

**STAFF REPORT: OCTOBER 14, 2020 MEETING**

**PREPARED BY: B. CAGNEY**

**APPLICATION NUMBER: 20-6864**

**ADDRESS: 1454 VINEWOOD**

**HISTORIC DISTRICT: HUBBARD FARMS**

**APPLICANT: ROBERT TERRANCE SWAFFORD**

**PROPERTY OWNER: NAJAHYIA CHINCHILLA & CHRISTOPHER WRIGHT**

**SCOPE OF WORK: EXPAND WINDOW OPENING; REMOVE EXTERIOR STAIRCASE**

**DATE OF PROVISIONALLY COMPLETE APPLICATION: 8/27/2020**

**DATE OF STAFF VISIT: 10/5/2020**



*1454 Vinewood, front elevation, Staff Photo*



*1454 Vinewood, view of side and front, Staff Photo*

### **Existing Conditions**

1454 Vinewood Street is a buff brick home built in 1906. The residence is located midblock between Shady Lane and Porter Street in the Hubbard Farms Historic District. The home has a side gable roof with twin dormers. One of the most striking features of the symmetrically balanced front facade is the covered front porch that includes classical architectural elements such as doric columns, an articulated cornice with dentils and pediment. A **single story addition was added off the rear of the home**, on the east side. HDC staff is currently unable to determine when this was added.

### **Proposed Scope of Work:**

#### **Exterior Work:**

- Resize window opening on the North façade:
  - The existing sill height on the 6'-6" from grade.
  - The proposed sill to align with adjacent windows on North façade is 7'-3" from grade.
  - The applicant proposes to replace the existing 1/1 double-hung, vinyl window with a new 1/1 double-hung, aluminum clad wood window, *Marvin Signature Ultimate Clad*.
  - The existing window trim is to be salvaged, stripped and repainted. If trim is damaged beyond repair, it will be replaced to match the existing profile and painted to match existing.
  - The area will be infilled with new brick to match existing from *Brick Tech*.
- Replace existing asphalt shingle roof with new dimensional asphalt shingles by Owens Corning in light grey.
  - Install with proper flashing.

- **Replace flat roof on single story addition** with new modified bitumen roof membrane in medium grey color.
- Demolish exterior stair at rear
  - **Remove existing non-historic egress stairway.**
  - **Secure existing door with “juliette” railing in a textured bronze color.**
- **Demolish concrete pads on west elevation and north elevation that are sloping towards house causing water infiltration in basement walls.**
  - Install underground drainage around perimeter of house.
  - Install gravel around the perimeter with new soil to be graded as such to facilitate drainage away from foundation.
  - Replace concrete walkway along west elevation with brick pavers.
  - Install planting to flank porch in place of concrete pads on front elevation.

### **Staff Observations and Issues:**

- Hubbard Farms Historic District was designated in 1993.
- During a search of HDC records, staff found an open violation exists with the property. Reported in October of 1998, the slider windows on the first floor were installed without a permit. The current homeowner purchased the property in June 2020. At that time, the house had been divided into four living units. The homeowner is now working to convert the home into two living units. Unfortunately, the HDC designation photo for 1454 Vinewood was not found in the slide archives.
- The North façade is highly visible from the right of way, as the home adjacent to the north was previously demolished. However, HDC staff feels that the alignment of the sill with the adjacent windows sills will not result in the removal of any character defining features on the home. Further, it is staff’s opinion that the proposed aluminum-clad wood window is an historically appropriate improvement over the existing vinyl window.

### **Recommendations:**

- **Overall Exterior Rehabilitation as proposed:** HDC staff recommends that the Commission issue a Certificate of Appropriateness for the proposed work at 1454 Vinewood because the application meets the Secretary of the Interiors Standards for Rehabilitation with the following conditions:
  - HDC staff is able to review a sample of the proposed brick used to the infill window opening on the north façade.

# 1454 VINEWOOD PROJECT REVIEW INFORMATION

DATE OF SUBMISSION 8/26/2020  
**CITY OF DETROIT HISTORIC DISTRICT COMMISSION**

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**CONTRACTOR:**

ROBERT TERENCE SWAFFORD  
terryswafford@gmail.com  
(773) 655-2951  
www.swaffordbuildingworkshop.com

**Building Permit Application  
Record ID #: BLD2020-02678**

**HOME OWNER CONTACT INFORMATION:**

NAJAHYIA CHINCHILLA  
(347) 342-8377 cell  
nchinch@gmail.com

CHRISTOPHER WRIGHT  
(818) 743-0607  
c.altonwright@gmail.com



1454 VINEWOOD

**EXTERIOR  
ELEVATIONS**



South Elevation



West Elevation



North Elevation



East Elevation

# 1454 VINEWOOD

## Description of Existing Conditions

1454 Vinewood is a brick home built in 1906. The home is in the Hubbard Farms historic district.

The home was initially built as a single family home with a garage and at some time in the early to mid-19th century an addition was added to the first floor on the east side of the house. The adjacent lot 1464 Vinewood had a house that was demolished and the two adjacent neighbors split the lot, so now there is a front, back and side yard to the home.

Over the years the home was converted into a multi-family home. At the time of purchase in June 2020 the house was divided into 4 units, one in the basement, one on the first floor and two on the second floor. The current homeowner will convert this into two units one on the first floor and one on the second floor. The basement and attic will be used for storage by the homeowner, who will live on the first floor.



# 1454 VINEWOOD

## Description of Project

The exterior scope of services were developed to make the structure water tight, secure the foundation and to coordinate with interior renovations, it will include:

- the demolition of interior walls to convert the second floor into one apartment;
- demolition of an exterior stair that is not code compliant and the addition of a railing at the second floor door where the stair is removed;
- the interior renovation of the first floor kitchen, which will result in a modification to one window (non-historic) to raise it above the proposed countertop;
- new roof;
- demolition of concrete sloped towards the home that was trapping water at the foundation.

With the conversion of the home to two units only one staircase is required by code for means of egress from the second floor.



