

RESIDENTIAL AND COMMERCIAL DEMOLITION PACKET

DEMOLITION PERMIT APPLICATION REQUIREMENTS

CITY OF HIGHLAND PARK BUILDING DEPARTMENT

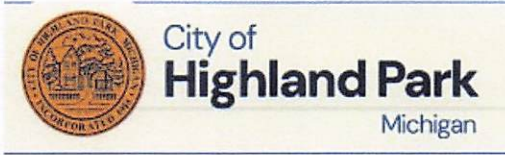
12050 WOODWARD AVE.

HIGHLAND PARK, MI 48203

313-252-0050 EXT. 209



- **Completed building permit application**
- **Completed contractor registration if applicable**
- **Copy of contractor's license if applicable**
- **Copy of Driver's license**
- **Copy of general liability insurance if applicable**
- **Copy of Engineering Right of Way permit**
- **Electrical disconnect**
- **Gas disconnect**
- **Water disconnect**
- **Picture of the house/property**
- **Copy of asbestos survey**
- **Copy of soil testing**



Building Department
 Community and Economic
 Development
 12050 Woodward Ave.
www.highlandparkmi.gov

Phone: 313-252-0050 ext. 209
 Email registration requests to: building@highlandparkmi.gov

CONTRACTOR REGISTRATION FORM

DATE: _____

COMPLETE ALL INFORMATION REQUESTED

INCOMPLETE FORMS WILL NOT BE PROCESSED

Company Name			Telephone Number
Address			Fax Number
City	State	Zip Code	E-Mail Address
C. Contractor Name:			
Address		E-Mail Address	
City	State	Zip Code	Telephone Number
Cell Number		Fax Number	
Contractor's License Number		Expiration Date	
Additional License Number		Expiration Date	
MESC Employer Number or Reason For Exemption			
Federal Employer ID Number or Reason For Exemption		Workers Comp Insurance Carrier or Reason For Exemption	
Owners Name			Telephone Number
Address			Cell Number
City	State	Zip Code	
Qualifying Officer		Title	
Qualifying Officer		Title	

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.

I HEREBY CERTIFY THAT WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS REGISTRATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

_____ **Contractors Signature** _____ **Date**

Attach to this Registration a Picture I.D. of the Owner (S) and each Qualifying Officer (S) who is able to obtain permits and/or make payments for this company.



City of
Highland Park
Michigan

Building Permit Application

12050 Woodward Ave
Highland Park, MI 48203

Phone: 313-252-0050 ext. 209
building@highlandparkmi.gov



HOMEOWNERS: A DRIVERS LICENSE IS REQUIRED TO PULL A PERMIT. FAILURE TO COMPLETE THE APPLICATION IN FULL OR PRESENT THE REQUIRED DOCUMENTS, WILL RESULT IN YOUR PERMIT BEING DENIED.

CONTRACTORS: COPIES OF YOUR DRIVERS LICENSE, CONTRACTORS LICENSE AND GENERAL LIABILITY INSURANCE IS REQUIRED WITH EVERY SUBMITTAL. FAILURE TO COMPLETE THE APPLICATION IN FULL OR TO PRESENT THE REQUIRED DOCUMENTS, WILL RESULT IN YOUR PERMIT BEING DENIED.

Project or Facility Information			
PROJECT NAME		ADDRESS	
		CITY	ZIP CODE

Applicant				
NAME			E-MAIL	
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

Owner of the land in fee on which the building or structure will be constructed				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	

Cost and Fees		Give a brief description of the project:
ESTIMATED PROJECT COST (MATERIALS AND LABOR EVEN IF WORK IS BEING DONE BY YOURSELF (HOMEOWNER)).		
\$		
Non-refundable application fee	\$50.00	
Re-Open Expired Permit	\$75.00	

Validation - For Department Use Only	Validation Area
USE GROUP _____	
TYPE OF CONSTRUCTION _____	
SQUARE FEET _____	
APPLICATION FEE (non-refundable) \$ _____	
CERTIFICATE OF OCCUPANCY <input type="checkbox"/> YES <input type="checkbox"/> NO \$ _____	
NUMBER OF INSPECTIONS _____ \$ _____	
TOTAL PERMIT FEE \$ _____	
APPROVAL SIGNATURE _____	

