



COMMERCIAL MAINTENANCE ANNUAL PERMIT APPLICATION

Office Use Only: Affix permit / parcel number barcode. Permit Number:	Authority: 1972 PA 230 Completion: Mandatory to Obtain Permit Application must be completed, signed, and all fees paid prior to permit issuance. Work completed without a permit is illegal and subject to civil fines.
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1. Job Location / Owner Information

Name of Owner:		
Job Location Street Address:		
City / State:	Zip Code:	Phone Number:
Email Address:		

2. Identification

A. Select one of the following; I am the:

<input type="checkbox"/> Owner (Continue to section 3.)	<input type="checkbox"/> Owner's Agent (Fill out all applicable information in sections 2B. Continue to section 3.)
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B. Contractor

Name:	Phone Number:	
Street Address:	City, State:	Zip Code:
Email:		
License Number:	Expiration Date:	UIA Number or Reason for Exemption:
FEIN or Reason for Exemption:	Workers Comp. Insurance Carrier or Reason for Exemption:	

3. Type of Work to Be Completed

<input type="checkbox"/> Building	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing
Repair or Direct Replacement of Drywall, Decks / Balconies, Siding, Roofing, Windows, Doors, or Similar.	Maintenance or Replacement of Existing Equipment (Air Conditioners, Dishwashers, Furnaces, Smoke / Carbon Dioxide Detectors, Etc.)	Maintenance or Replacement of Existing Equipment (Furnaces, Water Heaters, Mini-Splits, Dryer / Bath / Kitchen Exhausts, Etc.)	Maintenance or Replacement of Existing Equipment (Fixtures, Water Connected Appliances, Water Heaters, Etc.)

4. Instructions & Disclaimers

- A. The work described in this application shall not commence until the permit for said work has been issued.
- B. The Building Department is not required to issue annual permits and does so solely at the discretion of the Building Official. The Building Official may require that additional permits be obtained for specific work / projects that fall beyond the scope of an annual permit.
- C. No work shall be concealed until it has been inspected and approved. When ready for inspection, contact the Building Department providing as much advanced notice as possible. Inspection requests require at least 24 hours' notice.
- D. Annual Permits are valid from the date of issuance until December 31st of that year.
- E. Submit the completed application and all applicable supporting documentation for review. Please refrain from submitting documents piecemeal. Doing so will delay the processing of your application by our staff.
- F. The fee for an annual permit is \$250 plus \$75 per inspection requested. All annual permit fees are non-refundable.
- G. Failure to stay current with inspection fees and/or failure to request all required inspections may result in the closure of the permit or denial of future annual permit applications.
- H. Checks may be made payable to "Oshtemo Township". Credit/debit card payments are accepted in-person and online. There is a 3% processing fee assessed by our payment processor for credit/debit card payments. This 3% processing fee is non-refundable. Cash payments are accepted in-person only.

5. Applicant Signature & Affidavit

- I hereby certify that I am the owner of record or a duly authorized agent for the same for the property indicated within this application. I certify that the specifications and plans are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. All work shall be installed in accordance with the Michigan Building Code and all other applicable codes, standards, and ordinances. Work shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Building Inspector.
- Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523(A), 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.
- Electronic Submissions: By submitting this application and typing your signature (or digitally affixing your signature to this application by other means), you verify and agree that it will be legally binding and enforceable and the legal equivalent of your handwritten signature, pursuant to the Uniform Electronic Transmissions Act, PA 305 of 2000, MCL 450.831 et. seq.

Applicant Signature	Print Name	Date
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6. Building Official Approval (OFFICE USE ONLY)

I, the undersigned registered building official, do hereby certify that I have reviewed this application as well as all supporting documentation for the same. I have found it to be in compliance with the provisions of Public Act 230 of 1972, as well as all applicable codes, standards, and ordinances.

Building Official Signature	Date
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