# 1454 VINEWOOD

## Detailed Scope of Work - Roof

The inspector's report from purchase details that the roof flashing was not properly installed. The roofing was run up on the sides of the dormers, the gutters are not sloped towards the vertical gutters.

A new dimensional shingle in light grey will be provided on the sloped roof.

The first floor addition has a flat roof and will have a modified bituman roof membrane in medium grey color.

Gutters will be white to match trim.

### Product Information:

Owen's Corning  
Oakridge Shingles  
Color: Estate Grey



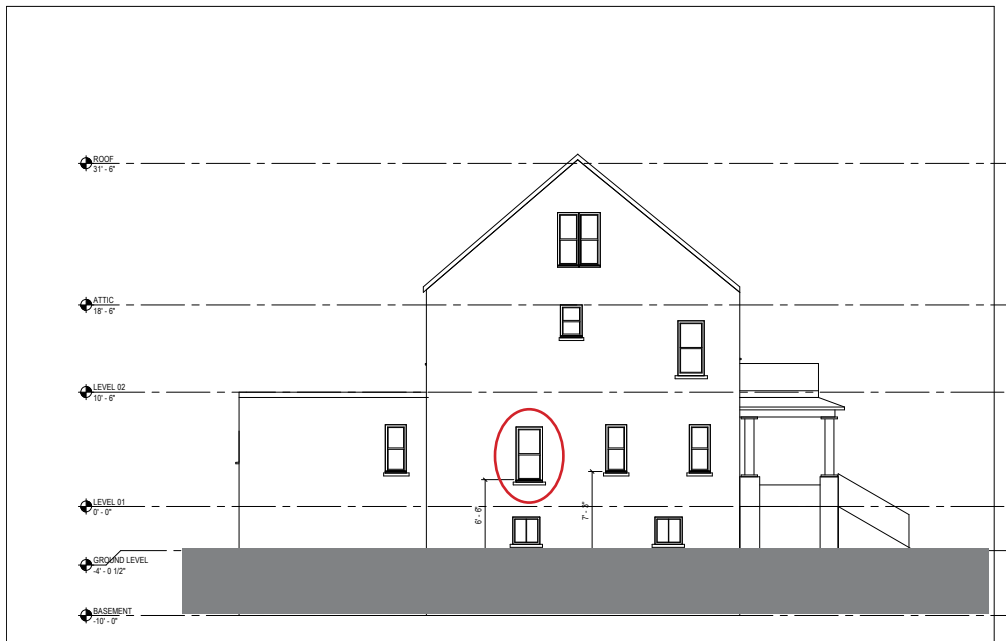
# 1454 VINEWOOD

## Detailed Scope of Work - Window replacement (non-historical)

A window on the north elevation is proposed to be resized to allow for a countertop and kitchen cabinets on the interior.

The existing window is a vinyl window that was previously replaced.

The existing window is 29" x 60 1/2" and sits 27" above the finished floor and 75 1/2" above grade.



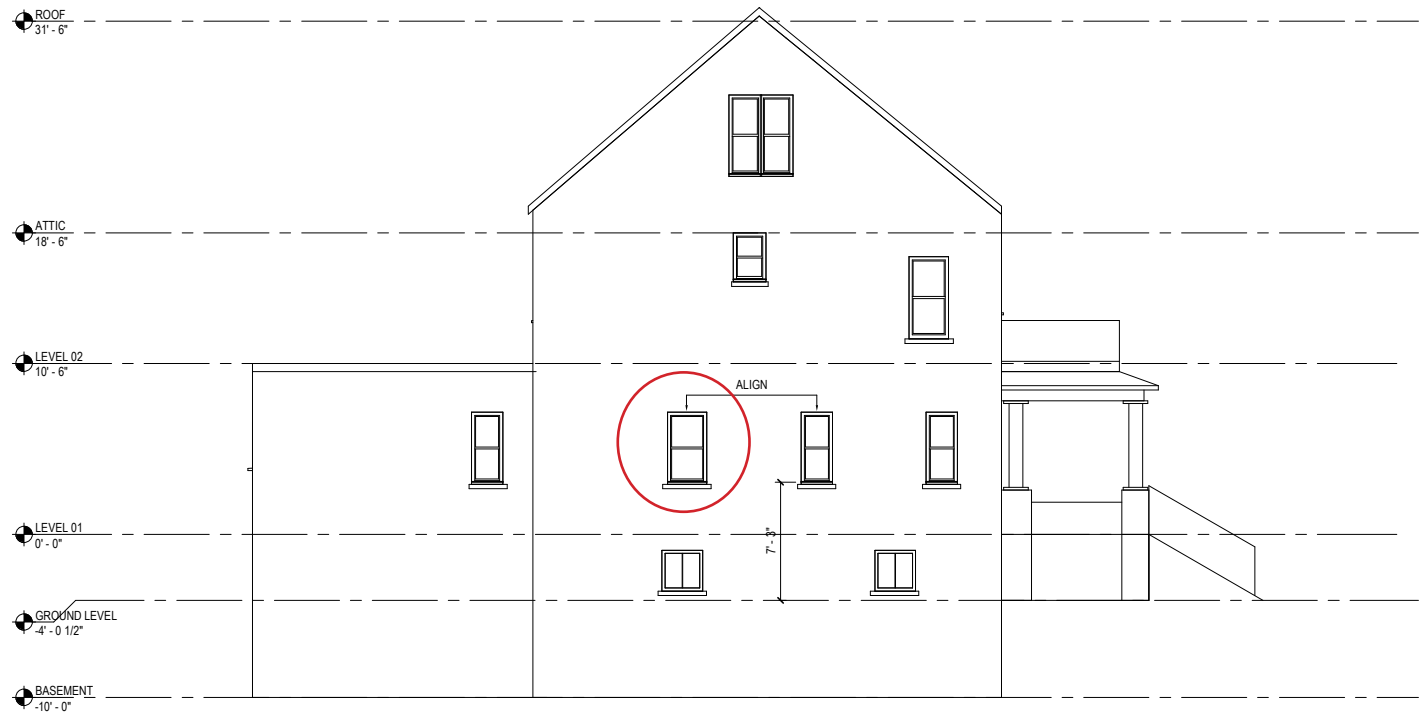
North Elevation - Existing





# 1454 VINEWOOD

## Detailed Scope of Work - Window replacement (non-historical)



- Proposed window will be a MARVIN SIGNATURE™ COLLECTION ULTIMATE (Ultimate Clad), wood interior and aluminum exterior. The window will align with the top of the existing adjacent windows and the window sill will also align with the adjacent windows to sit 37" above the first floor to accommodate a 36" countertop.
- Proposed dimensions: 2' - 5" x 4' - 5" rough opening
- Finish: White
- Existing trim to be salvaged and stripped and repainted. If trim is damaged it will be replaced with wood trim to match the profile and painted white to match existing. Window section will be recessed to match existing profile. T
- The area will be infilled with bricks to match existing. Bricks will be obtained from Brick Tech in Berkley, Michigan.

