



"Heart of the Lakes"

**CITY OF KEEGO HARBOR  
BUILDING PERMIT APPLICATION**

2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**Office Use Only**  
Validation Area

**Applicant to Complete All Items in Sections I, II, III, IV, V and VI**  
**Note: Separate Applications Must Be Completed for Plumbing, Mechanical, and Electrical Work Permits**

**PB-**

|  |               |                                |                        |
|--|---------------|--------------------------------|------------------------|
| <b>I. PROJECT INFORMATION</b>                          |               |                                |                        |
| PROJECT NAME   |               | ADDRESS                        |                        |
| <b>II. IDENTIFICATION</b>                              |               |                                |                        |
| <b>A. OWNER OR LESSEE</b>                              |               |                                |                        |
| NAME   |               | ADDRESS                        |                        |
| CITY   | STATE         | ZIP CODE                       | TELEPHONE NUMBER       |
| <b>B. ARCHITECT OR ENGINEER</b>                        |               |                                |                        |
| NAME   |               | ADDRESS                        |                        |
| CITY   | STATE         | ZIP CODE                       | TELEPHONE NUMBER       |
| LICENSE NUMBER   |               |                                | EXPIRATION DATE        |
| <b>C. CONTRACTOR</b>                                   |               |                                |                        |
| 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           |               |                                |                        |
| <b>III. TYPE OF IMPROVEMENT AND PLAN REVIEW</b>        |               | <b>COST OF CONSTRUCTION \$</b> |                        |
| <b>A. TYPE OF IMPROVEMENT (Circle)</b>                 |               |                                |                        |
| 1. NEW BUILDING  | 3. ALTERATION | 5. DEMOLITION                  | 7. FOUNDATION ONLY     |
| 2. ADDITION  | 4. REPAIR     | 6. MOBILE HOME SET-UP          | 8. PREMANUFACTURE      |
|  |               |                                | 9. RELOCATION          |
|  |               |                                | 10. SPECIAL INSPECTION |
| <b>B. PLAN REVIEW REQUIRED</b>                         |               |                                |                        |

