



2018

Downtown Pontiac Façade Improvement Program Recommended Design Guidelines

Introduction

Downtown Pontiac has a rich history dating back to its founding in 1818 on the headwaters of the Clinton River. The town eventually became known for its automobile industry and became the seat of Oakland County.

Main Street Pontiac is a 501c3 nonprofit organization dedicated to the revitalization of Pontiac's Downtown District. Its board comprises residents, business owners and major stakeholders in the Pontiac community.

The ethos of the Main Street program is economic development through historic preservation. Therefore, an essential part of downtown revitalization is preserving and maintaining the historic buildings for which downtown Pontiac is known. Preservation of Pontiac's downtown buildings protects its rich history and celebrates its diversity of architectural styles.

An important concept in the Main Street philosophy is that the idea of design is an integral element for the revitalization of a place.

Good design is essential to generating an aesthetic quality within your downtown that drives its sense of place. It dictates the tone of the relationships between spaces and the people that engage with them. It affects foot traffic, economic vitality, and the overall identity of your town. Downtowns with remarkable design qualities are known for their distinctiveness and prominent sense of place.



23 North Saginaw, built in 1920

Downtown Pontiac's Built Heritage

Downtown Pontiac is noted for its historic architecture, which ranges from mid-nineteenth century buildings in its traditional downtown to modern art deco buildings constructed in the 1920s. It is critical that work on a commercial building façade account for these distinct historic features and propose improvements that compliment, rather than conflict with architectural styles.



1 North Saginaw, built in 1865



4 North Saginaw, built in 1880

Navigating the Façade Improvement Process

Your façade project will likely involve three major components: approval from the Historic District Commission, approval from the City's Building Department, and approval of this Façade Grant application by Main Street Pontiac.

Historic Structures

Historic structures in Downtown Pontiac are those structures designated historic by the City of Pontiac Historic District Commission, the Michigan Historic Register, and/or the National Register of Historic Places.

As you can see from the map, not all commercial buildings are within the Commercial Historic District. Those structure that are within the district must obtain approval from the City's Historic District Commission before commencing work. Historic structure renovations and rehabilitation must follow the current edition of "[The Secretary of Interior's Standards for Rehabilitation and](#)

[Guidelines for Rehabilitating Historic Buildings](#)" as well as all applicable local, state and federal regulations, ordinances and codes.

Pontiac Historic District Commission Application can be found on the City's website:

http://www.pontiac.mi.us/document_center/HistoricDistrictCommissionApplication2012a.pdf



Structure Designation

To determine how the guidelines affect your project, first determine your structure's designation. Your structure may be historic, architecturally significant, new construction or undesignated. Specific guideline recommendations will depend on the structure's designation.

Architecturally Significant Structures

An architecturally significant structure is a structure deemed by Main Street Pontiac Board to have special and valuable architectural qualities worth protection. Even though these structures may not be historic, they do add significantly to the quality of life and should be protected, preserved and restored. Because each architecturally significant structure is unique, exact renovation guidelines can not be defined. Nonetheless, these structures are meant to be preserved and some general principles can be defined.

Renovations to Architecturally Significant Structures should follow the General Design Principles referenced below and described further in the proceeding paragraphs.

- maintain the original volume, form, scale and detail
- maintain the original window pattern and window mullion divisions
- do not alter the structures in a way that will detract from its original character
- do not remove original quality details
- repair and preserve existing details
- do not paint over existing masonry that has been painted

- do not demolish the structure or cover it with new material
- if an addition is planned, the addition should be in the background so that the significant structure is prominent
- the new addition should not overwhelm or over-scale the existing structure



150 North Saginaw is not designated as historic but clearly has distinctive architectural features worth preserving. These features add to the character of downtown and contribute to high standards of quality of life in the community.

Architectural Assistance

As a member of Main Street Oakland County, Downtown Pontiac receives technical assistance with regard to

design. If you are considering applying for a façade grant, you are encouraged to consult with this complimentary service from Main Street Oakland County (MSOC).

An application for this service is appended to this application.