# 1454 VINEWOOD

## Detailed Scope of Work - Exterior Stair Demolition

Existing stairs are not up to code or properly supported. The stairs are not historical or historically significant. The new interior configuration of two units will not require a second exit from the second story.

When stairs are removed the existing door will be secured with a “juliette” railing. The selected railing will be a simple modern railing that will not attempt to be historical. See attached product information by Ultra Railing. Color- Textured Bronze.



### COLORS

BL	TB	BR	TZ	BE	TK	WH	TW	GR	SI
Gloss Black	Textured Black	Gloss Bronze	Textured Bronze	Gloss Beige	Textured Khaki	Gloss White	Textured White	Gloss Green	Silver (RAL 9006)



Stair connections to addition.

Proposed railing

# 1454 VINEWOOD

## Detailed Scope of Work - Perimeter Drainage

During the purchase inspection the basement walls were identified to have water infiltration. To mitigate water away from the foundation the proposed scope will include demolition of concrete pads on the west elevation and north elevation that are sloping towards the house.

Gravel will be installed around the perimeter and soil will be added to slope away from the house. Underground drainage will be added to move water away from the house. Brick pavers will be added as a walkway to replace concrete and planting beds will be located at the front of the house flanking the porch.



West elevation

North Elevation



Measurements of water in bricks during home inspection prior to purchase.

Ultra Signature™ Juliette Balconies by Ultra Aluminum™



## Low-Maintenance Juliette Balconies

Well-designed--to be both strong, and visually appealing.

Ultra Aluminum™ Juliette Balconies are made in America of strong aluminum alloys, with welded corners, welded balusters, and welded flanges for a secure connection to the building. Ultra Balconies come in a variety of colors, all with a Lifetime Warranty against cracking, chipping or peeling.



All Components  
are Super  
Low-Maintenance  
Ultra Aluminum

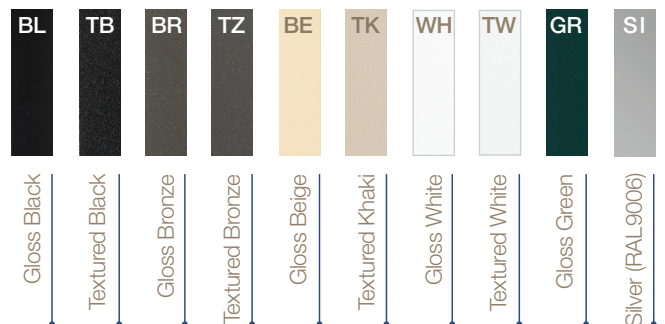
Never needs  
painting

Won't rust, rot,  
crack or peel

Easy to Install

### Colors

The powder-coated finishes available for Ultra Aluminum™ Railing, Gates and Accessories are all applied with a special Powercoat™ finish to meet AAMA 2604 Standards, and to resist harsh weather and heat.



Colors shown represent an approximate comparison and may vary slightly from actual product color.



**OAKRIDGE®**  
Shingles



Oakridge® Driftwood™



**TOTAL PROTECTION. TOTAL CONFIDENCE.®**



**SEAL.**



**DEFEND.**



**BREATHE.**



**OAKRIDGE®**  
Shingles

### Make it your own.

When does a house become a home? When the place you live in begins to reflect the life you're living. When every change, both big and small, makes it more and more your own. Choosing a new roof is your opportunity to make a major impact on the look of your home — and we're here to help. Owens Corning has been a leader in the building materials industry for over 75 years. So you can be confident that your new roof will enhance and help protect your home for years to come.

### The Right Choice.®

Oakridge® Shingles are The Right Choice® for long-lasting performance and striking beauty. In addition to a wide range of inviting, popular colors, they also offer:

- Limited Lifetime Warranty\*<sup>†</sup> (for as long as you own your home)
- 110/130\*\* MPH Wind Resistance Limited Warranty\*
- StreakGuard™ Protection with a 10-year Algae Resistance Limited Warranty.\*

### Home sweet home.

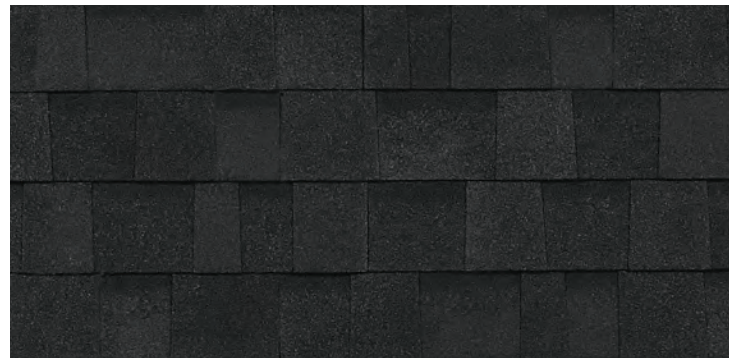
Home is where you want to feel the most comfortable and protected. It can be a source of pride and an expression of your personality. But when the time comes to purchase a new roof, it's easy to feel overwhelmed. Don't worry. Owens Corning Roofing and your contractor are here to help. We'll make it easy for you to select the right shingle for your type of home and sense of style. You can feel confident about choosing our roofing products. After all, we take pride in being America's most trusted Roofing Brand.<sup>§</sup>