Residential builder or Residential maintenance and alteration contractor			
NAME	COMPANY NAME	ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
STATE OF MICHIGAN LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		WORKERS COMP INSURANCE CARRIER (or reason for exemption)	
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)			

Purpose of Project				
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> FOUNDATION ONLY	<input type="checkbox"/> RELOCATION
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOBILE HOME SET-UP	<input type="checkbox"/> PREMANUFACTURE	<input type="checkbox"/> OTHER _____

Plan Review Required										
<p>Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one- and two-family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost. Applicant must submit a detailed statement in writing, verified by affidavit of the individual making it, of the specifications for the building or structure, and full and complete copies of the plans drawn to scale of the proposed work. Applicant must also submit a site plan showing the dimensions, and the location of the proposed building or structure and the other buildings or structures on the same premises.</p> <p>REVIEW(S) TO BE PERFORMED:</p> <table> <tr> <td>1. Building</td> <td>2. Plumbing</td> <td>3. Mechanical</td> <td>4. Electrical</td> <td>5. Energy</td> </tr> <tr> <td><input type="checkbox"/> Plans Submitted</td> <td><input type="checkbox"/> PLANS NOT REQUIRED <input type="checkbox"/> PLANS REQUIRED & SUBMITTED</td> <td><input type="checkbox"/> PLANS NOT REQUIRED <input type="checkbox"/> PLANS REQUIRED & SUBMITTED</td> <td><input type="checkbox"/> PLANS NOT REQUIRED <input type="checkbox"/> PLANS REQUIRED & SUBMITTED</td> <td><input type="checkbox"/> PLANS NOT REQUIRED <input type="checkbox"/> PLANS REQUIRED & SUBMITTED</td> </tr> </table>	1. Building	2. Plumbing	3. Mechanical	4. Electrical	5. Energy	<input type="checkbox"/> Plans Submitted	<input type="checkbox"/> PLANS NOT REQUIRED <input type="checkbox"/> PLANS REQUIRED & SUBMITTED	<input type="checkbox"/> PLANS NOT REQUIRED <input type="checkbox"/> PLANS REQUIRED & SUBMITTED	<input type="checkbox"/> PLANS NOT REQUIRED <input type="checkbox"/> PLANS REQUIRED & SUBMITTED	<input type="checkbox"/> PLANS NOT REQUIRED <input type="checkbox"/> PLANS REQUIRED & SUBMITTED
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Residential - Buildings Regulated by the Michigan Residential Code		
<input type="checkbox"/> ONE FAMILY <input type="checkbox"/> TWO OR MORE FAMILY NO. OF UNITS _____	<input type="checkbox"/> TOWNHOUSE NO. OF UNITS _____ <input type="checkbox"/> ATTACHED GARAGE	<input type="checkbox"/> DETACHED GARAGE <input type="checkbox"/> OTHER _____