Contact Information for MSOC Design Services:

Ron Campbell, AIA,
Principal Planner/Preservation Architect
248-858-5436
campbellr@oakgov.com
2100 Pontiac Lake Road Building 41
Waterford, MI 48328

Michigan Historic Preservation Network

If you are looking for additional reputable architectural services, more information can be found in the MHPN Annual Directory at <http://www.mhpn.org/wp-content/uploads/2012/08/MHPN-2017-V3-WEB-FINAL.pdf>

City Permit Process

The applicant must obtain all required permits and approvals from the city in order to qualify for reimbursement when the project is completed. Façade work will likely require a building permit. Please refer to the City's website for additional resources on how to obtain a building permit, including fees for processing and inspections.

Contact Information for the Pontiac Building Department

248-758-2800
Monday through Friday - 8:00 a.m. to 5:00 p.m.
Building & Safety Office - City Hall
47450 Woodward Ave. - 1st Floor
Pontiac, Michigan 48342
Building Official: Michael Wilson

Building permit application:

http://www.pontiac.mi.us/departments/community_development/docs/b&s_buildingpermit2016.pdf

A building permit application has been appended to this application.

OVERVIEW

Main Street Pontiac seeks to maintain and improve quality of life for its citizens and business owners by fostering an economically viable and visually appealing commercial district. To help reach this goal, Main Street Pontiac has established a Façade Grant Program to reimburse applicants for approved façade work on downtown buildings. Approved applicants shall be reimbursed 50% of the eligible costs of façade work up to \$10,000 upon completion of the project.

PROGRAM OBJECTIVES

- To maintain high-quality design standards by investing in existing building stock that contributes to an exciting and inspiring downtown experience for residents and visitors.
- To assist in the maintenance and preservation of Downtown Pontiac's buildings to safeguard property values and support an attractive downtown where businesses would like to locate.
- To contribute to a unique sense of place that helps promote the downtown district.

PROGRAM ADMINISTRATION

The program will be administered by the Main Street Pontiac Board of Directors and will offer financial assistance to commercial property owners and business owners seeking to renovate or restore the exterior of their buildings.

Applications will be selected by the Main Street Pontiac Board of Directors and must be based on meeting the objectives of the program. Applications will be accepted on a rolling basis for the calendar year or until the allocated funds have been exhausted for the fiscal year.

Funding for façade projects will be paid via reimbursement of completed work. Only after the applicant has paid for the work will the applicant be reimbursed for the granted dollar amount.

Grant funding will be allocated to façade work (including windows and signage) in the form of 50/50 matching grants to business and property owners with a maximum grant funding request not to exceed \$10,000.

The improvement application must include:

- Application completed and signed.
- An informal sketch or architectural rendering of the proposed improvement(s).
- Any proposed paint, awning, samples, etc.
- Pictures of existing façade and proposed improvement areas.
- A current price quote for the proposed project from either an architect or licensed contractor/vendor.
- Designs for signage on the building.

Any costs incurred by the applicant in obtaining the drawing and quote shall be the sole responsibility of the applicant. If the applicant meets all building code requirements (as confirmed by the City's building department) he/she may perform the work themselves. For those applicants wishing to make the façade improvements themselves, the grant will cover ONLY the cost of building materials necessary for the approved façade improvement project. The applicant shall be responsible for submitting actual/original receipts of materials purchased prior to grant funds being released

ELIGIBILITY CRITERIA

Any property/building owner, or business owner owner/tenant with written authorization from the property owner can apply for funding assistance. Funds may not be disbursed until receipts of payment is submitted and all applicable permits are finalized and inspections approved.

- All proposed projects must follow the current City of Pontiac codes, including but not limited to: building codes, property maintenance codes, historical codes, Sign Ordinance, Downtown Design Guidelines, and any applicable zoning codes.
- This program is for properties located in the *downtown district* as determined by Main Street Pontiac.
- Applicants can be property owners or tenants with a minimum of two years remaining on their lease, or have an option to renew their lease with written permission from property owner (include letter with application).
- Additional criteria may be established by the Main Street Pontiac Board of Directors.

The following are the types of projects that are eligible for funding:

- Removal of materials which cover original architectural details
- Repair and/or restoration of original architectural details
- Replacement of original architectural detail
- Replacement or repairing brickwork, plaster, or wood siding, including painting, cleaning and repainting.
- Replacing, repairing, or relocating storefronts, doors, windows, parapets or cornices, including the removal of extraneous elements or inappropriate or incompatible exterior finishes and materials
- Window repair or replacement including window framing
- Repainting and repair of façade
- Changes of exterior lighting and additional exterior lighting
- Repairs, addition, or installation of awnings, only when in conjunction of a comprehensive exterior improvement plan.
- Installation or improvement of permanently installed signage, only when in conjunction of a comprehensive exterior improvement plan. Signage must be a permanent installed feature of the façade and may not be portable or removable.