Brownwood<sup>†</sup>



Driftwood<sup>†</sup>



Onyx Black<sup>†</sup>



Williamsburg Gray<sup>†</sup>

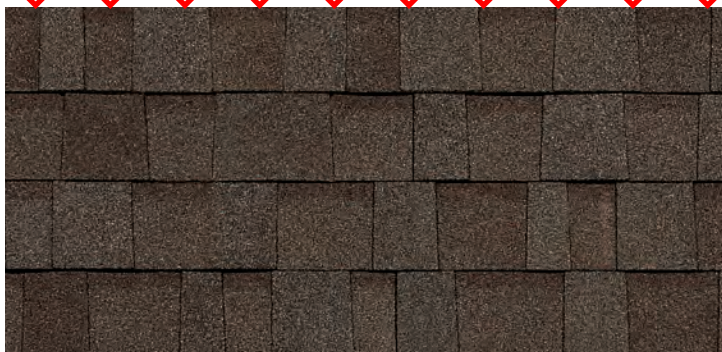
(Not available in service area 8)



Desert Tan<sup>†</sup>



Estate Gray<sup>†</sup>



Teak<sup>†</sup>

Colors availability by Service Areas.



## Product Attributes

### Warranty Length\*

Limited Lifetime<sup>†</sup> (for as long as you own your home)

### Wind Resistance Limited Warranty\*

110/130\*\* MPH

### Algae Resistance Limited Warranty\*

10 Years

### TRU PROtection® Non-Prorated Limited Warranty\* Period

10 Years

## Product Specifications

Size	13 1/4" x 39 3/8"
Application Exposure	5 5/8"
Shingles per Bundle	Not less than 20
Average Shingle Count per 3 Bundles	64
Average Coverage per 3 Bundles	98.4 sq. ft.

## Applicable Standards and Codes

ASTM D228

ASTM D3018 (Type 1)

ASTM D3161 (Class F Wind Resistance)

ASTM D3462

ASTM D7158 (Class H Wind Resistance)

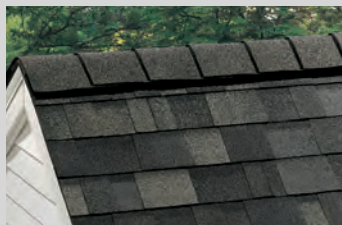
ASTM E108/UL 790 (Class A Fire Resistance)

Florida Product Approval

ICC-ES AC438#

Miami-Dade County Product Approval\*\*

PRI ER 1378E01



The perfect finishing touch.

Owens Corning® Roofing Hip & Ridge Shingles do more than just deliver added protection to the most vulnerable areas of your roof — they enhance the roofline and help define the character of your entire home.

Don't accept a generic substitute. Be sure to choose the right Owens Corning® Roofing Hip & Ridge style and specially matched color to provide the perfect finishing touch to your new roof.

\* See actual warranty for complete details, limitations and requirements.

\*\* 110 MPH is standard with 4-nail application. 130 MPH is applicable only with 6-nail application and Owens Corning® Starter Shingle products application along eaves and rakes in accordance with installation instructions.

† Owens Corning strives to accurately reproduce photographs of shingles. Due to manufacturing variances, the limitations of the printing process and the variations in natural lighting, actual shingle colors and granule blends may vary from the photo. The pitch of your roof can also impact how a shingle looks on your home. We suggest that you view a roofing display or several shingles to get a better idea of the actual color. To accurately judge your shingle and color choice, we recommend that you view it on an actual roof with a pitch similar to your own roof prior to making your final selection. Color availability subject to change without notice. Ask your professional roofing contractor for samples of colors available in your area.

‡ 40-year Limited Warranty on commercial projects.

## Applies for all areas that recognize a Miami-Dade Notice of Acceptance (NOA).

§ 2018 Roofing Brand Awareness Study by Owens Corning Roofing and Asphalt, LLC.

# International Code Council Evaluation Services Acceptance Criteria for Alternative Asphalt Shingles.

^ Excludes non-Owens Corning® roofing products such as flashing, fasteners, pipe boots and wood decking.

Shingles are algae resistant to help control the growth of algae and discoloration.



# Total Protection Roofing System<sup>®^</sup>

## TOTAL PROTECTION SIMPLIFIED™



Owens Corning® Total Protection Roofing System<sup>®^</sup> integrates engineered Owens Corning® components that work together to address these three primary performance areas, critical to a high-performance roof, while also making it easy to understand the importance of each. **With Owens Corning, it's easy to confidently deliver total protection, beauty and peace of mind.**



