



**City of Detroit
Historic District Commission**

APPLICATION FOR NEW CONSTRUCTION OR ADDITIONS

Instructions: Please complete this application and return with your written estimates, documentation, and completed City of Detroit Application for Building Permit No. 1 to Detroit Historic District Commission, 2 Woodward Avenue, Suite 808, Detroit, Michigan 48226. **Please note that your application will not be processed until all the required information has been received.**

Property Location: _____
(Number) (Street)

Property Owner: _____

Owner Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

Applicant: _____

Applicant Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

Signature of Applicant: _____
(Date)

Application Deadline: Historic District Commission meets on the second Wednesday of each month. Application material must be **completed and submitted three (3) Mondays before each Commission meeting.**

Please use the enclosed criteria checklist as a guide to completing your application. Incomplete applications cannot be reviewed and will be returned to you for more information. If you have any questions or concerns, you may contact a Commission staff member at (313) 224-8907 or (313) 224-6543.

HDC Staff Use Only

Date Received _____ App. # _____ Date Action Taken _____ Action _____

Submittal Criteria Checklist

- A completed City of Detroit Application for Building Permit #1;
- One (1) set of scaled drawings and/or dimensioned drawings on 11" x 17" paper and one (1) set of blueprints **OR** Ten (10) sets of non-returnable blueprints that include:
 - Site plans showing all changes and landscape features, including location of construction fencing if applicable;
 - Floor plans;
 - Elevations;
 - Sections and other details as needed;
 - Material samples and color for roofing, siding and trim;
 - Brochure showing material and design for windows, doors, garage doors, exterior lighting, and fencing; and
 - The time frame for the project including a start date, exterior completion date, landscaping completion date and occupancy date.
 - A letter from the owner or occupant stating the reason for the new construction or addition.