

CHARTER TOWNSHIP OF OXFORD
MICHIGAN 48371
phone: (248) 628-9787 fax: (248) 628--8139

BUILDING DEPARTMENT

DEMOLITION PERMIT

*Need written verification of all utilities being shut off and/or capped.
*Coordinate with Oakland County Health Division to abandon well and septic (248) 424-7092

Permit costs:

Refundable bond.....\$ 200.00*
(*price varies depending on project type and size)

Building permit.....\$100.00
Each Trade Permits if required.....\$ 50.00
Admin fee.....\$ 40.00
Mileage per inspection.....\$ 5.00
License registration per trade.....\$ 15.00
Land Improvement Permit will be required if fill is brought in.

Once your demolition permit is paid for and signed, you will need two Building permit inspections open hole and final grade*. Trade Permits will require one inspection. The first inspection must be performed once the structure has been demolished, with all debris and materials removed off the site. The second inspection must be performed when the entire project is finished and the site is cleared. All property return to vacant land will require a grading certificate of elevation.

CHARTER TOWNSHIP OF OXFORD

BUILDING DEPARTMENT

REQUIREMENTS FOR OBTAINING A DEMOLITION PERMIT

Address _____ Structure Type _____

1. _____ Completed Zoning Compliance and Building Permit Application
 2. _____ Proof of Ownership (warranty deed)
 3. _____ Written verification of all utilities Shut-off
 4. _____ Well and Septic Abandonment from Oakland County Health Department (if applicable)
 5. _____ Sewer and Water Capping Certification
 6. _____ Copy of General Liability Insurance
 7. _____ Soil Erosion Permit Required
 8. _____ Required inspections
_____ Open Hole (with footings and debris removed)
_____ Final (grade and seeded)
 9. _____ Other _____
-

DENIED _____ APPROVED _____ BY _____

APPLICANTS SIGNATURE _____ DATE _____

CHARTER TOWNSHIP OF OXFORD

Grading Permit # _____
 Zoning Permit # _____
 Stakes Ready YES NO
 Date: _____

P.O. BOX 3, 300 DUNLAP ROAD
 OXFORD, MICHIGAN 48371
 1-248-628-9787 FAX 1-248-628-8139
www.oxfordtownship.org

Building Permit # B _____

Application for Zoning Compliance and Building Permit

PROPERTY LOCATION	
ADDRESS: _____	_____
PARCEL #: _____	_____
LOT #: _____	_____
SUBDIVISION: _____	_____

CURRENT PROPERTY OWNER	
NAME: _____	_____
ADDRESS: _____	_____
CITY: _____	STATE: _____
ZIP: _____	PHONE: _____

IS THIS A HOMEOWNER PERMIT? YES NO

CONTRACTOR INFORMATION	
NAME: _____	_____
ADDRESS: _____	_____
CITY: _____	STATE: _____
ZIP: _____	PHONE: _____
CONTACT: _____	_____
CONTACTS PHONE #: _____	_____

LICENSE INFORMATION	
LICENSE #: _____	_____
EXPIRATION DATE: _____	_____
MESC #: _____	_____
FED ID #: _____	_____
INSURANCE COMPANY: _____	_____
POLICY #: _____	_____
EXPIRES: _____	_____

PROJECT DESCRIPTION: _____
DIRECTIONS TO SITE: _____
NATURE OF WORK: _____
COMMENTS: _____
APPROXIMATE SQUARE FOOTAGE OF PROJECT: _____ CONSTRUCTION VALUE OF PROJECT: _____

TYPE OF IMPROVEMENT	
<input type="checkbox"/>	NEW BUILDING
<input type="checkbox"/>	ALTERATION
<input type="checkbox"/>	ADDITION
<input type="checkbox"/>	DEMOLITION
<input type="checkbox"/>	MOVING
<input type="checkbox"/>	SIGN(S)
<input type="checkbox"/>	GARAGE
<input type="checkbox"/>	REPAIR, REPLACEMENT
<input type="checkbox"/>	FOUNDATION ONLY
<input type="checkbox"/>	SHELL ONLY
<input type="checkbox"/>	SHED
<input type="checkbox"/>	DECK
<input type="checkbox"/>	POOL
<input type="checkbox"/>	OTHER _____