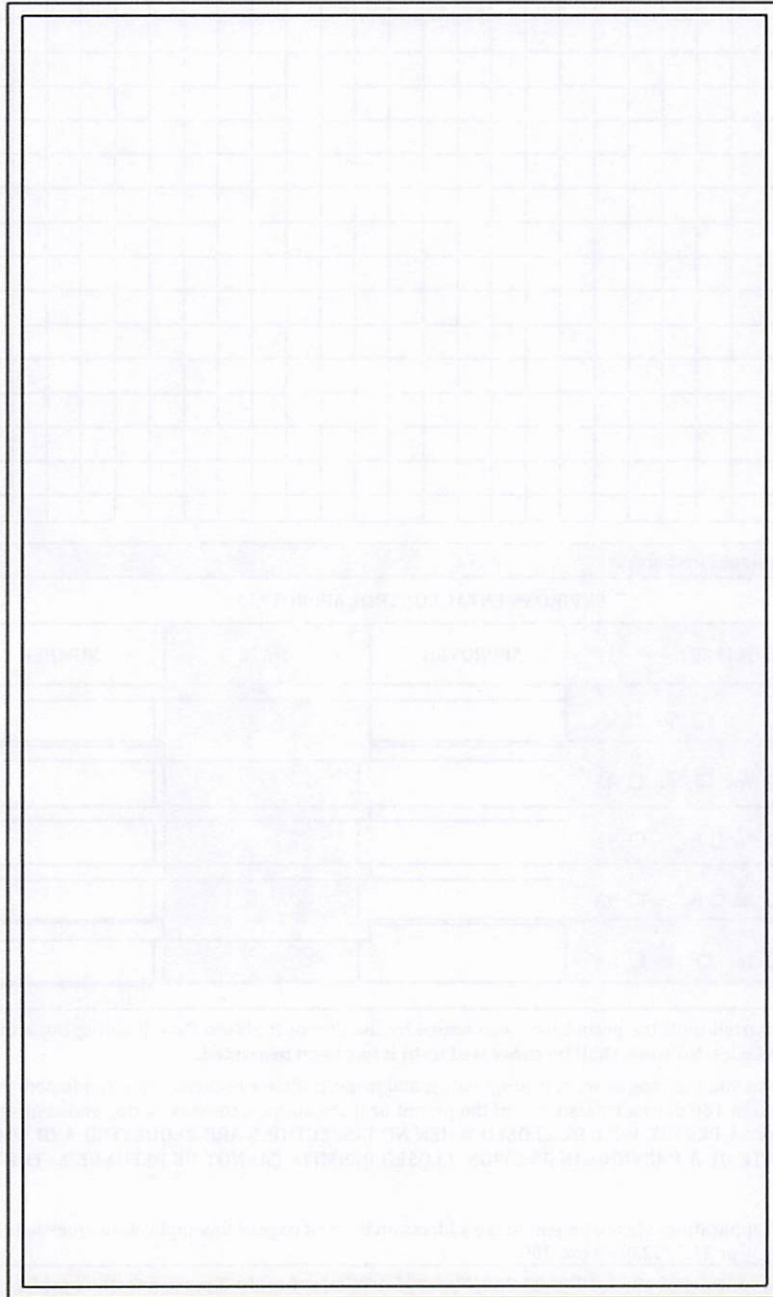
Buildings Regulated by the Michigan Building Code		
<input type="checkbox"/> (A-1) ASSEMBLY (THEATRES, ETC.) <input type="checkbox"/> (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC.) <input type="checkbox"/> (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC.) <input type="checkbox"/> (A-4) ASSEMBLY (INDOOR SPORTS, ETC.) <input type="checkbox"/> (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC.) <input type="checkbox"/> (B) BUSINESS <input type="checkbox"/> (E) EDUCATION <input type="checkbox"/> (F-1) FACTORY (MODERATE HAZARD) <input type="checkbox"/> (F-2) FACTORY (LOW HAZARD)	<input type="checkbox"/> (H-1) HIGH HAZARD (DETONATION) <input type="checkbox"/> (H-2) HIGH HAZARD (DEFLAGRATION) <input type="checkbox"/> (H-3) HIGH HAZARD (COMBUSTION) <input type="checkbox"/> (H-4) HIGH HAZARD (HEALTH HAZARD) <input type="checkbox"/> (H-5) HIGH HAZARD (HPM) <input type="checkbox"/> (I-1) INSTITUTIONAL 1 (SUPERVISED) <input type="checkbox"/> (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.) <input type="checkbox"/> (I-3) INSTITUTIONAL 3 (PRISONS ETC.) <input type="checkbox"/> (I-4) INSTITUTIONAL 4 (DAY CARE ETC.)	<input type="checkbox"/> (M) MERCANTILE <input type="checkbox"/> (R-1) RESIDENTIAL 1 (HOTELS, MOTELS) <input type="checkbox"/> (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY) <input type="checkbox"/> (R-3) RESIDENTIAL 3 (1 & 2 FAMILY) <input type="checkbox"/> (R-4) RESIDENTIAL 4 (ASSISTED LIVIN\G) <input type="checkbox"/> (S-1) STORAGE 1 (MODERATE HAZARD) <input type="checkbox"/> (S-2) STORAGE 2 (LOW HAZARD) <input type="checkbox"/> (U) UTILITY (MISCELLANEOUS)