Other improvements can be made if they meet the objectives of the program and have prior written approval from the Main Street Pontiac. The Main Street Pontiac Board exercises sole discretion in the approval of design features, colors, and elements.

INELIGIBLE IMPROVEMENTS

The following improvements do not qualify for the Façade Grant Program:

- Improvements made prior to approval
- Expenses incurred prior to approval
- Property acquisition
- Refinancing of existing debt
- Inventory, equipment, and/or general business operations expenses (payroll, taxes, utilities, ext.)
- Sweat equity (payments for applicant's own labor)
- Interior rehabilitation unless deemed essential with regard to the building's façade improvement
- Interior decoration (i.e. wallpaper, paint, light fixtures, furniture, ext.)
- Planting or landscaping
- Loan fees, mortgage/land contract refinance
- Appraiser, attorney, interior decorator or designer fees
- Site plan, building or sign permit fees

A Façade Grant Application must include photographs of the building's current signage, which will be evaluated by the Main Street Pontiac Board of Directors. The Board may request an upgrade to signage for a façade grant application to qualify for funding. New signage may be included in the cost of the façade grant project. Nonconforming signs will be required to be removed. Proposals for signage upgrades that are included in the façade project must comply with all applicable codes, ordinances, and regulations. Special consideration for projects will be given to signage upgrades that include projecting signs and pedestrian-scaled blade signs.

- Signs should fit within the existing features of the façade and should not cover architectural elements.
- Sign color, shape, materials, and sizes should reinforce the overall composition of the façade.
- This Facade Grant Program encourages the use of creative, unique signs that will enhance Downtown Pontiac's individual building facades.

CHANGES TO PROJECT AFTER APPROVAL

Any revisions, changes, additions, or subtractions to the approved scope of work will result in the applicant being ineligible for grant funds unless prior authorization is given by the Main Street Pontiac Board of Directors. Request for revision must be submitted in writing to the Main Street Pontiac Board accompanied with proposed changes. All proposed changes must be compliant with the current City of Pontiac codes, including but not limited to: building codes, property maintenance codes, historical codes, Pontiac Downtown Design Guidelines, and any applicable zoning codes. The applicant should anticipate a review and evaluation turn-around time of approximately thirty (30) days.

Work must be completed within one year of approval. Extensions must be granted by the Main Street Pontiac board before the expiration of the approval. An unexpected change in ownership/tenant/occupant of the building after approval but before completion may disqualify the agreement for grant funding.

PROJECT COMPLETION- SUBMITTING FOR REIMBURSEMENT

When the project is completed, the applicant must notify the designated liaison from Main Street Pontiac. The item will be scheduled for review at the following infrastructure committee meeting and then be presented at the next meeting of the Main Street Pontiac Board. The Board will consider disbursement of funds based on the submitted materials and adherence to the approved project.

Materials to be submitted when project is complete:

- Proof of payment- The grant amount may be adjusted based on changes in cost.
- Proof of approved inspections by the building department- All permits relating to the project must be finalized.
- Photos of the completed work to ensure that the project adhered to approved design. Photos must be thorough, detailed, and complete.

If the board finds these materials to be compliant with the originally approved proposal, funds may then be disbursed to the applicant.