PROPOSED USE	
<input type="checkbox"/>	RESIDENTIAL
<input type="checkbox"/>	<input type="checkbox"/> ONE FAMILY
<input type="checkbox"/>	<input type="checkbox"/> TWO OR MORE FAMILY
<input type="checkbox"/>	<input type="checkbox"/> HOTEL, MOTEL
<input type="checkbox"/>	COMMERCIAL
<input type="checkbox"/>	INDUSTRIAL
<input type="checkbox"/>	RECREATIONAL
<input type="checkbox"/>	OTHER _____

CURRENT ZONING OF PROPERTY

Section 23a of the State of Michigan 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 residential structure.

AFFIDAVIT REGARDING ZONING- I agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Charter Township of Oxford Zoning Ordinance will be complied with. Further, I agree to notify the Oxford Township Zoning Administrator for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of the Charter Township of Oxford, Oakland County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand this is a zoning permit (not a permit) and that a zoning permit, if used, conveys only land use rights and does not include any representation or conveyance of rights in any other statute, building code, deed restriction, or other property rights.

Signature of Owner: _____

Date: _____

Signature of Applicant: _____

Date: _____

REQUIRED CONSTRUCTION DOCUMENTS

NOTE: Failure to include all required documents will delay the review process.

The Following items and documents are required to be submitted along with a completed application for ZONING COMPLIANCE AND BUILDING PERMIT. except as noted

- ▶ 1 Copies of the **CURRENT TAX STATEMENT** marked paid *Required for all applications.*
- ▶ 2 Two (2) complete folded sets of **CONSTRUCTION PLANS with Grading Plan (New Residential).**
Required for all applications
- ▶ 3 A complete **PLOT PLAN** showing the dimensions to all property lines (setbacks), as well as the locations of the proposed structure(s) and distances from property lines Include all easements
- ▶ 4 A **DRIVEWAY PERMIT** (Application with a date stamp), if on a public road. Required for new curb cuts to county or state highways
ROAD COMMISSION FOR OAKLAND COUNTY
Permits Division
2420 Pontiac Lake Road
Waterford, MI 48328
248-858-4835
- ▶ 5 A **SEPTIC PERMIT**, if not on a public sewer system Required for new home, new commercial and new industrial construction
OAKLAND COUNTY HEALTH DIVISION
Department of Human Services
Health Division Building
1200 N Telegraph Road
Pontiac MI 48341-0432
248-858-1312
- ▶ 6 A **SOIL EROSION PERMIT**, if applicable
OAKLAND COUNTY WATER RESOURCES COMMISSIONER
One Public Works Drive
Building 95 West
Waterford, MI 48328-1907
248-858-0958
- ▶ 7 **ENGINEERED TRUSS DRAWINGS**, if applicable, prior to installation of trusses
- ▶ 8 A check or cash in the amount of **\$125.00** for **Grading Plan Review (All New Residential)** and \$125 00 for **Zoning Compliance Permit = \$250 00 Total**
- ▶ 9 **NOTE:** Address must be posted at the driveway or at the road for inspectors to locate the property (**NO ADDRESS - NO INSPECTION AND YOU WILL BE SUBJECT TO A RE-INSPECTION FEE**)

STAKE INSPECTION PROCEDURE

Required:

- 1 A Certificate of survey from a State of Michigan Registered Land Surveyor, for all **NEW Construction** Mortgage survey with proposed structures drawn in with setback information can be substituted for garages, decks, pools, sheds, etc
- 2 Actual stakes shall be tagged or painted as follows:
RED For property corners. these stakes are to be set next to the surveyor's iron set at the property corners
YELLOW For buildings, additions or accessory structures
- 3 **Road Right-of-Ways** Property corner stakes shall indicate the actual location of the right-of-way (Where the property abuts the road right-of-way).
- 4 **Easements-** The location of all easements located on the property shall also be staked and identified as such

