THIS IS A 3-PAGE FORM - ALL INFORMATION IS REQUIRED FOR PROJECT REVIEW

# HISTORIC DISTRICT COMMISSION PROJECT REVIEW REQUEST

Data.

City of Detroit - Planning & Development Department 2 Woodward Avenue, Suite 808 Detroit, Michigan 48226

| Detroit, Michigan 48226  |                          |                          |                            | Date             |  |                       |
|--|--------------------------|--------------------------|----------------------------|------------------|--|-----------------------|
| PROPERTY INFOR   | RMATION                  |                          |                            |                  |  |                       |
| ADDRESS:   |                          |                          | AKA:                       |                  |  |                       |
| HISTORIC DISTRICT:_  |                          |                          |                            |                  |  |                       |
|  | Windows/<br>Doors        | Roof/Gutters/<br>Chimney | Porch/<br>Deck             | Landso<br>Tree/P | cape/Fence/<br>ark   | General<br>Rehab      |
| `  | New Construction         | Demolition               | Addition                   | Other:           |  |                       |
| APPLICANT IDEN   | TIFICATION               |                          |                            |                  |  |                       |
| Property Owner/<br>Homeowner   | Contrac                  | ctor                     | Tenant or<br>Business Occu | ıpant            | Archite<br>Consul  | ect/Engineer/<br>tant |
| NAME:  |                          | COMPAN                   | NY NAME:                   |                  |  |                       |
| ADDRESS:   |                          | CITY:                    |                            | STATE:           | ZIP:   |                       |
| PHONE:   | MOBILI                   | E:                       | E                          | MAIL:            |  |                       |
| PROJECT REVIEW   | REQUEST C                | HECKLIST                 |                            |                  |  |                       |
| Please attach the follow *PLEASE KEEP FILE SIZE                                    | ing documentat           | tion to your requ        |                            |                  |  |                       |
| Completed Buildi   |                          |                          |                            |                  | OTE:   | e of work             |
| ePLANS Permit Number (only applicable if you've already applied                    |                          |                          |                            |                  | Based on the scope of work, additional documentation may be required.  See www.detroitmi.gov/hdc fo scope-specific requirements. |                       |
| for permits through ePLANS)  Photographs of ALL sides of existing building or site |                          |                          |                            |                  |  |                       |
| Detailed photogra<br>(photographs to sh  | •                        |                          |                            |                  |  |                       |
| Description of exi   | sting condition          | <b>1s</b> (including ma  | terials and des            | ign)             |  |                       |
| Description of pro   |                          |                          |                            |                  |  | why                   |
| Detailed scope of  | work (formatte           | ed as bulleted lis       | t)                         |                  |  |                       |
| Brochure/cut she   | ets for propose          | d replacement r          | naterial(s) and            | or product       | (s), as applic   | able                  |
| Upon receipt of this documer   | ntation, staff will revi | iew and inform you o     | of the next steps to       | oward obtaining  | g your building  | permit from the       |

Buildings, Safety Engineering and Environmental Department (BSEED) to perform the work.

SUBMIT COMPLETED REQUESTS TO HDC@DETROITMI.GOV

### **P2 - BUILDING PERMIT APPLICATION**

|   |                                   |                       | Date:                   |
|---|-----------------------------------|-----------------------|-------------------------|
| PROPERTY INFORMATION                        |                                   |                       |                         |
| Address:                                    | Flo                               | oor:Suite             | e#:Stories:             |
| AKA:  |                                   |                       |                         |
| Parcel ID#(s):                              |                                   |                       |                         |
| Current Legal Use of Property:              | F                                 | Proposed Use:         |                         |
| Are there any existing buildings o          |                                   |                       |                         |
| PROJECT INFORMATION                         |                                   |                       |                         |
| Permit Type:                                | Alteration Addition               | Demolition            | Correct Violation       |
| Foundation Only Change                      | _                                 |                       | <del></del>             |
| Revision to Original Permit #:              |                                   | <del></del> -         |                         |
| Description of Work (Describe in            |                                   |                       |                         |
|   |                                   | , sp. 37, sees s      |                         |
|   |                                   |                       |                         |
|   | МВС                               | Cuse change           | No MBC use change       |
| Included Improvements (Check                | all applicable; these trade areas | require separate peri | mit applications)       |
| HVAC/Mechanical Elec                        | trical Plumbing                   | Fire Sprinkler Sy     | ystem Fire Alarn        |
| Structure Type                              |                                   |                       | _                       |
| New Building Existing S                     | Structure Tenant Space            | ce 🗍 Garage           | /Accessorv Buildina     |
| Other: Size o                               |                                   |                       |                         |
| Construction involves changes to            |                                   |                       |                         |
| (e.g. interior demolition or construction t | ·                                 | iesiv                 | O                       |
| Use Group: Type                             | •                                 | MI Bldg Code Table    | 601)                    |
| Estimated Cost of Construction              |                                   |                       |                         |
| Structure Use                               | \$By Contractor                   | Ψ                     | By Department           |
| Residential-Number of Units:                | Office Gross Floor Area           | Industr               | ial-Gross Floor Area    |
| Commercial-Gross Floor Area:                |                                   |                       |                         |
| Proposed No. of Employees:                  | - <del></del>                     |                       |                         |
| PLOT PLAN SHALL BE submitted o              |                                   |                       |                         |
| (must be correct and in detail). SHO        | DW ALL streets abutting lot,      | indicate front of l   | ot, show all buildings, |
| existing and proposed distances to          |                                   |                       | s on Next Page)         |
|   | or Building Department U          |                       |                         |
| Intake By:                                  | Date:                             | Fees Due:             | DngBld? 🗌 No            |
| Permit Description:                         |                                   |                       |                         |
|   |                                   |                       |                         |
| Current Legal Land Use:                     | Prop                              | oosed Use:            |                         |
| Permit#:I                                   | Date Permit Issued:               | Permit Cos            | st: \$                  |
| Zoning District:                            | Zoning G                          | irant(s):             |                         |
| Lots Combined? Yes                          | No (attach zoning o               | learance)             |                         |
| Revised Cost (revised permit applicate      | tions only) Old \$                | New                   | \$                      |
| Structural:                                 | Date:                             | Notes:                |                         |
| Zoning:                                     | Date:                             | Notes:                |                         |
| Other:                                      | Date:                             |                       |                         |
|   |                                   |                       |                         |