|   |                            |                                      |                             |  |
|---|----------------------------|--------------------------------------|-----------------------------|--|
| <b>IV. PROPOSED USE OF BUILDING</b>   |                            |                                      |                             |  |
| <b>A. RESIDENTIAL (Circle)</b>  |                            |                                      |                             |  |
| ONE FAMILY  | HOTEL, MOTEL               | DETACHED GARAGE                      |                             |  |
|   | NO. OF UNITS _____         |                                      |                             |  |
| TWO OR MORE FAMILY  |                            | <input type="checkbox"/> OTHER _____ |                             |  |
| NO. OF UNITS _____  | ATTACHED GARAGE            |                                      |                             |  |
| <b>B. NON-RESIDENTIAL (Circle)</b>  |                            |                                      |                             |  |
| AMUSEMENT   | SERVICE STATION            | SCHOOL, LIBRARY, EDUCATIONAL         |                             |  |
| CHURCH, RELIGION  | HOSPITAL, INSTITUTIONAL    | STORE, MERCANTILE                    |                             |  |
| INDUSTRIAL  | OFFICE, BANK, PROFESSIONAL | TANKS, TOWERS                        |                             |  |
| PARKING GARAGE  | PUBLIC UTILITY             | <input type="checkbox"/> OTHER _____ |                             |  |
| NONRESIDENTIAL-DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE. |                            |                                      |                             |  |
| <b>V. SELECTED CHARACTERISTICS OF BUILDING</b>  |                            |                                      |                             |  |
| <b>A. PRINCIPAL TYPE OF FRAME (Circle)</b>  |                            |                                      |                             |  |
| 1. MASONRY, WALL BEARING  | 2. WOOD FRAME              | 3. STRUCTURAL STEEL                  | 4. REINFORCED CONCRETE      | 5. OTHER                                     |
| <b>B. PRINCIPAL TYPE OF HEATING FUEL (Circle)</b>   |                            |                                      |                             |  |
| 6. GAS  | 7. OIL                     | 8. ELECTRICITY                       | 9. COAL                     | 10. OTHER                                    |
| <b>C. TYPE OF SEWAGE DISPOSAL (Circle)</b>  |                            |                                      |                             |  |
| 11. PUBLIC OR PRIVATE COMPANY   |                            |                                      |                             |  |
| <b>D. TYPE OF WATER SUPPLY (Circle)</b>   |                            |                                      |                             |  |
| 12. PUBLIC OR PRIVATE COMPANY   |                            |                                      | 13. PRIVATE WELL OR CISTERN |  |
| <b>E. TYPE OF MECHANICAL</b>  |                            |                                      |                             |  |
| 14. WILL THERE BE AIR CONDITIONING? (Circle)  |                            | YES                                  | NO                          | 15. WILL THERE BE FIRE SUPPRESSION? (Circle) |
|   |                            |                                      |                             | YES  |
|   |                            |                                      |                             | NO   |
| <b>F. DIMENSIONS/DATA</b>   |                            |                                      |                             |  |
| 16. NUMBER OF STORIES _____   | 20. FLOOR AREA:            | EXISTING                             | ALTERATIONS                 | NEW  |
| 17. USE GROUP _____   | BASEMENT                   | _____                                |                             |  |
| 18. CONST. TYPE _____   | 1ST & 2ND FLOOR            | _____                                |                             |  |
| 19. NO. OF OCCUPANTS _____  | 3RD - 10TH FLOOR           | _____                                |                             |  |
|   | 11TH - ABOVE               | _____                                |                             |  |
|   | TOTAL AREA                 | _____                                |                             |  |
| <b>G. NUMBER OF OFF STREET PARKING SPACES</b>   |                            |                                      |                             |  |
| 21. ENCLOSED _____  |                            | 22. OUTDOORS _____                   |                             |  |

**VI. APPLICANT INFORMATION**

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

|                     |      |               |          |
|---------------------|------|---------------|----------|
| NAME                |      | TELEPHONE NO. |          |
| ADDRESS             | CITY | STATE         | ZIP CODE |
| FEDERAL I.D. NUMBER |      |               |          |

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD 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. I ALSO UNDERSTAND THAT THIS PERMIT EXPIRES SIX MONTHS FROM THE DATE THAT THE **NON-REFUNDABLE FEE IS PAID.**

Section 23a 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. Violators of section 23a are subjected to civil fines.

**SIGNATURE OF APPLICANT**

**VII. CITY OF KEEGO HARBOR TO COMPLETE THIS SECTION**

| For Garages, Small Additions, Porches  | # Items | Fee |                       | Fee  |
|--|---------|-----|-----------------------|--|
| 1. Application Fee \$60.00   |         |     | Bldg. Plan Review Fee | Single Family \$65/hr.<br>Multi Family \$75/hr.<br>Commercial \$75/hr. |
| 2. Cost of Construction (new & remodel)<br>(Combined siding, roof and windows) |         |     |                       |  |
| 3. Inspection(s) \$45.00 each  |         |     |                       |  |
| 4. Contractor Registration \$15.00   |         |     |                       |  |

**VIII. VALIDATION - FOR DEPARTMENT USE ONLY**

|                      |                       |
|----------------------|-----------------------|
| USE GROUP            | BASE FEE              |
| TYPE OF CONSTRUCTION | NUMBER OF INSPECTIONS |
| SQUARE FEET          |                       |

The City of Keego Harbor will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc, under the Americans with Disabilities Act, you may make your needs known to this agency.

(OFFICE USE ONLY)

APPROVED BY:

DATE: \_\_\_\_\_

Issue Permit  
Weathercard

CONSTRUCTION/ADDITION  
INSPECTIONS REQUIRED:

1. Footing
2. Back Fill
3. Frame
4. Energy Code
5. Final for C/O