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

## HISTORIC DISTRICT COMMISSION PROJECT REVIEW REQUEST

Date:

General

Rehab

Based on the scope of work, additional documentation may

See www.detroitmi.gov/hdc for scope-specific requirements.

I be required.

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

#### PROPERTY INFORMATION

PROPERTY INFORMATION			
ADDRESS:		AKA:	
HISTORIC DISTRICT:			
SCOPE OF WORK: Windows/ (Check ALL that apply) Windows/	Roof/Gutters/ Chimney	Porch/ Deck	Landscape/Fence/ Tree/Park
New Construction	Demolition	Addition	Other:

### **PPLICANT IDENTIFICATION**

Property Owner/ Homeowner	Contractor	Tenant or Business O	ccupant	Architect/Engir	neer/
NAME:		COMPANY NAME:_			
ADDRESS:		CITY:	STATE:	ZIP:	
PHONE:	MOBILE:		_ EMAIL:		
PROJECT REVIEW	REQUEST CHEC	KLIST			
Please attach the followir	0	-			
*PLEASE KEEP FILE SIZE	OF ENTIRE SUBMIS	SION UNDER 30MB*		NOTE:	

······································		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

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.

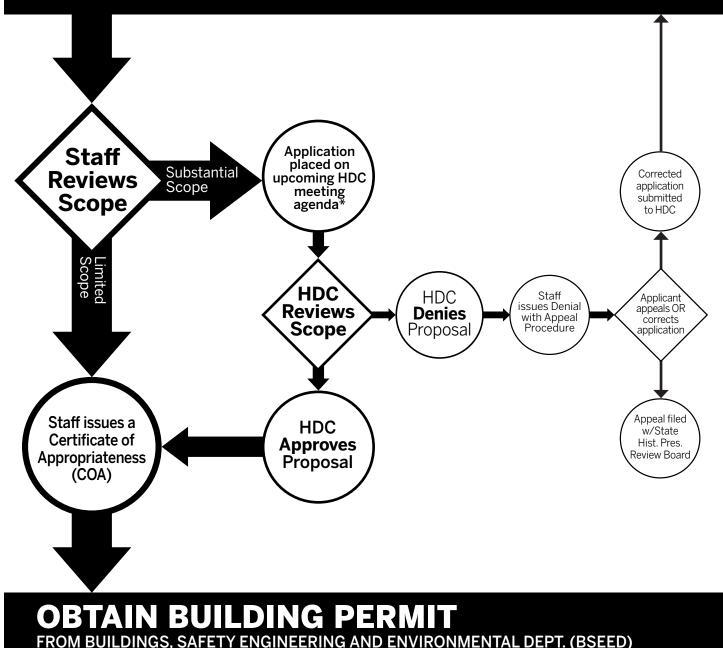
## SUBMIT COMPLETED REQUESTS TO HDC@DETROITMI.GOV