Downtown Pontiac Façade Grant Application

STEP ONE: GENERAL INFORMATION

| | | | |
|--------------------------------------|--|---|--|
| Site Address: | | Parcel ID# | |
| Applicant Information | | General Questions | |
| Business Name: | | Is the property within the boundaries of downtown Pontiac (i.e. within the Woodward Avenue loop)? | <input type="checkbox"/> Yes |
| Contact Person Name: | | | <input type="checkbox"/> No |
| Contact Address: | | Is the building within the Commercial Historic District? <i>If so, approval from the City's Historic District Commission is required.</i> | <input type="checkbox"/> Yes |
| Phone: | | | <input type="checkbox"/> No |
| Email: | | Do the proposed changes to signs and facades comply with all applicable codes, ordinances, laws and regulations? | <input type="checkbox"/> Yes |
| Property Owner Information | | | <input type="checkbox"/> No |
| Name of Company: | | Has the property owner or the tenant received any Flagstar Bank Grant funding? | <input type="checkbox"/> Yes |
| Company Address: | | | <input type="checkbox"/> No |
| Contact Person Name: | | Is property owner or tenant(s) of members of the Board of Directors of Main Street Pontiac? (Board members who stand to benefit from grant funds must recuse themselves from decision-making, in accordance with Main Street Pontiac's Conflict of Interest policy.) | <input type="checkbox"/> Yes |
| Phone: | | | <input type="checkbox"/> No |
| Email: | | | Are there any outstanding code violations on the property? |
| Anticipated project start date: | | Is the applicant a property owner or a tenant with a minimum of two years remaining on their lease, or have an option to renew their lease with written permission from property owner (include letter with application). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Anticipated project completion date: | | | |

| | | |
|---|---|---|
| Proposed Façade Improvements: | | |
| Height of Façade: | Width of Façade: | Façade Sqft: |
| Current Façade Material Composition: | | |
| Description of Scope of Work: | | |
| Please select the proposed items for improvement below: | | |
| <input type="checkbox"/> Façade Renovation/restoration <input type="checkbox"/> Awning <input type="checkbox"/> Windows <input type="checkbox"/> Paint <input type="checkbox"/> Energy efficient lighting <input type="checkbox"/> Building expansion/addition | <input type="checkbox"/> Masonry repair/repointing <input type="checkbox"/> Signage <input type="checkbox"/> Doors <input type="checkbox"/> Architectural accents <input type="checkbox"/> Other (sustainable activities) <input type="checkbox"/> New building construction | Submit the following along with this application: <ul style="list-style-type: none"> • Photographs of the existing façade. • Renderings of the proposed façade, including but not limited to elevations, drawings/renderings. • Samples of proposed materials. • Cost estimates for the proposed scope of work |
| Estimated Cost of proposed façade work: | Applicant must submit cost estimates for the proposed scope of work from a licensed contractor or materials provider. | |
| \$ | | |

STEP THREE: SIGN IMPROVEMENT INFORMATION

| | |
|--|--|
| <p>A Façade Grant Application must include photographs of the building's current signage, which will be evaluated by The Main Street Pontiac Board. Main Street Pontiac may request an upgrade to signage for a façade grant application to qualify for funding. New signage may be included in the cost of the façade grant project. Proposals for signage upgrades that are included in the façade project must comply with all applicable codes, ordinances, and regulations. Special consideration for projects will be given to signage upgrades that include projecting signs and pedestrian-scaled blade signs.</p> | |
| <p>How many signs are planned for the building's façade? Please submit renderings of each sign and where they will be placed on the building. If you do not plan to change the signage, submit photos of current signs.</p> | <p>No. of signs:</p> |
| <p>NEW SIGNAGE (IF APPLICABLE)</p> | |
| <p><input type="checkbox"/> Wall Sign</p> <p><input type="checkbox"/> Projecting Sign</p> | <p>Will the sign be illuminated? Please describe.</p> |
| <p>Cost of new signage</p> <p>\$</p> | <p>Applicant must submit cost estimates for the proposed scope of work from a sign contractor or materials provider.</p> |

STEP FOUR: TOTAL COSTS AND GRANT REQUEST

| | | | | |
|-----------------------------|---|---------------------------|---|-----------------------|
| Cost of Façade Improvements | | Cost of Sign Improvements | | Total Cost of Project |
| \$ | + | \$ | = | \$ |

Grant Request

| |
|---|
| <p><i>50% of Total Cost of Project not to Exceed \$10,000</i></p> |
| <p>\$</p> |

Requirements for Reimbursement

Once the approved project is completed, the applicant must notify Main Street Pontiac and provide the following in order to obtain reimbursement:

- Documented approval from the Historic District Commission regarding the façade work.
- Documented approval of final inspections from the Pontiac Building Department.
- Documented completion of the work (photos) to ensure that the result matches what was approved. Deviations from the approved proposal will jeopardize the applicant receiving reimbursement for the cost of the work.
- Receipts documenting the cost of the work.