### SEAL.

SELF-ADHERED ICE & WATER BARRIER  
SYNTHETIC UNDERLAYMENT



### DEFEND.

STARTER SHINGLES  
LAMINATE SHINGLES  
HIP & RIDGE SHINGLES

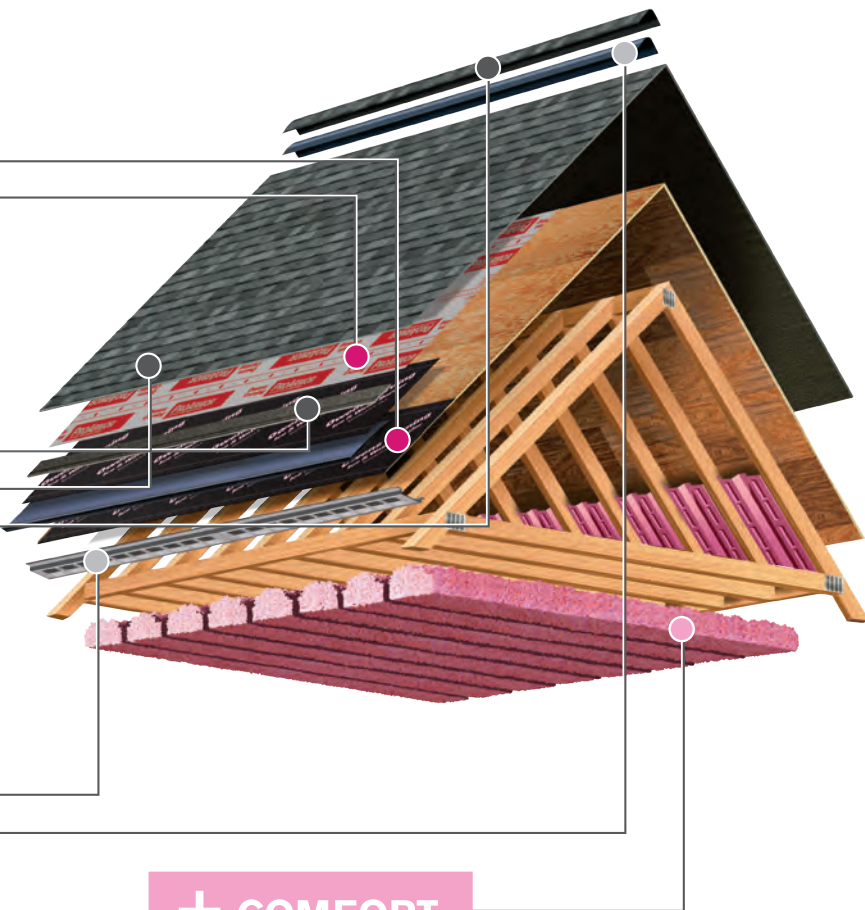


### BREATHE.

INTAKE VENTS  
EXHAUST VENTS

### + COMFORT.

PINK® FIBERGLAS™  
BLOWN-IN  
ATTIC INSULATION



**OWENS CORNING ROOFING AND ASPHALT, LLC**  
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(Atlanta, Memphis, Savannah)





## Features of the Ultimate Wood Double Hung Window

- Available in heights up to 8 feet or widths up to 4 feet
- Multiple design options and woods available to match historical aesthetics and design requirements
- Also available as a round top, single hung, stationary transom or picture window
- Unique wash mode allows cleaning of both sides of glass from indoors
- Available with IZ3 coastal/hurricane certification
- CE certified

INTERIOR

EXTERIOR

**Terry Swafford Inc**  
716 Marlborough Street  
Detroit, MI 48215  
773-655-2951  
[terryswafford@gmail.com](mailto:terryswafford@gmail.com)  
[www.swaffordbuildingworkshop.com](http://www.swaffordbuildingworkshop.com)

## **1454 Vinewood Home Renovation Estimate, 5/12/20:**

<b>Roof and Drainage.</b>	<b>\$25,100.00</b>
Tear off and install 3- tab, dimensional asphalt shingles on primary roof. Replace flashing on all dormers, chimney, and vents.	
Install perimeter drip edge:	\$15,000.00
Replace flat roof on addition, flash properly where at house line, install proper drip edge around addition perimeter:	\$3,000.00
Install 6" K style gutters around main building perimeter, as well as addition. Install 4" downspouts at corners, replace fascia:	\$3,000.00
Demo concrete in front, S side of porch, and back, S side corner, since these slabs are tilted in towards the foundation, directing all surface water to the walls in these sections. Back-fill with gravel, sloping away from the house:	
	\$1,500.00
Eliminate former storm drain-pipe that comes through foundation wall, replace bricks and mortar here. Replace missing bricks at S foundation:	\$800.00
Excavate N side of house, removing saturated soil, repair any missing mortar found, backfill with gravel, then topsoil sloping away:	\$1,800.00
<b>Basement</b>	<b>\$2,800.00</b>
Replace PVC drain stack:	\$800.00
Joists under the kitchen have been cut and re-framed during a previous renovation. That splice is a weak line and has deflected. To correct and stabilize the 1 <sup>st</sup> floor in this area, a steel I beam should run the length of this line, supported by steel columns, set upon 42" x 12" DIA concrete piers. The deflection should also be corrected in this operation:	
	\$2,000.00
<b>Porch Demo/ Railing Installation.</b>	<b>\$3,900.00</b>
Demo existing back porch and landings + dumpster rental:	\$1,800.00
Juliette Railing Installation:	\$600.00
Replace brick and mortar at porch attachment points, replace siding of addition where staircase attached:	\$1,500.00

**Kitchen.****\$20,400.00**

Demo walls and ceiling of proposed kitchen/ dining area, 1,100 sq ft, demo electrical, plumbing, and HVAC systems that run through the structural walls that are being removed. Labor and dumpster rental:

Labor and dumpster rental:	\$2,400.00
Rough Carpentry:	\$1,000.00
Plumbing:	\$3,000.00
Electrical:	\$2,000.00
Rebuild walls, insulate exteriors, plaster, prime:	\$5,000.00
Cabinet & appliance installation:	\$3,000.00
Finish Carpentry:	\$2,000.00

\*Cabinets, fixtures, appliances to be purchased by homeowners.

Replace 1<sup>st</sup> floor bedroom window that will become the new kitchen sink window with a Kelly replacement, wood window (\$1K), to clear counter height. Remove stone sill, move it higher, repair with matching bricks below:

Replace window and sill work:	\$2,000.00
-------------------------------	------------

**2<sup>nd</sup> Floor Apartment.****\$2,300.00**

Demolish (2) adjoining, and back hallway walls, plaster repair tear-outs, remove 2<sup>nd</sup> entry door, wall over opening:

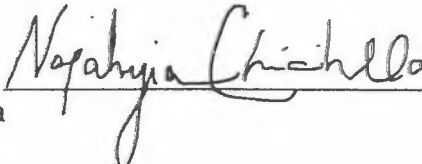
Demolition and repair work:	\$2,300.00
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**Subtotal:****\$54,500.00****Permit, HDC approval:****\$1,390.00****General Contracting/ Project Management:****\$8,383.00****Cabinets:****\$10,000.00****Contingency:****\$4,727.00****Total Project Estimate:****\$79,000.00**

Owners


By:

