

Please submit two sets of Permit #   
folded and stapled plans with  
this application. Please submit a  
digital copy of plans on a flash  
drive or email a copy to  
[plans@plymouthmi.gov](mailto:plans@plymouthmi.gov)  
(100 MB maximum file size).

**CITY OF PLYMOUTH**  
**BUILDING PERMIT APPLICATION**  
INSPECTION HOT LINE 734-738-0289  
201 S. Main Street Plymouth, MI 48170  
Ph. 734-453-1234 ext. 232  
[www.plymouthmi.gov](http://www.plymouthmi.gov)

**I. Site/Project Information**

Site Address			Date of Application		
Name of Property Owner			Phone Number		
Mailing Address			Email Address (Required)		
City	State	Zip Code	Has a demolition permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		

**II. Applicant and Contact Information**

Indicate Who the Applicant Is. If Homeowner, Skip to Section III.		Contractor		Homeowner	
Contractor Company Name		Phone Number		Email Address (Required)	
Contractor Company Address		City		State	Zip Code
License Number		Expiration Date		Federal Employer ID (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		Unemployment Agency Number (or reason for exemption)			

**III. Type of Work**

**IV. Construction Cost and Sq. Ft.**

**V. Historic District**

<input type="checkbox"/> Single Family <input type="checkbox"/> Other	<input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Interior Finish	\$	Sq. Ft. of Project:	Is this parcel located in the Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**VI. Description of Work**

Please describe the project in detail.

**VII. Homeowner Affidavit**

I hereby certify the work described in 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 Michigan Building and/or Residential Code(s) and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the City of Plymouth Building Official. I will cooperate with the Bldg. Official and assume the responsibility to arrange for required inspections.
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**VIII. Applicant Signature**

<b>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 subject to civil fines.</b>	
Signature of Contractor or Homeowner (Homeowner signature indicates compliance with Section VII Homeowner Affidavit)	Date

**VIII. Fee Chart – Enter the number of items being installed, multiply by the unit price for the total fee**

<b><u>RESIDENTIAL</u></b>	<b>FEE</b>	<b>QTY</b>	<b>TOTAL</b>
Residential construction, additions, alterations, accessory structures	\$100 + \$16/\$1,000 of construction cost*		
Plan review for new residential construction	Up to 2,999 s.f. \$350 3,000 s.f. or more \$550		
Plan review for residential addition, alteration, accessory structures	Up to 1,499 s.f. \$150 1,500 s.f. or more \$300		
Plan review for basic residential project	\$35.00		
<b><u>COMMERCIAL/INDUSTRIAL</u></b>			
Commercial/industrial construction, additions, alterations, accessory structures	\$100 + \$18/\$1,000 of construction cost*		
Plan review for new com/ind construction	\$0.15, \$400 min.		
Plan review for commercial/industrial addition, alteration, accessory structures	Up to 1,499 s.f. \$0.15, \$150 min. 1,500 s.f. or more \$0.15		
Plan review for basic commercial/industrial project	\$50.00		
<b><u>DEMOLITION</u></b>			
Residence	\$400.00*		
Commercial/industrial	\$0.12 per s.f., \$500 min.*		
Accessory structure	\$100.00		
Interior only	\$200.00		
<b><u>BONDS*</u></b>			
<b>OTHER PROJECTS THAT REQUIRE A PERFORMANCE BOND</b>	<b>FEE</b>	<b>CHECK IF APPLICABLE</b>	
Demolition	\$2,500.00	<input type="checkbox"/>	
New construction	\$2,500.00	<input type="checkbox"/>	
<b>Bond Policy</b> Effective July 1, 2025  The City of Plymouth requires a performance bond in order to protect the public and public property. This bond is held in reserve until the project is completed to ensure that property is restored to its original condition. Fees shall be paid with a certified check, money order, cash, or surety bond.  If the property is not restored to the original condition within six (6) months from the last date of inspection, then the Community Development Department shall contact the bondholder in writing outlining the outstanding work and request completion. If the bondholder does not respond and/or complete the work within 30 days of the written notification, the Community Development Department shall consider the work abandoned and bond monies will be forfeited.			
<b><u>PERMIT FEE SUB-TOTAL</u></b>			
<b><u>ADMINISTRATIVE FEES</u></b>			
Administrative Fee	\$35.00	1	\$35.00
Building registration, one-year cycle expires May 31	\$30.00		
Additional inspection or re-inspection	\$90.00		
<b><u>MINIMUM PERMIT FEE IS \$150.00</u></b>			
Make checks payable to “City of Plymouth”		<b><u>TOTAL FEE</u></b>	

<b><u>OTHER BUILDING FEES</u></b>	FEE	QTY	TOTAL
Signs	\$150.00**		
Awning or canopy	\$200.00**		
Basement waterproofing	\$125.00		
Door/doorwall	\$125.00		
Fence/wall	\$90.00**		
Insulation only	\$125.00**		
Prefabricated shed/accessory structure/ramp/steps (less than 200 s.f.)	\$100.00**		
Concrete, asphalt, pavers (not parking lots)	\$150.00**		
Roof	\$125.00		
Siding	\$125.00		
Windows	\$125.00		
**Plan review fees apply, see applicable building type for fees.			
<b><u>PERMIT FEE SUB-TOTAL</u></b>			
<b><u>ADMINISTRATIVE FEES</u></b>			
Administrative Fee	\$35.00	1	\$35.00
Building registration, one-year cycle that expires May 31	\$30.00		
Additional inspection or re-inspection	\$90.00		
<b><u>MINIMUM PERMIT FEE IS \$150.00</u></b>			
Make checks payable to “City of Plymouth”	<b><u>TOTAL FEE</u></b>		

Effective July 1, 2025

## **NEW CONSTRUCTION OR ADDITION**

The following is a list of instructions and required documents to submit for a new construction or addition.