For further questions contact:

Main Street Pontiac

grants@mainstreetpontiac.org

Mainstreetpontiac.org

City of Pontiac

Planning Division

Historic District Commission

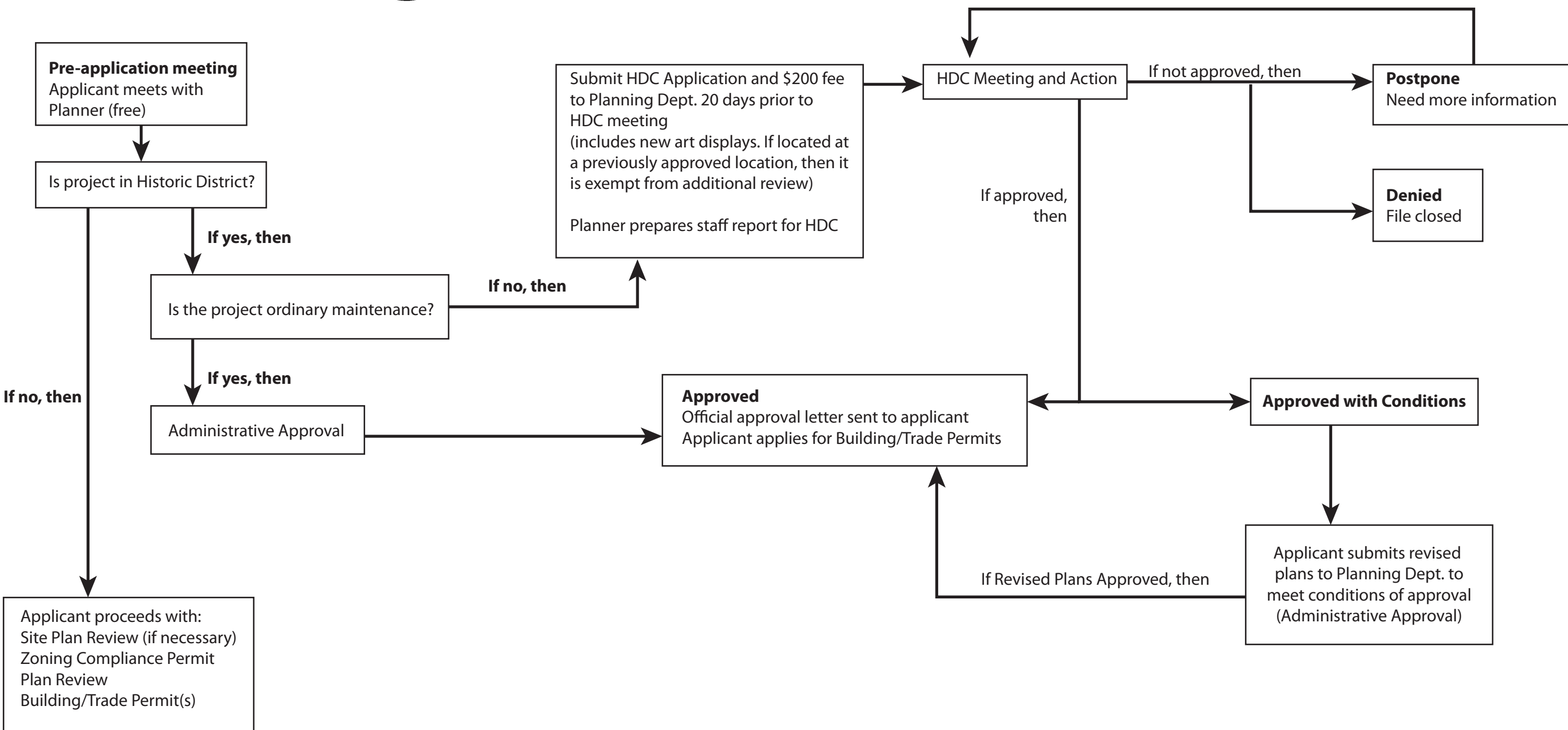
Building Safety

(248) 758-2800

www.pontiac.mi.us



Historic District Commission (HDC) Review - Process Flow Chart

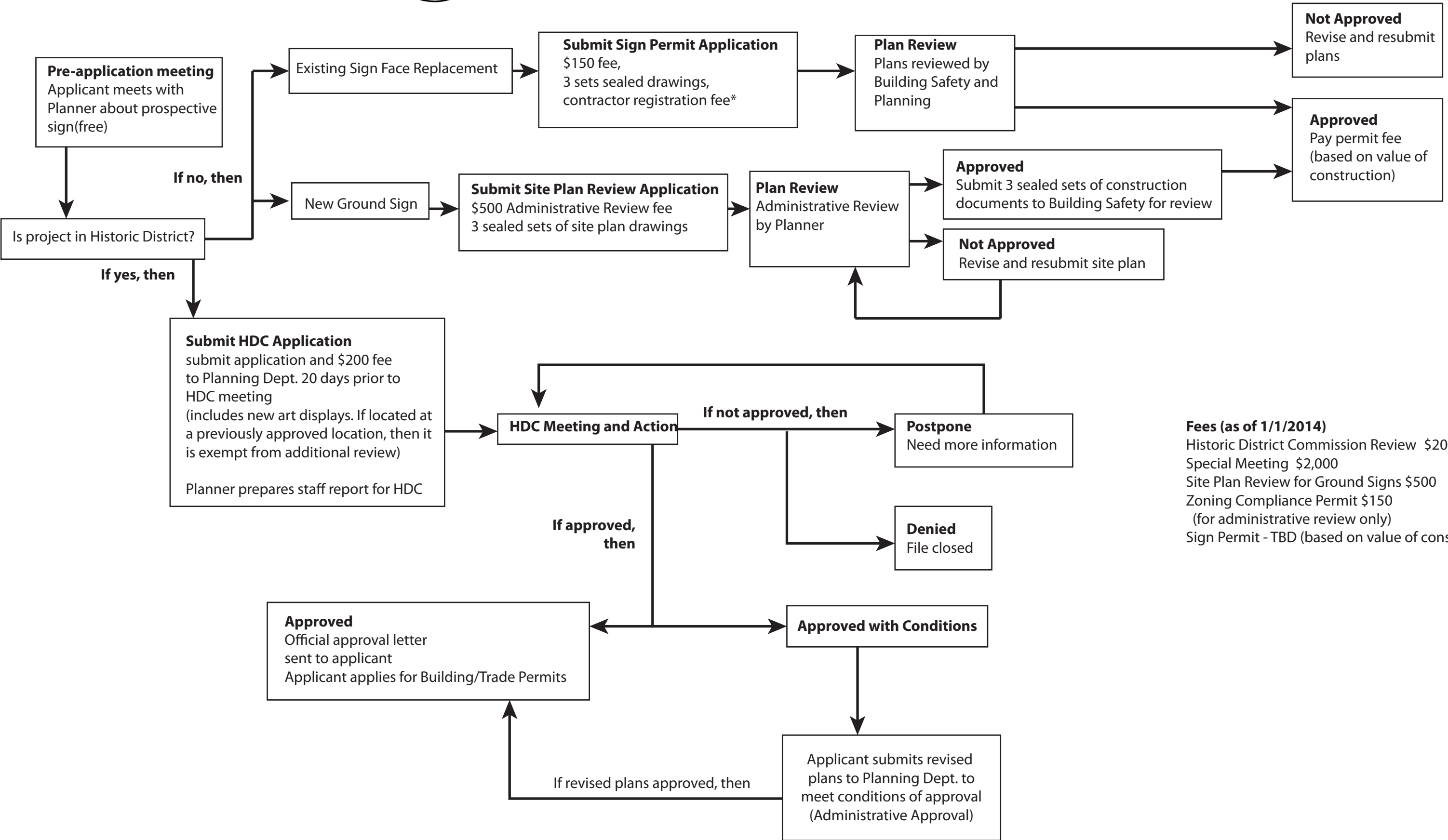


Fees (as of 1/1/2014)

Historic District Commission Review \$200
 Special Meeting \$2,000



Sign Permit - Process Flow Chart



Fees (as of 1/1/2014)
 Historic District Commission Review \$200
 Special Meeting \$2,000
 Site Plan Review for Ground Signs \$500
 Zoning Compliance Permit \$150
 (for administrative review only)
 Sign Permit - TBD (based on value of construction)



Application for Historic District Commission

City of Pontiac

Office of Land Use and Strategic Planning

47450 Woodward Ave, Pontiac, MI 48342

T: 248.758.2800

F: 248.758.2827

Property/Project Address: _____

Sidwell Number: _____

Date: _____

Office Use Only

PF Number: _____

Instructions: Complete the application and submit it to the Office of Land Use and Strategic Planning. Received applications will be processed and put on the next available Historic District Commission meeting. The Historic District Commission meets the second Tuesday of the month. Incomplete applications will delay the review process.

