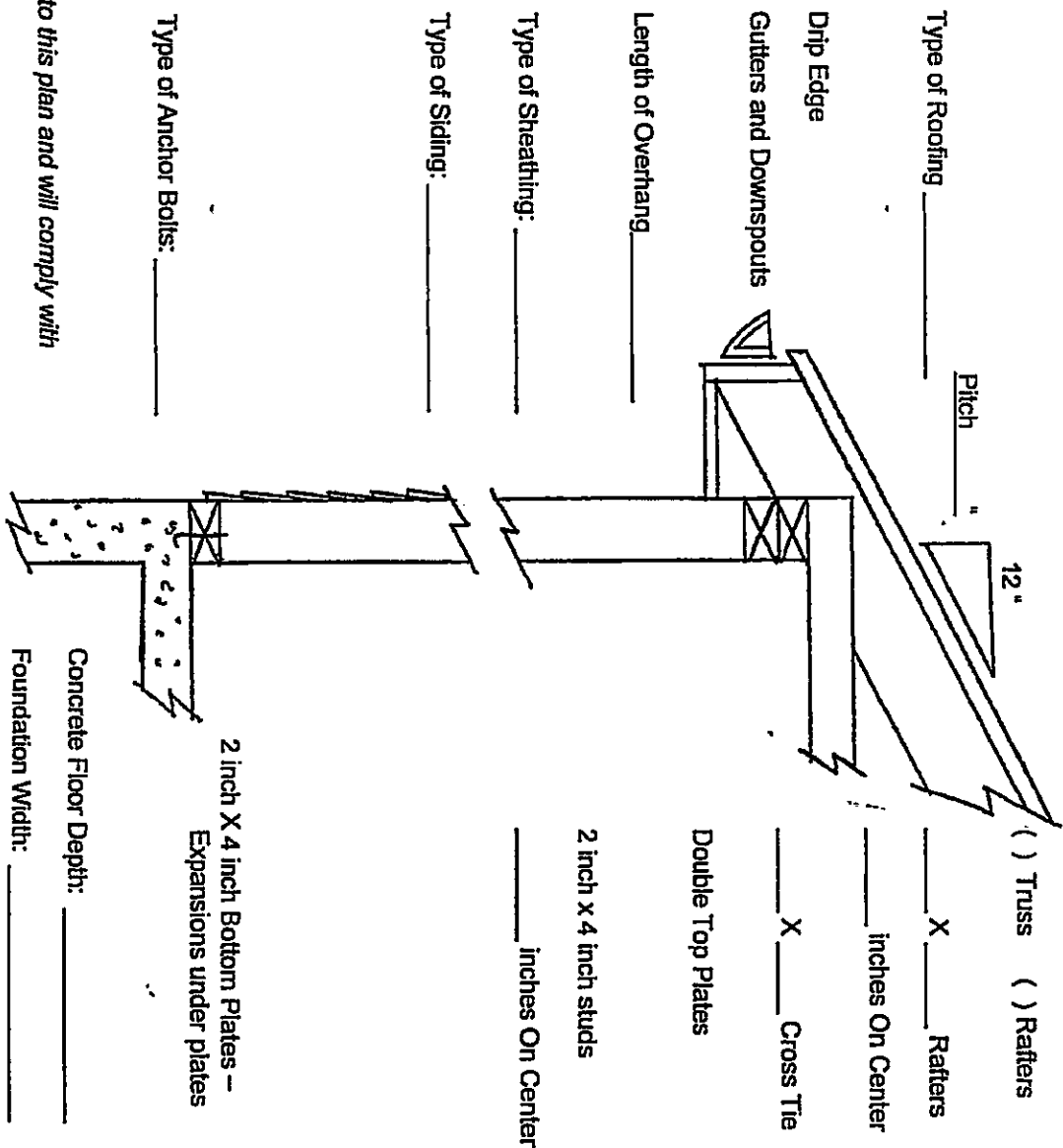
() Other _____

REQUIRED INSTALLATIONS

- Gutters
- Drip Edge
- Overhead Door Headers
- Corner Studs
- Wind Braces
- Door
- Collar Ties Every 4 Feet
- Driveway to Garage from Street