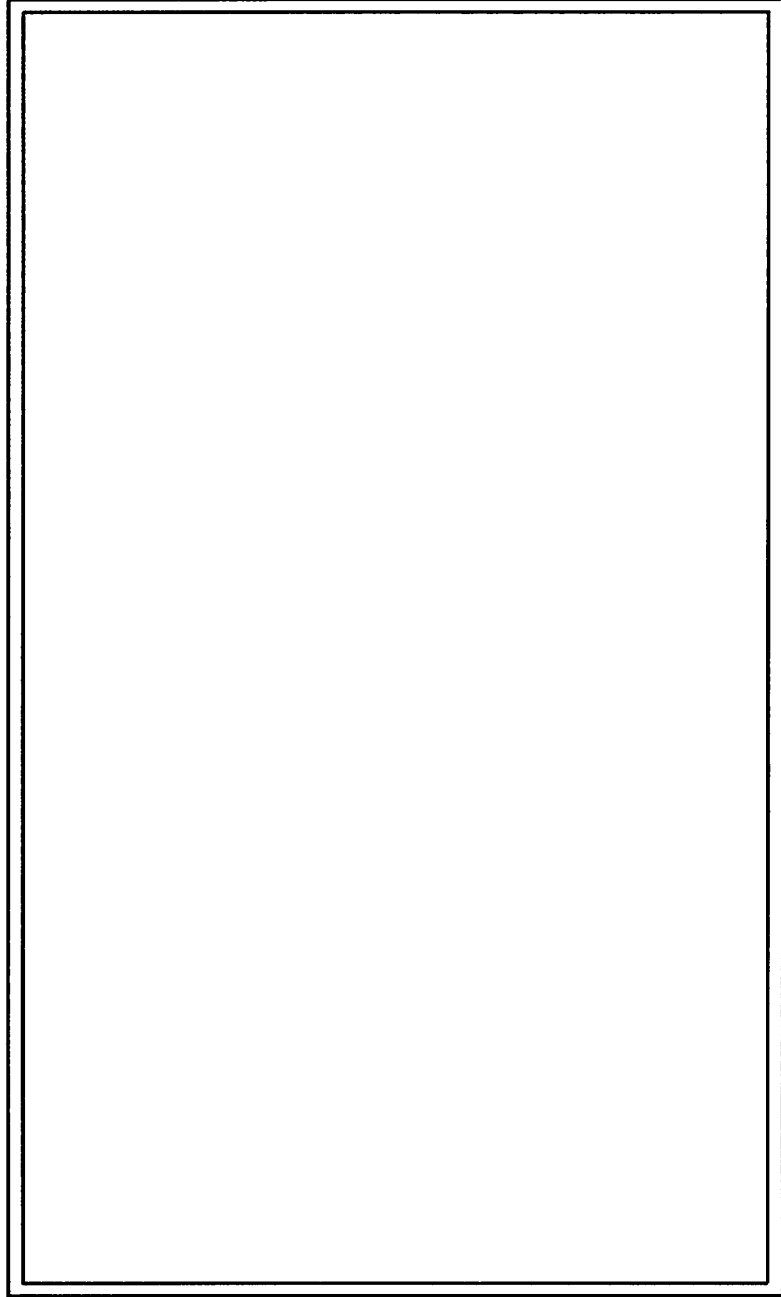
WILL THERE BE FIRE SUPPRESSION? <input type="checkbox"/> YES <input type="checkbox"/> NO	SCOPE OF WORK? <input type="checkbox"/>
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C. Dimensions / Data	EXISTING	ALTERATIONS	NEW
FLOOR AREA:			
BASEMENT	_____	_____	_____
1ST & 2ND FLOOR	_____	_____	_____
3RD FLOOR & ABOVE	_____	_____	_____
TOTAL AREA	_____	_____	_____

FOR RENOVATIONS/ALTERATIONS OR REPAIRS:

PLEASE GIVE US A FLOOR PLAN OF YOUR HOUSE BY WHAT IS EXISTING AND ANOTHER FLOOR PLAN OF WHAT IT WILL BE ONCE FINISHED. PLEASE SHOW US THE DIMENSIONS AND SPECIFY THE MATERIALS USED. THERE IS A 2ND DIAGRAM ON THE NEXT PAGE.