Applicant (please print or type)

| | | | |
|-----------|-------|-------|------|
| Name | | | |
| Address | | | |
| City | | | |
| State | | | |
| ZIP Code | | | |
| Telephone | Main: | Cell: | Fax: |
| E-Mail | | | |

Property Owner (please print or type)

| | | | |
|-----------|-------|-------|------|
| Name | | | |
| Address | | | |
| City | | | |
| State | | | |
| ZIP Code | | | |
| Telephone | Main: | Cell: | Fax: |
| E-Mail | | | |

Project and Property Information

Describe in detail all intended work, specifying dimensions, textures, color and materials. Provide samples and/or brochures describing substitute materials. Include other appropriate descriptions, plans, and/or drawings as specified below and on reverse side. (Check appropriate activity.)

Exterior Alterations, Additions, New Construction, and/or Signs require:

- Scale drawings showing, all exterior elevations visible from a public street and to be affected by intended work are required when there are:
 - Any changes in dimensions, material, or detailing.
 - Any new additions or signs to any building.
- Consideration of signs also requires provision of:
 - A sample of proposed style of lettering and colors.
 - A description of frame and installation

Repairs:

- Any repairs using original dimensions, type of material and details would both require a scale drawing; only a written description is needed.

Demolition:

- State reasons for demolition
- State why you believe it is not feasible to put the structure in acceptable condition for reuse.

Moving:

- State reasons for moving
- State proposed location

Description:

(Attach additional pages as necessary)

Signature of Owner

Signature of Applicant

*State of Michigan
County of Oakland*

On this ____ day of _____, A.D., 20____, before me personally appeared the above named person, who being duly sworn, stated he/she has read the foregoing application, by him/her signed, and know the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief and so as to those matters he/she believes it to be true.

*Notary Public, Oakland County, Michigan
My Commission Expires: _____*

CITY OF PONTIAC
DEPARTMENT OF BUILDING & SAFETY
 47450 Woodward Avenue
 Pontiac Michigan 48342
 248-758-2800/FAX 248-758-2827

APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

| | |
|---|---|
| Authority: P.A. 230 of 1972, As Amended Completion: Mandatory to Obtain Permit Penalty: \$200.00 If Work Started Without Permit | The Building & Safety Department will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs. |
|---|---|

APPLICANT MUST COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V, AND VI. NOTE: SEPARATE APPLICATIONS MUST BE COMPLETED FOR PLUMBING, MECHANICAL, AND ELECTRICAL WORK PERMITS.

| | | | |
|---|---------------------------------|--|-------------------|
| I. PROJECT INFORMATION | | | |
| Legal Description | Parcel Number | Permit Number | |
| Project Name | | Address | |
| City PONTIAC | State MICHIGAN | County OAKLAND | Zip Code |
| Between | | And | |
| II. IDENTIFICATION | | | |
| A. OWNER OR LESSEE | | | |
| Name | | Address | |
| City | State | Zip Code | Telephone Number |
| B. ARCHITECT OR ENGINEER | | | |
| Name | | Address | |
| City | State | Zip Code | Telephone Number |
| License Number | | Expiration Date | |
| C. CONTRACTOR | | | |
| Name | | Address | |
| City | State | Zip Code | Telephone Number |
| Builders License Number | | Expiration Date | |
| Federal Employer ID Number or Reason For Exemption | | Workers Comp Insurance Carrier or Reason For Exemption | |
| MESC Employer Number or Reason For Exemption | | | |
| III. TYPE OF IMPROVEMENT AND PLAN REVIEW | | | |
| A. TYPE OF IMPROVEMENT | | | |
| 1. ___ New Building | 2. ___ Addition | 3. ___ Alteration | 4. ___ Repair |
| 5. ___ Demolition | 7. ___ Foundation Only | 8. ___ Pre-manufacture | 9. ___ Relocation |
| 6. ___ Mobile Home Set-Up | 10. ___ Special Inspection | | |
| B. REVIEW (S) TO BE PERFORMED | | | |
| ___ Building ___ Electrical ___ Mechanical ___ Plumbing ___ Foundation ___ Historic District | | | |