CHARTER TOWNSHIP OF OXFORD

300 DUNLAP ROAD – P O. BOX 3
OXFORD, MI 48371
PHONE: (248) 628-9787 FAX: (248) 628-8139

HOMEOWNER AFFIDAVIT

I hereby certify that the Building, Mechanical, Electrical, or Plumbing work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Code and **shall not be enclosed, covered up, or put into operation until it has been inspected and approved** by the Inspector. I will cooperate with the inspector and assume the responsibility to arrange for the necessary inspections.

Signature of Homeowner: _____ **Date:** _____

NO WORK SHALL BE CONCEALED UNTIL IT HAS BEEN INSPECTED AND APPROVED.

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six (6) months after issuance of the permit or the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing work.

A PERMIT WILL BE CANCELED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX (6) MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.

Permitted work shall not be started until the application for permit has been filed. All installations shall be in conformance with the applicable codes. No work shall be concealed until it has been inspected and approved.

When ready for an inspection call the Building Department and be prepared with the permit number, job location and lock box code, or any special instructions for access.

CHARTER TOWNSHIP OF OXFORD

Check Permit Type

- Electrical
- Mechanical
- Plumbing

300 Dunlap Road - P.O. Box 3
 Oxford, Michigan 48371
 248-628-9787 Fax 248-628-8139
 www.oxfordtownship.org

Date / /

Permit #

PROPERTY LOCATION	
ADDRESS	_____
TAX ID #	_____
LOT #	_____
SUBDIVISION:	_____

CURRENT PROPERTY OWNER	
NAME	_____
ADDRESS	_____
CITY	_____ STATE _____
ZIP	_____ PHONE _____

IS THIS A HOMEOWNER PERMIT? YES NO

CONTRACTOR INFORMATION	
COMPANY NAME	_____
ADDRESS	_____
CITY	_____ STATE _____
ZIP	_____ PHONE _____
CONTACT	_____

LICENSE INFORMATION	
LICENSE #	_____
CERTIFICATION TYPE	_____
MESC #	_____
FED ID #	_____
INSURANCE COMPANY	_____
POLICY #	_____ EXPIRES <u> </u> / <u> </u> / <u> </u>

* * * * *Please circle all appropriate fees* * * * *

SINGLE FAMILY RESIDENTIAL

0 TO 1500 SQ. FT	\$175.00
1501 TO 3000 SQ. FT	\$195.00
3001 SQ. FT AND OVER	\$215.00

ADDITIONAL FEES FOR RES./ COMM./ IND.

AC UNIT	\$50.00
BURGLAR ALARM	\$50.00
CAR CHARGER	\$50.00
DEMOLITION INSPECTION	\$50.00
DUCT WORK (Extension)	\$50.00
FACTORY BUILT FIREPLACE (PFP Permit)	\$100.00
FURNACE / Boiler / Woodstove (Additional or Replace)	\$50.00
GAS PIPING	\$50.00
GENERAL INSPECTION	\$50.00
GENERATOR	\$50.00
HOOD SYSTEM (Per Hood)	\$50.00
LAWN SPRINKLER	\$50.00
LP TANK	\$50.00
MOBILE HOME HOOKUP	\$50.00
REINSPECTION	\$50.00
SERVICE / TEMPORARY SERVICE	\$50.00
SIGNS (Per Circuit)	\$50.00
SWIMMING POOL (Above or In Ground)	\$50.00
UNDERGROUND	\$50.00
WATER HEATER / SOFTNER (Additional or Replace)	\$50.00
LICENSE REGISTRATION	\$15.00
NUMBER OF INSPECTIONS REQUIRED _____	x \$5.00 *

(* Mileage cost per inspection)

COMMERCIAL/INDUSTRIAL

0 TO 3000 SQ. FT.	\$250.00
3001 TO 8000 SQ. FT.	\$350.00
8001 TO 13000 SQ. FT.	\$450.00
13001 TO 20000 SQ. FT.	\$550.00
20001 AND OVER	\$750.00

