

City of Belleville Building Permit Required Information

All the following information is required for building permit application, plan reviews, and inspections. If the following information is not submitted with the application plan reviews will be delayed and permits will not be issued.

- 1) Application must be filled out completely or will not be accepted by the Building Department.
- 2) Contractor registration must be made on an annual basis (January to January) if contractor is not registered permits will not be issued.
- 3) Fees must be paid when permit is issued.
- 4) For all new construction and additions a survey of the property is required from a Certified Michigan Surveyor to verify all zoning requirements and property measurements.
- 5) Water and Sewer benefit fees for new construction will be paid at the time of application.
- 6) All commercial property alterations are required to have drawings sealed by a Michigan design professional and shall be signed, sealed and dated by the design professional in accordance with the professional registration laws of the State.
- 7) All contractor information must be filled out completely on contractor forms provided.
- 8) Applicants are responsible to contact the City of Belleville for all inspections that are required. If applicant contacts the Building Department for an inspection request prior to 10:00 AM every effort will be made to schedule the inspection for that day.
- 9) Building Inspections will be Made Tuesday Through Friday from 1:00 PM until 4:00 PM. Inspection requests can be made by phone or in person. Building Department hours are from 8:00 AM until 5:00 PM.
- 10) Applicant is responsible to provide access to all inspections. If access is not provided and inspector cannot get access reinspection fees will be require
- 11) Only a homeowner can fill out homeowner permit applications. It is not recommended for a homeowner to provide an application for a contractor.
- 12) Temporary Certificates of Occupancy will be issued with a monthly fee until a final certificate is issued. All punch list items will be completed before a final C of O is issued. A bond will be required for all temporary Certificated of Occupancy. Bond will be a percentage of costs of all remaining items.
- 13) A performance bond may be required before a permit is issued. Proposed and final grading site plans must be submitted to show drainage of storm water. All grade certificates must be certified by a Michigan Surveyor showing elevations of proposed construction and the surrounding area.

Planning Commission Approval must be provided for the following before a permit can be issued.

- Any proposal to construct, move, relocate, convert, or structurally alter any building, except single family residential dwellings, that increases the existing area of the building by more than 10% or that results in an increase in the requirement for off-street parking as defined in the site-plan review ordinance.
- All condominium developments.
- Any proposal to fill, excavate, or grade land which causes more than a cumulative one-hundred (100) cubic yards of earth to be disturbed within a 6 month period.
- Any proposal to create, expand or alter a use or structure which involves using, storing, or generating hazardous substances.
- Change in zoning classification of a parcel.
- Any site changes that affects internal traffic circulation of the property or affects traffic circulation for properties surrounding the property.
- Any proposal or use for which submission of a site plans is required by provisions of this ordinance.