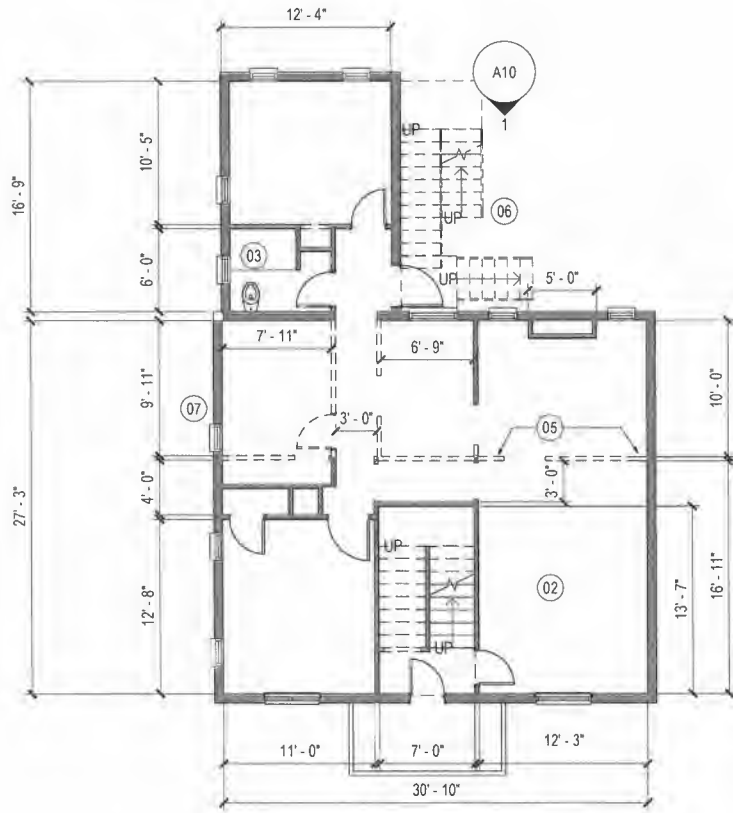

  
 Christopher Wright & Najahyia Chinchilla


  
 Najahyia Chinchilla

Contractor

By:


  
 Robert Terence Swafford  
 Terry Swafford Inc. Lic. # 2101211515



## DEMOLITION PLAN NOTES LEVEL 1

- 02 DEMO EXISTING WOOD FLOORING
- 03 DEMO EXISTING TILE AND FIXTURES (TUB, SINK, TOILET), PLUMBING LOCATIONS TO REMAIN. CLOSET TO REMAIN.
- 05 DEMO EXISTING PARTITION TO CREATE NEW FRAMED OPENING
- 06 DEMO EXISTING EXTERIOR STAIR TO 1ST FLOOR AND 2ND FLOOR.
- 07 DEMO EXISTING WINDOW, REPLACEMENT WINDOW TO BE A NEW SIZE (SMALLER)
- 10 REMOVE DOOR AND HARDWARE, RETURN TO OWNER

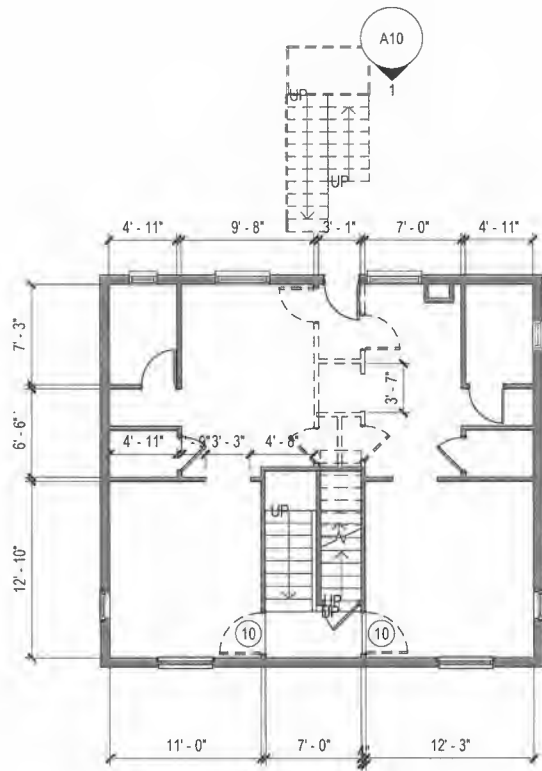
VINEWOOD HOUSE

7/8/2020

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DEMOLITION PLAN - LEVEL 1

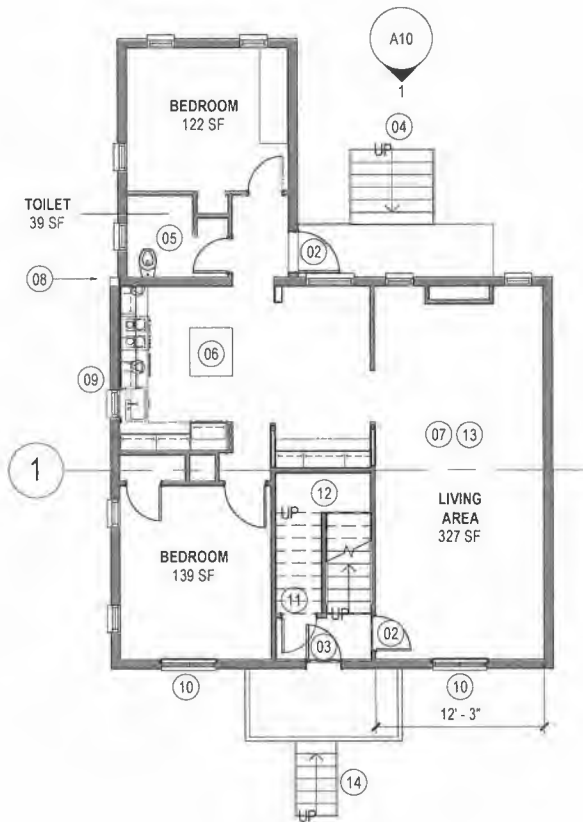
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DEMOLITION PLAN NOTES  
LEVEL 2