<u>FIRE ALARM SYSTEMS (COMM./ IND. ONLY)</u>	
PULL STATION/BOX	_____ @ \$15.00 _____
SIGNAL DEVICE	_____ @ \$15.00 _____
MASTER PANEL	_____ @ \$15.00 _____

<u>FIRE SUPPRESSION SYSTEM (COMM./ IND. ONLY)</u>	
# OF HEADS	_____ @ \$3.00 _____
UNDERGROUND	\$50.00

NOTES:

PERMIT FEES: \$ _____

REGISTER LICENSE \$ _____

MILEAGE CHARGE \$ _____

TOTAL: \$ _____

Section 23a of the State of Michigan 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. Violators are subject to civil fines.

Applicants Signature _____

Date _____

Inspections are done on Tuesdays, Wednesdays, and Thursdays between 9AM - 6PM. You MUST call in by 3PM the day before the desired inspection date. Make sure to have your permit number, type of inspection requested, job address and lock box or access information available. All inspections rejected are subject to a \$50.00 re-inspection fee.



CHARTER TOWNSHIP OF OXFORD
300 Dunlap Road
P.O. Box 3
Oxford, MI 48371-0003
(248) 628-9787 (phone)
(248) 628-8139 (fax)

CONTRACTOR REGISTRATION

(Please Print)

Name of Company / Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Qualifying Officer: _____

License Number: _____

Comments: _____

List of all authorized persons to pull permit under your license:

1. Need copy of License and ID
2. \$15.00 for Building
3. \$15.00 for Mechanical
4. \$15.00 for Electrical
5. \$15.00 for Plumbing

Signature: _____ Date: _____

(Contractor)

LAND IMPROVEMENT APPLICATION - CHARTER TOWNSHIP OF OXFORD

DATE _____ PERMIT # _____
OWNER _____ APPLICANT _____
ADDRESS _____ ADDRESS _____
CITY _____ STATE _____ CITY _____ STATE _____
ZIP _____ ZIP _____
PHONE _____ PHONE _____

SITE ADDRESS _____ SIDWELL # 04- _____
ACREAGE OF PARCEL _____ ZONING DISTRICT _____
NAME OF PROPOSED DEVELOPMENT _____
DESCRIPTION OF LAND USE _____
COST ESTIMATE OF IMPROVEMENT(S) _____

TYPE OF LAND IMPROVEMENT PERMIT

- PAVING Required for all Land Improvements involving paving.
- SANITARY Required for all Land Improvements involving the construction or repair of sanitary sewerage systems or facilities.
- GRADING Required for all Land Improvements involving grading.
- STORMWATER Required for all Land Improvements involving Stormwater Management measure and/or facilities.
- WATER MAIN Required for all Land Improvements involving the construction or repair of a water main.
- LANDSCAPING Required for all Land Improvements involving any moving of soil, trees, etc.

SUBMIT PROOF OF OWNERSHIP ATTACHED
SUBMIT A DETAILED SKETCH ATTACHED

\$120.00 APPLICATION FEE DATE PAID _____
+ \$5.00 APPLICABLE MILEAGE FEE (\$120.00 ZP 101-000-483.000 \$5.00 MILE 101-000-694.000)
\$1500.00 ESCROW ACCOUNT DATE PAID _____

I hereby represent that the activity for which a Land Improvement Permit is requested from the Township does not impact a wetland or watercourse regulated by state statute or Township Ordinance.

