



# CITY OF WESTLAND BUILDING DEPARTMENT

36300 Warren Westland, Michigan 48185 (734) 467-3210 building@cityofwestland.com

**CITY OF WESTLAND**  
An All **AMERICAN** City  
www.cityofwestland.com

DATE SUBMITTED \_\_\_\_\_ PERMIT #: PB \_\_\_\_\_

## COMMERCIAL BUILDING PERMIT APPLICATION

Permission is requested by the Contractor and by the Owner to perform work described below and on the following pages, and as shown on the attached plans.

**YOU MUST FILL IN ALL FIELDS**

<b>PROPERTY</b>	Address _____	Zoning District _____
	Occupant _____	Tax I.D. _____
<b>PROPERTY OWNER</b>	Name _____	Phone _____
	Address _____	Email _____
<b>CONTRACTOR</b>	Last Name/Business _____	Phone _____
	Address _____	City _____ Email _____
<b>ARCHITECT/ ENGINEER</b>	Name _____	Phone _____
	Address _____	City _____ License No. _____

### BUILDING INFORMATION

#### TYPE OF WORK

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Build/Finish        | <input type="checkbox"/> New                    | <input type="checkbox"/> Building             |
| <input type="checkbox"/> Addition(s)         | <input type="checkbox"/> Existing               | <input type="checkbox"/> Tenant Space         |
| <input type="checkbox"/> Alteration(s)       | <input type="checkbox"/> Portion(s) of existing | <input type="checkbox"/> Deck                 |
| <input type="checkbox"/> Change of Occupancy | <input type="checkbox"/> Shell                  | <input type="checkbox"/> Porch                |
| <input type="checkbox"/> Demolition          | <input type="checkbox"/> Foundation only        | <input type="checkbox"/> Fence                |
| <input type="checkbox"/> Move                | <input type="checkbox"/> Other _____            | <input type="checkbox"/> Roof                 |
| <input type="checkbox"/> Repair(s)           | _____   | <input type="checkbox"/> Windows-Number _____ |
| <input type="checkbox"/> Other _____         | _____   | <input type="checkbox"/> Siding _____         |

#### CONSTRUCTION TYPE

- |                              |                               |                                |                               |                              |
|------------------------------|-------------------------------|--------------------------------|-------------------------------|------------------------------|
| <input type="checkbox"/> I-A | <input type="checkbox"/> II-A | <input type="checkbox"/> III-A | <input type="checkbox"/> IV-A | <input type="checkbox"/> V-A |
| <input type="checkbox"/> I-B | <input type="checkbox"/> II-B | <input type="checkbox"/> III-B | <input type="checkbox"/> IV-B | <input type="checkbox"/> V-B |

#### OCCUPANT USE GROUP

\_\_\_\_\_

<input type="checkbox"/> Vacant <input type="checkbox"/> A-1 Assembly, theaters <input type="checkbox"/> A-2 Assembly, nightclubs, bars, restaurants <input type="checkbox"/> A-3 Assembly, rec centers, religious buildings <input type="checkbox"/> A-4 Assembly, indoor sporting facilities <input type="checkbox"/> A-5 Grandstands, stadiums, outdoor sporting events <input type="checkbox"/> B Business <input type="checkbox"/> E Educational <input type="checkbox"/> F-1 Factory and industrial, moderate hazard <input type="checkbox"/> F-2 Factory and industrial, low hazard <input type="checkbox"/> H-1 High hazard, detonation hazards <input type="checkbox"/> H-2 High hazard, deflagration hazards <input type="checkbox"/> H-3 High hazard, physical hazards <input type="checkbox"/> H-4 High hazard, health hazards <input type="checkbox"/> H-5 Hazardous production materials <input type="checkbox"/> I-1 Institutional, supervised residential care <input type="checkbox"/> I-2 Institutional, incapacitated, hospital, nursing home <input type="checkbox"/> I-3 Institutional, restrained, prisons <input type="checkbox"/> M Mercantile <input type="checkbox"/> R-1 Residential, hotels, motels, boarding houses <input type="checkbox"/> R-2 Residential, multiple-family, fraternity, sorority <input type="checkbox"/> R-4 Assisted living (6-16 occ.) <input type="checkbox"/> S-1 Storage, moderate hazard <input type="checkbox"/> S-2 Storage, low hazard <input type="checkbox"/> U Utility, miscellaneous, garages, fences, sheds <input type="checkbox"/> Mixed Uses _____	<div style="background-color: #e0e0e0; text-align: center; padding: 2px;"><b>HISTORIC DISTRICT</b></div> <input type="checkbox"/> Yes <input type="checkbox"/> No District _____ Approval _____ <div style="background-color: #e0e0e0; text-align: center; padding: 2px;"><b>SUPPRESSION SYSTEM</b></div> <input type="checkbox"/> NFPA-13 <input type="checkbox"/> NFPA-13R <input type="checkbox"/> NFPA-13D <input type="checkbox"/> Limited Area <input type="checkbox"/> Range Hood <input type="checkbox"/> None <input type="checkbox"/> Partial <input type="checkbox"/> Complete <div style="background-color: #e0e0e0; text-align: center; padding: 2px;"><b>ALARM SYSTEM</b></div> <input type="checkbox"/> Manual <input type="checkbox"/> Automatic Detection <input type="checkbox"/> None <input type="checkbox"/> Partial <input type="checkbox"/> Complete <div style="background-color: #e0e0e0; text-align: center; padding: 2px;"><b>BUILDING USE OPTIONS</b></div> <input type="checkbox"/> Single Use <input type="checkbox"/> Mixed Use - Separation Option: <input type="checkbox"/> Non-separated uses <input type="checkbox"/> Separated uses <input type="checkbox"/> Separate buildings
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Is this building residential rental property?     Yes       No      No. of Units: \_\_\_\_\_