- 10 REMOVE DOOR AND HARDWARE, RETURN TO OWNER

## CONSTRUCTION PLAN NOTES LEVEL 1



- 02 PROVIDE NEW ENTRY WOOD DOOR AND HARDWARE WITH CYLINDRICAL LOCK AND DEADBOLT
- 03 NEW DOOR HARDWARE, CYLINDRICAL LOCKET SET AND DEADBOLT
- 04 PROVIDE BUDGET PRICING FOR NEW EXTERIOR STAIR WITH LANDING AT LEVEL 1 AND LEVEL 2. METAL OR WOOD, TBD. EXISTING STAIR TO BASEMENT TO REMAIN.
- 05 BATHROOM RENOVATION. NEW WALL TILE ON ALL WALLS AND FLOOR AND AT SHOWER, NEW FIXTURES INCLUDING TOILET, SINK, BATHTUB, FAUCETS. PROVIDE FAN AND NEW LIGHT FIXTURE ABOVE VANITY.
- 06 KITCHEN RENOVATION - NEW CABINETS AS SHOWN IN ELEVATIONS. NEW APPLIANCES - STOVE, FRIDGE, DISHWASHER, GARBAGE DISPOSAL AND SINK.
- 07 CROWN MOLDING IN KITCHEN, DINING HALLWAY AND LIVING AREA. REPLACE OR ADD TO BASE MOLDING AS NEEDED TO MATCH HISTORICAL.
- 08 MASONRY SCOPE - TUCK POINT AS NEEDED, REPAIR DAMAGE TO BRICKS IN NE CORNER, PROVIDE NEW WEEP HOLES IN BASEMENT WALLS AS NEEDED OR CLEAN EXISTING, FRAME OPENING TO CRAWL SPACE AT REAR ADDITION, PROVIDE GUY WIRE AT CHIMNEY, VERIFY CONDITION OF CHIMNEY CAP.
- 09 NEW WINDOW AND INFIL AS NEEDED TO ACCOMMODATE NEW SILL HEIGHT ABOVE COUNTER.
- 10 PROVIDE BUDGET PRICE FOR NEW DOUBLE HUNG WINDOW WITH ALUMINUM EXTERIOR AND WOOD INTERIOR
- 11 PROVIDE NEW DOOR OPENING TO BASEMENT AND NEW STAIR FROM FIRST FLOOR TO BASEMENT.
- 12 ADD HAND RAIL TO STAIR FROM FIRST FLOOR TO 2ND FLOOR. DEMO PARTITION TO EXPOSE EXISTING RAILING IF POSSIBLE
- 13 FLOORING - FOR ALL ROOMS ON THE FIRST FLOOR, PATCH EXISTING WOOD FLOORING, SAND AND VARNISH.
- 14 NEW STAIR AND RAILING TO PORCH

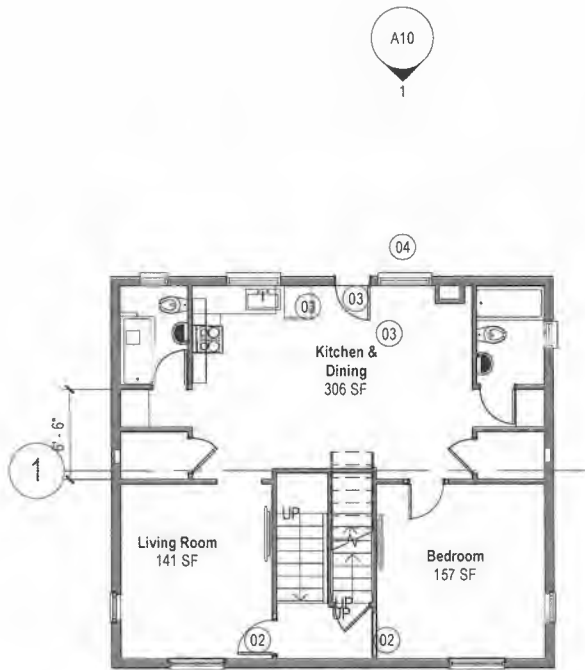
VINEWOOD HOUSE

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CONSTRUCTION PLAN - LEVEL 1

A3



## CONSTRUCTION PLAN NOTES LEVEL 2

NEW KITCHENS AND BATHROOM REPAIRS  
BY OWNERS

PROVIDE ALLOWANCE FOR ELECTRICIAN  
TO PROVIDE (1) CEILING FAN AND  
CLOSET LIGHT IN EACH UNIT, AND UP TO  
4 ADDITIONAL WALL OUTLETS COMBINED.

- 02 PROVIDE NEW ENTRY WOOD DOOR AND  
HARDWARE WITH CYLINDRICAL LOCK AND  
DEADBOLT
- 03 NEW DOOR HARDWARE, CYLINDRICAL LOCKET  
SET AND DEADBOLT
- 04 JULIETTE RAILING AT 2ND FLOOR FOR SAFETY.  
OWNER SELECTED AND CONTRACTOR INSTALLED.

THIS IS A 3-PAGE FORM - ALL INFORMATION IS REQUIRED FOR PROJECT REVIEW

# HISTORIC DISTRICT COMMISSION PROJECT REVIEW REQUEST

City of Detroit - Planning & Development Department  
2 Woodward Avenue, Suite 808  
Detroit, Michigan 48226

Date: \_\_\_\_\_

## PROPERTY INFORMATION

ADDRESS: \_\_\_\_\_ AKA: \_\_\_\_\_

HISTORIC DISTRICT: \_\_\_\_\_

SCOPE OF WORK:  Windows/Doors  Roof/Gutters/Chimney  Porch/Deck  Landscape/Fence/Tree/Park  General Rehab  
(Check ALL that apply)  New Construction  Demolition  Addition  Other: \_\_\_\_\_

## APPLICANT IDENTIFICATION

Property Owner/Homeowner  Contractor  Tenant or Business Occupant  Architect/Engineer/Consultant

NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## PROJECT REVIEW REQUEST CHECKLIST

Please attach the following documentation to your request:

**\*PLEASE KEEP FILE SIZE OF ENTIRE SUBMISSION UNDER 30MB\***

- Completed Building Permit Application** (highlighted portions only)
- ePLANS Permit Number** (only applicable if you've already applied for permits through ePLANS)
- Photographs** of ALL sides of existing building or site
- Detailed photographs** of location of proposed work (photographs to show existing condition(s), design, color, & material)
- Description of existing conditions** (including materials and design)
- Description of project** (if replacing any existing material(s), include an explanation as to why replacement--rather than repair--of existing and/or construction of new is required)
- Detailed scope of work** (formatted as bulleted list)
- Brochure/cut sheets** for proposed replacement material(s) and/or product(s), as applicable

### NOTE:

Based on the scope of work, additional documentation may be required.