Signature of Owner

Date _____

Signature of Applicant

Date _____

Oxford Township Building Department Fee Schedule

DESCRIPTION OR EXPLANATION OF FEE/CHARGE/RATE		AMOUNT OF FEE/CHARGE/RATE
Building Permits: When required, the fees are based on project costs for all residential, commercial & industrial projects. (materials & labor shall be included in total costs) [See also Other Permits, Other Fees and Bond Fees that may apply per permit. Pg. 2 & 3.]	<u>Value of Improvement</u> \$0.00 - \$1,000.00	\$100.00
	\$1,000.01 - \$50,000.00	\$100.00 (Plus \$4.50 per thousand dollars of project cost, or portion thereof, in excess of \$1,000.00)
	\$50,000.01 - \$500,000.00	\$400.00 (Plus \$4.50 per thousand dollars of project cost, or portion thereof, in excess of \$50,000.00)
	\$500,000.01 and up	\$1,950.00 (Plus \$4.50 per thousand dollars of project cost, or portion thereof, in excess of \$500,000.00)
Trade Permits: Electrical, plumbing & mechanical.	Residential: Single/multi-family (Per single living unit)	0 - 1,500 Sq. Ft. = \$175.00 per each trade
		1,501 - 3,000 = \$195.00 per each trade
		3000 and up = \$215.00 per each trade
	Commercial/Industrial: Multi-tenant commercial spaces shall be treated as individual units and per square footage.	0 - 3,000 Sq. Ft. = \$250.00 per each trade
		3,001 - 8,000 = \$350.00 per each trade
		8,001 - 13,000 = \$450.00 per each trade
		13,001 - 20,000 = \$550.00 per each trade
	20,001 and up = \$750.00 per each trade	
Building Code Compliance Plan Review: Residential, Commercial and Industrial.	<u>Total project cost</u> \$0.00 - \$500,000.00	0.0013 of project cost but not less than \$100.00 .
	Over \$500,000.00	\$650.00 plus 0.0005 of project cost over \$500,000.00
Trades Code Compliance Plan Review:	Electrical Plumbing Mechanical	25% of Building Code Compliance Plan Review Fee.
Note: The Building Official may waive plan review fees if the review is deemed unnecessary based on the projects minor nature.		
Re-inspection / Misc. Trade Inspection:	All Trades	\$50.00 per inspection and to be pre-paid.
Mileage:		\$5.00 per inspection and to be pre-paid.

Other Permits

DESCRIPTION OR EXPLANATION	AMOUNT OF FEE/CHARGE/RATE	
Demolition: (Plus trade permits at \$50.00 per inspection)	\$100.00	
Land Improvement:	Application Fee	\$120.00
	Mileage Zoning Fee	\$5.00
	Total Cost	\$125.00
Mobile Home: (Plus trade permits at \$50.00 per inspection)	Single wide	\$200.00
	Double wide	\$250.00
Moving Structure:	\$350.00	
Pool: (Plus trade permits at \$50.00 per inspection)	Above ground	\$150.00
	Below ground	\$200.00
Sign: (Plus electrical permit at \$50.00 per inspection)	\$100.00	
Sewer Permit:	County Fee	\$125.00
	Township Fee	\$50.00
Water Permit:	Township Fee	\$50.00
Zoning Permit:	Application Fee	\$120.00
	Mileage Zoning Fee	\$5.00
	Total Cost	\$125.00

Other Fees

DESCRIPTION OR EXPLANATION	AMOUNT OF FEE/CHARGE/RATE
Administrative:	\$40.00 Non-Refundable and to be pre-paid
Sewer Connection:	\$3,500.00
Water Tap-In:	\$6,075.00
Water Construction:	\$100.00

BONDS

DESCRIPTION OR EXPLANATION		AMOUNT OF FEE/CHARGE/RATE
New Residential:		960 - 2000 Sq. Ft. = \$300.00
		2001 - 3000 = \$400.00
		3001 - 4000 = \$500.00
		Over - 4001 = \$700.00
New Commercial/ Industrial:		0 - 2000 Sq. Ft. = \$500.00
		2001 - 3000 = \$800.00
		3001 - 4000 = \$1000.00
		4001 - 5000 = \$1500.00
		Over - 5001 = \$2000.00
Miscellaneous Residential/ Commercial/ Industrial:	Accessory Structures - Garage, Pole Barn, Shed, Porch, Deck, etc.	\$100.00
	Additions / Attached Garage	\$200.00
	Remodel	\$100.00
	Moving A	\$2,000.00