RIGHT-OF-WAY PERMIT APPLICATION
CITY OF HIGHLAND PARK
CITY ENGINEERING DEPARTMENT
12050 WOODWARD AVENUE, HIGHLAND PARK, MI 48203
EMAIL: hpcityengineer@metroca.net
OFFICE: 313-865-1876

OFFICE USE ONLY:
 PERMIT NO.: _____
 DATE RECEIVED: _____
 APPROVED BY: _____
 APPROVAL DATE: _____
 FEES PAID: _____

Applicant Information:

Applicant (Property Owner, Company, etc): _____
 Contact Name (if different from above): _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Email Address: _____

Contractor Information (if known):

Check here if work is to be completed by Homeowner

Contractor (Individual, Company, etc): _____
 Contact Name (if different from above): _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Daytime Phone: _____ Email Address: _____

Site Information:

Project Name: _____ Project Number: _____
 Anticipated Starting Date: _____ Anticipated Ending Date: _____
 Property Address/Location of Proposed Work: _____
 Type of Proposed Work in Right-Of-Way (check all that apply):
 Utility: Water Sewer Gas Electric Telecomm Other/DER: _____
 Lane Closure Needed (Impacting flow of traffic) — (Application to include suggested traffic management plan)
 Drive Approach: New or Remove/Replace; Residential or Commercial; No. of approaches: _____
 Sidewalk: Area: _____ SF (Remove/Replace Sidewalk) Pavement Asphalt Concrete Curb
 Utility Poles: Remove/Replace (Same Location) Remove New; Total No. of Poles Impacted: _____
 Solar Streetlight (Off-Grid) Poles: Mark Utility Pole boxes above and: _____ # with Concrete Battery Enclosures
 Soil Borings: No. of Borings: _____
 Tree Impacts: Total No. of Trees Impacted: _____ Removal Trimming

Notify the City Engineering Department 48 hours prior to construction by email at hpcityengineer@metroca.net



CITY OF HIGHLAND PARK
ENGINEERING DEPARTMENT
12050 WOODWORD AVENUE
HIGHLAND PARK, MI 48203
OFFICE: 313-865-1876

Description of Proposed Work, Including Any Unique Characteristics of the Project or Any Other Relevant Info:

ALL APPLICATIONS FOR RIGHT-OF-WAY PERMITS MUST INCLUDE:

- Completed permit application with proper contact information
- Three (3) sets of plans, drawings and/or specifications and a digital copy of each. The site plans should be labeled, done to scale and show any surrounding streets, lots, alleys or light barricades.
- Proof of Liability and workman's compensation Insurance (if applicable) with the City of Highland Park as an additional insured (see the example on the website).



CITY OF HIGHLAND PARK
ENGINEERING DEPARTMENT
12050 WOODWARD AVENUE
HIGHLAND PARK, MI 48203
OFFICE: 313-865-1876

Do I need a Right of Way (ROW) Permit?

A Public Right of Way Permit is required whenever work is being done within the right-of-way or an easement. This includes but is not limited to

- Maintenance Work
- Dumpsters placed in ROW
- New construction
- Excavation by utility companies
- New connection to the City of Highland Park water main, sanitary sewer or storm sewer
- Building demolition

Purpose of Right of Way (ROW) Permit

The purpose of the City of Highland Park PROW permit is to:

- Ensure that the work being done in the right-of-way is in compliance with the City's codes.
- Protect the public, city facilities, and public infrastructure.
- Ensure work is completed and restored properly and in a timely manner.

How to Obtain Right of Way Permit

The ROW Permit is available online at www.highlandparkcity.org. The Right of Way Permit Application can be submitted in person or by mail at

Engineering Department
City of Highland Park
12050 Woodward Avenue
Highland Park, MI 48203

ROW Permit Process

A Right of Way permit must be obtained before performing any work within the public right of way or an easement. Upon receipt of the application, please allow up to 15 business days for review, comments, or approval.

Permit fees can be found on the Engineering Department's website.

All work must be inspected by the city's inspector. The inspection must be scheduled at least 48 hours in advance.

Inspection Process

All work must be inspected by the City of Highland Park. The Inspector will examine the work to determine whether any damage has occurred to the Right of Way and to verify compliance with applicable codes.

If work does not meet code requirements or if damage has occurred to the right of way, a violation notice will be issued to the applicant identifying all required corrections.