#### **P2 - BUILDING PERMIT APPLICATION**

PROPERTY INFORMATION    Address:				Date:	
AKA:  Lot(s):  Subdivision:    Parcel ID#(g):  Total Acres:  Lot Width:  Lot Depth:    Current Legal Use of Property:  Proposed Use:  No    PROJECT INFORMATION  Permit Type:  New  Alteration  Addition  Demolition  Correct Violation    Permit Type:  New  MBC use change  Other:  Goriginal permit has been issued and is action    Description of Work  (Describe in detail proposed work and use of property, attach work lisi)  Included Improvements  (Check all applicable; these trade areas require separate permit applications)    Intcluded Improvements  (Check all applicable; these trade areas require separate permit applications)  Fire Ala    Structure Type  Structure Type  Construction involves changes to the floor plan?  Yes  No<	PROPERTY INFORMATION	N			
AKA:  Lot(s):  Subdivision:    Parcel ID#(g):  Total Acres:  Lot Width:  Lot Depth:    Current Legal Use of Property:  Proposed Use:  No    PROJECT INFORMATION  Permit Type:  New  Alteration  Addition  Demolition  Correct Violation    Permit Type:  New  MBC use change  Other:  Goriginal permit has been issued and is action    Description of Work  (Describe in detail proposed work and use of property, attach work lisi)  Included Improvements  (Check all applicable; these trade areas require separate permit applications)    Intcluded Improvements  (Check all applicable; these trade areas require separate permit applications)  Fire Ala    Structure Type  Structure Type  Construction involves changes to the floor plan?  Yes  No<	Address:		_Floor:	Suite#:Stories:	
Parcel ID#(s):					
Are there any existing buildings or structures on this parcel?  Yes  No    PROJECT INFORMATION  Permit Type:  New  Alteration  Demolition  Correct Violation    Foundation Only  Change of Use  Temporary Use  Other:					
PROJECT INFORMATION    Permit Type:  New  Alteration  Demolition  Correct Violatic    Foundation Only  Change of Use  Temporary Use  Other:	Current Legal Use of Property: _		Proposed Us	e:	
Permit Type:  New  Alteration  Addition  Demolition  Correct Violation    Foundation Only  Change of Use  Temporary Use  Other:	Are there any existing buildings	or structures on this parc	el? Ye	es 🗌 No	
Foundation Only  Change of Use  Temporary Use  Other:    Revision to Original Permit #:  (Original permit has been issued and is acti    Description of Work  (Describe in detail proposed work and use of property, attach work list)	PROJECT INFORMATION				
Foundation Only  Change of Use  Temporary Use  Other:    Revision to Original Permit #:  (Original permit has been issued and is acti    Description of Work  (Describe in detail proposed work and use of property, attach work list)	Permit Type: New	Alteration Additio	on 🗌 Demoli	tion Correct Violation	
Revision to Original Permit #:  (Original permit has been issued and is acti    Description of Work  (Describe in detail proposed work and use of property, attach work list)    Included Improvements  (Check all applicable; these trade areas require separate permit applications)    HVAC/Mechanical  Electrical  Plumbing  Fire Sprinkler System  Fire Ala    Structure Type  New Building  Existing Structure  Tenant Space  Garage/Accessory Building    Other:					
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 Ala    Structure Type  New Building  Existing Structure  Tenant Space  Garage/Accessory Building    Other:  Size of Structure to be Demolished (LxWxH)					
Included Improvements  (Check all applicable; these trade areas require separate permit applications)    HVAC/Mechanical  Electrical  Plumbing  Fire Sprinkler System  Fire Ala    Structure Type  New Building  Existing Structure  Tenant Space  Garage/Accessory Building    Other:					
Included Improvements  (Check all applicable; these trade areas require separate permit applications)    HVAC/Mechanical  Electrical  Plumbing  Fire Sprinkler System  Fire Ala    Structure Type  New Building  Existing Structure  Tenant Space  Garage/Accessory Building    Other:					
HVAC/Mechanical  Electrical  Plumbing  Fire Sprinkler System  Fire Ala    Structure Type  New Building  Existing Structure  Tenant Space  Garage/Accessory Building    Other:  Size of Structure to be Demolished (LxWxH)			MBC use change	e 🗌 No MBC use change	
Structure Type    New Building  Existing Structure  Tenant Space  Garage/Accessory Building    Other:  Size of Structure to be Demolished (LxWxH)	Included Improvements (Check	k all applicable; these trade a	reas require separa	te permit applications)	
New Building  Existing Structure  Tenant Space  Garage/Accessory Building    Other:	HVAC/Mechanical Ele	ctrical Plumbing	Fire Sprink	der System 🗌 Fire Alar	
Other:  Size of Structure to be Demolished (LxWxH)  cubic    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 \$	Structure Type				
Other:  Size of Structure to be Demolished (LxWxH)  cubic    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 \$	New Building Existing	Structure Tenant S	Space Ga	arage/Accessory Building	
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 \$					
(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  By Contractor    Structure Use  Industrial-Gross Floor Area    Commercial-Gross Floor Area:  Industrial-Gross Floor Area    Commercial-Gross Floor Area:  Institutional-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:    Intake By:  Date:  Fees Due:  DngBld?  1    Permit Description:				_	
Estimated Cost of Construction \$By Contractor  \$By Department    By Contractor  By Department    By 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:  Proposed No. of Employees:    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 building:    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?  t    Permit Description:		· ·	L		
Estimated Cost of Construction \$By Contractor  \$By Department    By Contractor  By Department    By 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:  Proposed No. of Employees:    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 building:    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?  t    Permit Description:	Use Group: Typ	e of Construction (per cu	rrent MI Bldg Code	Table 601)	
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:  P    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 building:  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?  It    Permit Description:  Date:  Proposed Use:  Permit Cost: \$					
Commercial-Gross Floor Area:  Institutional-Gross Floor Area  Other-Gross Floor Area    Proposed No. of Employees:  List materials to be stored in the building:  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:  Press Due:  DngBld?  N    Permit Description:	Structure Use	By Contracto		By Department	
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?  N    Permit Description:  Permit Cost:  \$	Residential-Number of Units:	Office-Gross Floor Ar	ea 🔲 I	ndustrial-Gross Floor Area	
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:	Commercial-Gross Floor Area:	Institutional-Gross Flo	or Area	Other-Gross Floor Area	
(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?  It    Permit Description:  Proposed Use:  Permit Cost:  Permit Permit Cost:  Permit Cos	Proposed No. of Employees:	List materials to be stored	in the building:		
existing and proposed distances to lot lines. (Building Permit Application Continues on Next Page)    For Building Department Use Only    Intake By:					
For Building Department Use Only    Intake By:  Date:  Fees Due:  DngBld?  It    Permit Description:  Proposed Use:  Permit Cost:  Permit				•	
Intake By:  Date:  Fees Due:  DngBld?  It    Permit Description:  Proposed Use:     Current Legal Land Use:  Proposed Use:     Permit#:  Date Permit Issued:  Permit Cost: \$    Zoning District:  Zoning Grant(s):		-		_	
Permit Description:    Current Legal Land Use:  Proposed Use:    Permit#:  Date Permit Issued:  Permit Cost: \$    Zoning District:  Zoning Grant(s):					
Permit#: Date Permit Issued:  Permit Cost: \$    Zoning District: Zoning Grant(s):					
Permit#: Date Permit Issued:  Permit Cost: \$    Zoning District: Zoning Grant(s):					
Permit#: Date Permit Issued:  Permit Cost: \$    Zoning District: Zoning Grant(s):	Current Legal Land Use:		Proposed Use:		
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:					
Lots Combined?  Yes  No  (attach zoning clearance)    Revised Cost (revised permit applications only)  Old \$New \$    Structural:  Date:  Notes:    Zoning:  Date:  Notes:					
Revised Cost (revised permit applications only)  Old \$New \$    Structural:  Date:  Notes:    Zoning:  Date:  Notes:					
Structural:  Date:  Notes:    Zoning:  Date:  Notes:			0	New \$	
Zoning: Date: Notes:					
N M A N A N A N A N A N A N A N A N A N					

# HISTORIC DISTRICT COMMISSION REVIEW & PERMIT PROCESS

## SUBMIT COMPLETE APPLICATION TO HDC STAFF



\* THE **COMMISSION MEETS REGULARY AT LEAST ONCE PER MONTH,** TYPICALLY ON THE SECOND WEDNESDAY OF THE MONTH. (SEE WEBSITE FOR MEETING SCHEDULE/AGENDAS)

# FIND OUT MORE AT **www.detroitmi.gov/hdc**