See [www.detroitmi.gov/hdc](http://www.detroitmi.gov/hdc) for scope-specific requirements.

Upon receipt of this documentation, staff will review and inform you of the next steps toward obtaining your building permit from the Buildings, Safety Engineering and Environmental Department (BSEED) to perform the work.

**SUBMIT COMPLETED REQUESTS TO [HDC@DETROITMI.GOV](mailto:HDC@DETROITMI.GOV)**



# P2 - BUILDING PERMIT APPLICATION

Date: \_\_\_\_\_

## PROPERTY INFORMATION

Address: \_\_\_\_\_ Floor: \_\_\_\_\_ Suite#: \_\_\_\_\_ Stories: \_\_\_\_\_

AKA: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Subdivision: \_\_\_\_\_

Parcel ID#(s): \_\_\_\_\_ Total Acres: \_\_\_\_\_ Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

Current Legal Use of Property: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Are there any existing buildings or structures on this parcel?  Yes  No

## PROJECT INFORMATION

**Permit Type:**  New  Alteration  Addition  Demolition  Correct Violations

Foundation Only  Change of Use  Temporary Use  Other: \_\_\_\_\_

Revision to Original Permit #: \_\_\_\_\_ (Original permit has been issued and is active)

**Description of Work** (Describe in detail proposed work and use of property, attach work list)

MBC use change  No MBC use change

**Included Improvements** (Check all applicable; these trade areas require separate permit applications)

HVAC/Mechanical  Electrical  Plumbing  Fire Sprinkler System  Fire Alarm

### Structure Type

New Building  Existing Structure  Tenant Space  Garage/Accessory Building

Other: \_\_\_\_\_ Size of Structure to be Demolished (LxWxH) \_\_\_\_\_ cubic ft.

Construction involves changes to the floor plan?  Yes  No

(e.g. interior demolition or construction to new walls)

Use Group: \_\_\_\_\_ Type of Construction (per current MI Bldg Code Table 601) \_\_\_\_\_

**Estimated Cost of Construction** \$ \_\_\_\_\_ By Contractor \$ \_\_\_\_\_ By Department

### Structure Use

Residential-Number of Units: \_\_\_\_\_  Office-Gross Floor Area \_\_\_\_\_  Industrial-Gross Floor Area \_\_\_\_\_

Commercial-Gross Floor Area: \_\_\_\_\_  Institutional-Gross Floor Area \_\_\_\_\_  Other-Gross Floor Area \_\_\_\_\_

Proposed No. of Employees: \_\_\_\_\_ List materials to be stored in the building: \_\_\_\_\_

**PLOT PLAN SHALL BE submitted on separate sheets and shall show all easements and measurements (must be correct and in detail). SHOW ALL streets abutting lot, indicate front of lot, show all buildings, existing and proposed distances to lot lines.** (Building Permit Application Continues on Next Page)

### For Building Department Use Only

Intake By: \_\_\_\_\_ Date: \_\_\_\_\_ Fees Due: \_\_\_\_\_ DngBld?  No

Permit Description: \_\_\_\_\_

Permit #: \_\_\_\_\_ Current Legal Land Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Permit#: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_ Permit Cost: \$ \_\_\_\_\_

Zoning District: \_\_\_\_\_ Zoning Grant(s): \_\_\_\_\_

Lots Combined?  Yes  No (attach zoning clearance)

**Revised Cost** (revised permit applications only) Old \$ \_\_\_\_\_ New \$ \_\_\_\_\_

Structural: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_

Zoning: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_

Other: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_



**IDENTIFICATION** (All Fields Required)

**Property Owner/Homeowner**  Property Owner/Homeowner is Permit Applicant

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor**  Contractor is Permit Applicant

Representative Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

City of Detroit License #: \_\_\_\_\_

**TENANT OR BUSINESS OCCUPANT**  Tenant is Permit Applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ARCHITECT/ENGINEER/CONSULTANT**  Architect/Engineer/Consultant is Permit Applicant

Name: \_\_\_\_\_ State Registration#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**HOMEOWNER AFFIDAVIT** (Only required for residential permits obtained by homeowner.)

I hereby certify that I am the legal owner and occupant of the subject property and the work described on this permit application shall be completed by me. I am familiar with the applicable codes and requirements of the City of Detroit and take full responsibility for all code compliance, fees and inspections related to the installation/work herein described. I shall neither hire nor sub-contract to any other person, firm or corporation any portion of the work covered by this building permit.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Homeowner)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ A.D. \_\_\_\_\_ County, Michigan

Signature: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_  
(Notary Public)

**PERMIT APPLICANT SIGNATURE**

I hereby certify that the information on this application is true and correct. I have reviewed all deed restrictions that may apply to this construction and am aware of my responsibility thereunder. I certify that the proposed work is authorized by the owner of the record and I have been authorized to make this application as the property owner(s) authorized agent. Further I agree to conform to all applicable laws and ordinances of jurisdiction. **I am aware that a permit will expire when no inspections are requested and conducted within 180 days of the date of issuance or the date of the previous inspection and that expired permits cannot be**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Permit Applicant)

Driver's License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ A.D. \_\_\_\_\_ County, Michigan

Signature: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_  
(Notary Public)

**Section 23a of the state construction code act of 1972, 1972PA230, 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. Visitors of Section 23a are subject to civil fines.**

This application can also be completed online. Visit [detroitmi.gov/bseed/elaps](http://detroitmi.gov/bseed/elaps) for more information.

