



**DEPARTMENT OF  
PLANNING & DEVELOPMENT**  
CITY OF WALLED LAKE, MICHIGAN

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1499 E. WEST MAPLE  
WALLED LAKE, MI 48390  
(248) 624-4847

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### Permit Application Check List

1. Application must be completely filled out.
2. Scope of work must be clearly identified.
3. If a residential project 3 copies of plans must be submitted.
4. If a commercial project 3 sets of Architecturally Sealed plans must be submitted (Paper version and electronic version required).
5. If the applicant is a licensed contractor or if this is a commercial project that requires a licensed contractor the following must be provided:
  - a) Copy of State License
  - b) Copy of Contractor license
  - c) Copy of License holders Driver's License
  - d) Copy of Liability Insurance Certificate
6. If submitting a Building Permit for construction the following fees are due upon submittal.
  - a) Application fee
  - b) Plan review fee
  - c) If needed Contractor registration fee
  - d) Administration fee

After review, the complete permit fee will be assessed and paid prior to issuance of permit. Individual Mechanical, Plumbing and Electrical permits must be paid in full at time of application submittal.

7. If the project involves a Building permit no additional permits (plumbing, electrical, mechanical) will be issued until the Building permit has been reviewed, approved and issued.
8. Upon submittal if all required items noted are not provided the application will not be accepted. A full submittal is required.

(Note items 3 and 4 apply to building permit applications) Please review and initial that the required items are part of your application submittal. \_\_\_\_\_



City of Walled Lake  
 1499 E. West Maple  
 Walled Lake, MI 48390  
 248-624-4847 Fax 248 624-1616

<b>For Department Use Only</b> Date Received _____ Number of plan sets received _____
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### BUILDING PERMIT APPLICATION

DATE \_\_\_\_\_ JOB ADDRESS \_\_\_\_\_ Estimated Construction Value \_\_\_\_\_

**1. Owner's Information**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ MI, Zip Code \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
**\*\*Please provide e-mail address for expedited plan review results\*\***

**2. Contractor's Information**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ MI, Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_  
 Builder's License Number \_\_\_\_\_ Federal Employer ID/Exemption \_\_\_\_\_  
 Worker's Compensation Insurance Carrier or reason for exemption \_\_\_\_\_  
 MESC Employer Number or reason for exemptions \_\_\_\_\_  
 Email \_\_\_\_\_ Fax # \_\_\_\_\_  
**\*\*Please provide e-mail address for expedited plan review results\*\***

**3. Proposed Project - Construction Type \_\_\_\_\_ Use Group \_\_\_\_\_**

Single Family     Duplex     Multi-family     Commercial     Industrial

If commercial, is there a Knox Box installed?     Yes     No

**\*\*Please Note: NO commercial permits will be approved unless a Knox Box is present at the property\*\***

**4. Garage (3 sets of plans required)**

Attached     Detached    Width \_\_\_\_\_ feet X Length \_\_\_\_\_ feet  
 Height (ground to peak) \_\_\_\_\_ feet    Wall height \_\_\_\_\_ feet

**5. Residential or Commercial Repair or Alternations**

**(Residential 3 sets of plans required; Commercial 3 sets of paper plans and electronic version required)**

Describe work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. Addition ( Residential 3 sets of plans required; Commercial 3 sets of paper plans and a electronic version required)**

First floor addition	Width _____ feet X Length _____ feet
Second floor addition	Width _____ feet X Length _____ feet
Accessory building (over 200 sq. ft.)	Width _____ feet X Length _____ feet

NOTE: THESE FEES ARE FOR THE BUILDING DEPARTMENT ONLY. **If you are doing electrical, mechanical, or plumbing work, you will need to apply for the appropriate permit(s) and plan examination(s).**

1. Plan examination fee: REQUIRED for most permits.

Plan Examination (Review) Fees		Total
<b>Minimum Fee</b> (initial)	\$35	\$35
Hourly rate after first hour	\$75	
	<b>Review Fee Total</b>	<b>\$35</b>

2. Permits including new construction, additions, accessory structures, interior / exterior alterations and all other permit fees to be based on the most current Bureau of Construction Codes Square Foot Construction Cost Table and utilizing the pricing table recommended by the Construction Code Commission:

Residential & Commercial Permit Fee Table		
to \$1K		\$75
\$1K - \$10K	\$75 +	\$10/\$1K over \$1K
\$10K - \$100K	\$165 +	\$3/\$1K over \$10K
\$100K - \$500K	\$435 +	\$2/\$1K over \$100K
over \$500K	\$1,235 +	\$3/\$1K over \$500K

3. Specific Permit Fees

Specific Permit Fees		Total
Application Fee	\$50	<b>\$50</b>
Contractor Registration Fee	\$25	
Replacement Windows	\$60	
Replacement Doors	\$60	
*Tear Off or Re-Roof: Res/Com	\$60/\$120 per roof section	
<i>*Tear off requires open roof inspection and final inspection</i>		
Decks & Porches (over 200 Sq. Ft.)	\$120	
Siding (*Flashing inspection required)	\$60	
Demolition	\$120+.07/sq ft	
Pools	\$120	
Special/Addtl/Re-inspection	\$50	
Safety Inspection	\$125	
Manufactured (Mobile) Housing	\$120	
Temporary Buildings	\$120	
Work not involving Sq Ft Computation	\$60	
	<u>Specific Permit Fee TOTAL</u>	
<b>TOTAL PERMIT FEE</b>		