| IDENTIFICATIO  | N (All Fields Requi   | ired)  |  |   |   |
|--|---|--|--|---|---|
| <b>Property Owner/H</b>  | Homeowner   | Property O   | wner/Hom   | eowner is Permi   | t Applicant   |
| Name:  |   | Cor  | npany Nar  | me:   |   |
| Address:   |   | City   | )  | State:  | Zip:  |
| Phone:   |   | Мо   | bile:  |   |   |
|  |   |  |  |   |   |
| Contractor   | Contractor is Perm  |  |  |   |   |
| Representative Nar   | me:   |  | Company N  | lame:   |   |
| Address:   |   | City:  | )  | State:  | Zip:  |
| Phone:   | Mobile:   |  | Ema  | ail:  |   |
| City of Detroit Licer  | nse #:  |  |  |   |   |
|  |   |  | T  |   |   |
|  | JSINESS OCCUPA  |  |  |   |   |
| Name:  | Phone:  |  | En   | naii:   |   |
| ARCHITECT/EN   | IGINEER/CONSU   | LTANT  | Architect/E  | Engineer/Consulta   | nt is Permit Applicant  |
|  | St  |  |  |   |   |
|  |   |  |  |   |   |
|  | Mobile:   |  |  |   |   |
|  | WNER AFFIDAVIT  |  |  |   |   |
| on this permit appli<br>requirements of the<br>inspections related   | I am the legal owner cation shall be completed in the complete city of Detroit and taken to the installation/work corporation any portion any portion and the corporation and portion and | eted by me. I a<br>lke full respons<br>rk herein descr                             | am familiar<br>sibility for a<br>ribed. I sha  | with the applica<br>all code complian<br>Il neither hire no                     | ble codes and<br>nce, fees and<br>r sub-contract to any                   |
| Print Name:  | (Homeowner)   | Signature:   |  |   | Date:   |
|  | n to before me this   |  |  |   |   |
|  |   |  |  |   |   |
|  | (Notary Public)   |  |  | ı   |   |
|  | PERMI <sup>*</sup>  | T APPLICAN   | SIGNAT   | JRE   |   |
| restrictions that may<br>certify that the prop<br>to make this applica<br>all applicable laws a<br>inspections are rec | t the information on the supply to this constructions and work is authorized ation as the property and ordinances of juriquested and conduction and that expire   | uction and am<br>zed by the ow<br>owner(s) auth<br>sdiction. I am<br>ted within 18 | n aware of romer of the orized age aware that of days of the original aware that of the original aware of the original aware that or | my responsibility<br>record and I hav<br>nt. Further I agre<br>at a permit will | thereunder. I<br>we been authorized<br>ee to conform to<br>expire when no |
| Print Name:  | (Permit Applicant)  | Signature:   |  |   | Date:   |
|  |   |  |  |   |   |
| Driver's License #:  | to bofore mon this  |  | expiration:  |   |   |
| Subscribed and swor  | n to before me this   | aay of   |  | A.D   | County, Michigan  |
| Signature:   | (Notary Public)   | iviy C   | ommission  | ı Expires:  |   |
| 6 6  | 22 ( 4)   |  | . (40  | 70 407004000  | NCI 405 45004   |

Section 23a of the state construction code act of 1972, 1972PA230, 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. Visitors of Section 23a are subject to civil fines.

This application can also be completed online. Visit detroitmi.gov/bseed/elaps for more information.



## HISTORIC DISTRICT COMMISSION REVIEW & PERMIT PROCESS

#### SUBMIT **COMPLETE APPLICATION** TO HDC STAFF **Application Staff** placed on Substantial Corrected **Reviews** upcoming HDC application Scope meeting Scope submitted agenda<sup>3</sup> to HDC **HDC HDC** Staff **Applicant** issues Denial appeals OR Reviews **Denies** with Appeal corrects Scope Proposal Procedure application Appeal filed Staff issues a **HDC** w/State Certificate of **Approves** Hist. Pres. **Appropriateness** Review Board **Proposal** (COA)

### OBTAIN BUILDING PERMIT

FROM BUILDINGS, SAFETY ENGINEERING AND ENVIRONMENTAL DEPT. (BSEED)

\* THE **COMMISSION MEETS REGULARY AT LEAST ONCE PER MONTH,** TYPICALLY ON THE SECOND WEDNESDAY OF THE MONTH.

(SEE WEBSITE FOR MEETING SCHEDULE/AGENDAS)

FIND OUT MORE AT WWW.detroitmi.gov/hdc