IV. PROPOSED USE OF BUILDING

A. RESIDENTIAL

- 1. One Family 2. Two Or More Family (No. of Units) _____ 3. Hotel, Motel (No. of Units) _____
- 4. Attached Garage 5. Detached Garage 6. Other _____

B. NON-RESIDENTIAL

- 7. Amusement 8. Church, Religion 9. Industrial 10. Parking Garage
- 11. Service Station 12. Hospital, Institutional 13. Office, Bank, Professional 14. Public Utility
- 15. School, Library, Educational 16. Store, Mercantile 17. Tanks, Towers 18. Other _____

DESCRIPTION -DESCRIBE IN DETAIL PROPOSED USE OF BUILDING AND SPECIFY TYPE OF WORK BEING PERFORMED AT THE SITE

A Non-Refundable Fee of \$35.00 will be charged for processing Building Permit Applications.

V. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAME

- 1. Masonry, Wall Bearing 2. Wood Frame 3. Structural Steel 4. Reinforced Concrete
- 5. Other _____

B. PRINCIPAL TYPE OF HEATING FUEL

- 6. Gas 7. Oil 8. Electricity 9. Coal 10. Other

C. TYPE OF SEWAGE DISPOSAL

- 11. Public or Private Company 12. Septic System

D. TYPE OF WATER SUPPLY

- 13. Public or Private Company 14. Private Well or Cistern

E. TYPE OF MECHANICAL

- 15. Will There Be Air Conditioning? Yes No 16. Will There Be Fire Suppression? Yes No

F. DIMENSIONS/DATA

| | | Existing | Alterations | New |
|-----------------------------|--|----------|-------------|-------|
| 17. Number of Stories _____ | 21. Floor Area: | _____ | _____ | _____ |
| 18. Use Group _____ | Basement | _____ | _____ | _____ |
| 19. Construction Type _____ | 1 st & 2 nd Floor | _____ | _____ | _____ |
| 20. No. of Occupants _____ | 3 rd - 10 th Floor | _____ | _____ | _____ |
| | 11 th & Above | _____ | _____ | _____ |
| | Total Area | _____ | _____ | _____ |

G. NUMBER OF OFF STREET PARKING SPACES

- 22. Enclosed _____ 23. Outdoors _____

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.

| | | | |
|--|------|------------------|----------|
| Name | | Telephone Number | |
| Address | City | State | Zip Code |
| Federal I.D. Number/Social Security Number | | | |

I HEREBY CERTIFY THAT THE OWNER OF RECORD AUTHORIZES THE PROPOSED WORK AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

Section 23 a of the state construction code act of 1972, 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. Violations of section 23a are subjected to civil fines.

SIGNATURE OF APPLICANT

| | |
|---------------------------------------|--------------------------------------|
| Plan Review Fee Enclosed \$ _____ | Applicant's estimated value \$ _____ |
| Building Permit Fee Enclosed \$ _____ | Estimated time for completion _____ |

VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION

ENVIRONMENTAL CONTROL APPROVALS

| Plans are enclosed with this application | REQUIRED? | APPROVED | DATE | NUMBER | BY |
|--|---------------------|----------|------|--------|----|
| A - ZONING | ____ Yes ____ No | | | | |
| B - FIRE DISTRICT | ____ Yes ____ No | | | | |
| C - POLLUTION CONTROL | ____ Yes ____ No | | | | |
| D - NOISE CONTROL | ____ Yes ____ No | | | | |
| E - SOIL EROSION | ____ Yes ____ No | | | | |
| F - FLOOD ZONE | ____ Yes ____ No | | | | |
| G - WATER SUPPLY | ____ Yes ____ No | | | | |
| H - SEPTIC SYSTEM | ____ Yes ____ No | | | | |
| I - VARIANCE GRANTED | ____ Yes ____ No | | | | |
| J - HISTORIC DISTRICT | ____ Yes ____ No | | | | |
| K - OTHER | ____ Yes ____ No | | | | |

VIII. VALIDATION - FOR DEPARTMENT USE ONLY

| | | |
|-------------------|-----------------------------|------------------------|
| Use Group _____ | Height of Building _____ | Size of Building _____ |
| Square Feet _____ | Type of Construction _____ | Zoning _____ |
| Base Fee _____ | Number of Inspections _____ | |

Approval Signature:

| | |
|---------------------|--------------------|
| Title: _____ | Date: _____ |
|---------------------|--------------------|