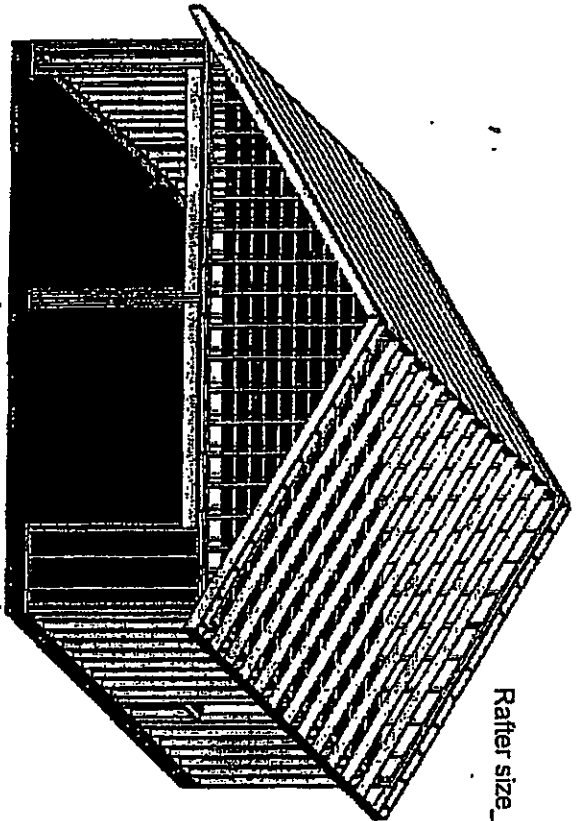
I certify that this structure will be constructed according to this plan and will comply with city codes and ordinances.

Signature _____

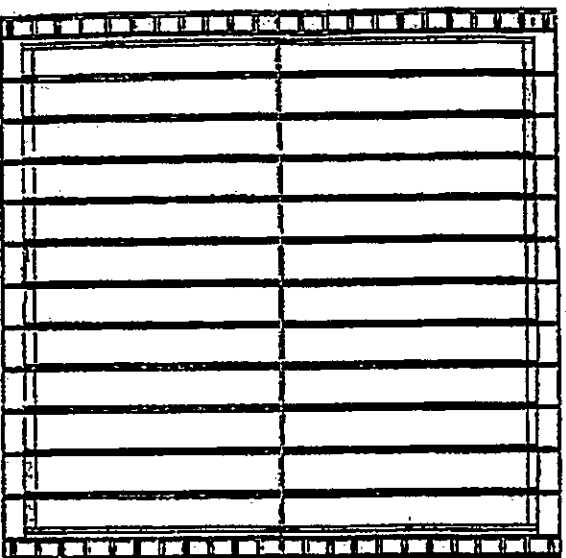


GARAGE AND SHED CONSTRUCTION PLAN GUIDE (PAGE 2)

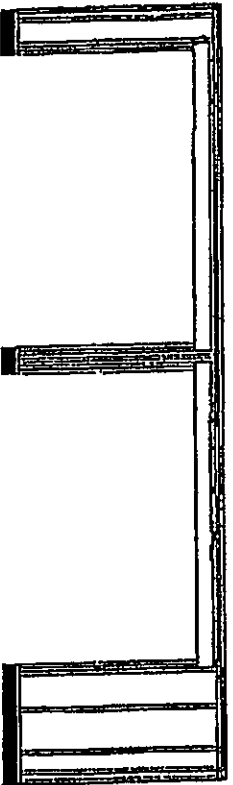
Instructions: Fill in dimensions where required.



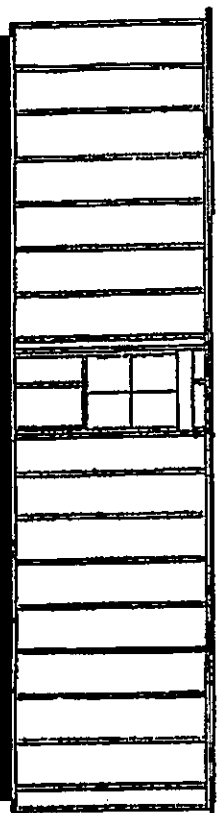
Rafter size _____



Center Spacing Distance between Rafters? _____



Size of Header? _____



Width of Window? _____

Size of Header? _____

Center Spacing Distance between Studs? _____