1. Completed and signed building permit application.
2. Two sets of folded and stapled plans drawn to scale. Plans shall include:
  - a. Floor plans.
  - b. Front, sides, and rear elevations.
  - c. Foundation plan with emergency egress details, as applicable.
  - d. Size and placement of windows and doors.
  - e. Wall section details.
3. Three copies of the boundary survey which shall include all setbacks and construction features. For new residential homes only, the survey shall include topography lines at one foot intervals, finish floor elevations, adjacent center of street elevations, proposed finished grade elevations, and proposed drainage swales and/or stormwater drainage measures.
4. One copy of the Wayne County Soil Erosion permit or waiver, as applicable.
5. One digital copy of the plans and boundary survey shall be submitted on a flash drive or emailed to [plans@plymouthmi.gov](mailto:plans@plymouthmi.gov).
6. For new construction only, two copies of the Energy Code compliance sheets. ResCheck or ComCheck are allowed.
7. For new construction only, a \$2,500 performance bond payable by cashier's check, money order, cash, or surety bond.

## **DEMOLITION**

The following is a list of instructions and required documents to submit for a demolition permit.

1. Completed and signed water and sewer application. Issuance of this permit initiates the water disconnection and meter removal by the Department of Municipal Services.
2. Completed and signed building permit application. Documents submitted shall include:
  - a. Consumer's Energy Disconnection of Gas Service.
  - b. DTE Energy Wrecking Clearance.
  - c. Hazardous Materials Survey if demolishing more than 50% of the structure.
  - d. A \$2,500 performance bond payable by cashier's check, money order, cash, or surety bond.
3. Ensure all property fees have been paid including the final water bill, property taxes, and any other outstanding bills or fees owed to the city.
4. Ensure transfer paperwork has been submitted to the Assessor if property was recently purchased.

This page is for reference only and does not need to be returned with the application.

## FOR OFFICE USE ONLY

Address: \_\_\_\_\_ Zoning: \_\_\_\_\_ Date: \_\_\_\_\_

Digital Plans \_\_\_Y\_\_\_N

\_\_\_Side Yard Setback: \_\_\_\_\_ Required Setback: \_\_\_\_\_ OK VARIANCE

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\_\_\_Front Yard Setback: \_\_\_\_\_ Required Setback: \_\_\_\_\_ OK VARIANCE

\_\_\_Rear Yard Setback: \_\_\_\_\_ Required Setback: \_\_\_\_\_ OK VARIANCE

Incentive Porch \_\_\_Y\_\_\_N

Basement Finished \_\_\_Y\_\_\_N

Number of Bedrooms \_\_\_\_\_

Number of Half Bathrooms \_\_\_\_\_ Full Bathrooms \_\_\_\_\_

Lot Area: \_\_\_\_\_ SF

Structures footprint: \_\_\_\_\_ SF

Floor Area: \_\_\_\_\_ SF

Lot Coverage: \_\_\_\_\_ Maximum: 30% 35%

Floor Area Ratio: \_\_\_\_\_ 40% max

Building Height: \_\_\_\_\_ (from average grade to the midpoint of the tallest section of roof)

### Site Plan Checklist

- |                                                   |          |
|---------------------------------------------------|----------|
| 1. Any negative impacts from drainage             | ___Y___N |
| 2. A/C location ok                                | ___Y___N |
| 3. Structures located in easements                | ___Y___N |
| 4. Projections into yards meet requirements       | ___Y___N |
| 5. Floodplain construction                        | ___Y___N |
| 6. County soil erosion permit required            | ___Y___N |
| 7. City sidewalk shown on plan                    | ___Y___N |
| 8. 9' wide driveway at least 1' off property line | ___Y___N |

### Garage:

#### Detached

1. % coverage of required rear yard \_\_\_\_\_ (35% max)
2. Setback: Rear \_\_\_\_\_ Side \_\_\_\_\_ Avg. Hgt. \_\_\_\_\_
3. 10' from main building \_\_\_Y\_\_\_N

#### Attached Front Facing

1. Lot 60' min \_\_\_Y\_\_\_N
2. Garage is 50% or less of front façade Y/ N
3. Garage is 4' back from home \_\_\_Y\_\_\_N
4. 30' from front property line \_\_\_Y\_\_\_N
5. Minimum width of 22' \_\_\_Y\_\_\_N

Notes:

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**FOR OFFICE USE ONLY**

**PROPERTY ADDRESS:** \_\_\_\_\_

**Community Development Department**

Approved as Submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Official

Approved with Conditions: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Official

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department of Municipal Services**

Approved as Submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
Assistant Director of Municipal Services

Approved with Conditions: \_\_\_\_\_ Date: \_\_\_\_\_  
Assistant Director of Municipal Services

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_