**BUILDING HEIGHT AREA**

Max. Height Above Grade: _____	Max. Area per Floor _____
Stories Above Grade: _____	Total Floor Area: _____
Area by Use:	
_____ Use _____	SF No. of Units: _____
_____ Use _____	SF _____
_____ Use _____	SF _____

**FRONT SETBACK *For Residential Only***

New construction or addition to the exterior of existing structure:  
Averaged front setback of all properties within 100 feet is: \_\_\_\_\_  
*For questions about setbacks, contact Moe Ayoub at 734-467-3219 or [mayoub@cityofwestland.com](mailto:mayoub@cityofwestland.com)*

**DESCRIPTION OF WORK** \_\_\_\_\_

**VALUE OF WORK** *Includes Mechanical, Electrical, Plumbing and Labor* \$ \_\_\_\_\_

**PURSUANT TO PUBLIC ACT 135 OF 1989**  
**ALL BUILDING DEPARTMENT PERMIT APPLICANTS MUST FILL OUT THIS SECTION**

1. Workers Compensation Carrier: \_\_\_\_\_  
2. Tax ID# \_\_\_\_\_      3. MESC # /Unemployment Agency # \_\_\_\_\_      4. Bldg. owner - N/A

**NOTICE: A copy of this permit will be provided to the City Assessor's Office when the requested building permit is issued. A staff member of the Assessor's Office may visit the property for assessment purposes in connection with this building permit. By signing this application you acknowledge, personally and on behalf of the property owner, receipt of this notice.**

**CONTRACTOR**, acting through the undersigned, agrees to comply with all terms and conditions of permit as it may be issued.

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

Print Name of Signature and Title: \_\_\_\_\_

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

**I, OWNER**, or person acting as owner's agent, agree to require Contractor to comply with all terms and conditions of permit as it may be issued, agree to the terms and conditions of permit as it may be issued, and agree to pay all fees and costs that may come due as a result of any activity under the permit.

\*Signature: \_\_\_\_\_

Print Name of Signature: \_\_\_\_\_

\*If Owner's signature is by Contractor or its representative, Contractor warrants and represents that it is an authorized agent for Owner for purposes of obtaining this permit. (NOTE: Contractor is *NOT* allowed to act as agent for Owner if Contractor is in non-compliance status on other permits.)

**OFFICE USE ONLY**

ZONING NOTES	FEES
Zoning: _____	Building Permit _____
Use: _____	Right of Way/Engineering _____
Front Yard _____ Side _____	Plan Review _____
Rear _____ Side _____	Administrative Fee _____
Notes: _____	TOTAL _____

**BUILDING NOTES**

Use: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Notes: \_\_\_\_\_

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

You must submit 2 (two) hard copies of the drawings, or, 1 (one) hard copy and PDF.

# Westland Building Department Permit Inspections

## Frequently Asked Questions (FAQs)

- **How can I schedule a permit inspection?**
  - Online at <https://www.cityofwestland.com/>.
  - Send an email to [inspection@cityofwestland.com](mailto:inspection@cityofwestland.com).
  - Call 734.467.3210.
- **What is the cut off time for scheduling a permit inspection?**
  - The Building Department cuts off permit inspection scheduling for the next business day at 3:30pm EST the day before or once the permit inspection slots are filled, whichever happens first. Permit inspection slots fill up fast so schedule your inspections as soon as possible to try to ensure the permit inspection is done when you need it to be.
- **If I have multiple permit inspections to schedule, can I schedule them all together or in any order I want?**
  - Permit inspections must be done in chronological order. For example, building rough and final inspections cannot be scheduled until after the corresponding trade inspections have been approved by the Building Department.
- **How many inspections can the Building Department perform in a given day?**
  - Permit inspections are capped at 20 inspections per day in order to guarantee that all inspections can be completed thoroughly.
- **When is a permit inspection appointment considered scheduled?**
  - A permit inspection appointment is considered scheduled once the Building Department has confirmed the appointment.
- **When are permit inspections performed?**
  - **Building inspections** are performed Monday through Friday from 9:00am until all inspections are completed for that day.
  - **Electrical and plumbing inspections** are performed Tuesdays and Thursdays from 9:00am until all inspections are completed for that day.
  - **Mechanical inspections** are performed Tuesday through Thursday from 9:00am until all inspections are completed for the day.
- **Are after hour and weekend permit inspections available?**
  - Yes, after hour and weekend permit inspections are available subject to the availability of the inspectors. Please contact the Building Department as soon as possible if you need an after hour or weekend permit inspection.
- **Is there an extra fee for after hour and weekend inspections?**
  - Yes, there is a minimum two-hour inspection fee at \$75.00 per hour.

- **If I have questions about the permit inspections, how do I reach the Building Department?**
  - If you have questions about your permit or need to try to schedule a specific time frame for your permit inspection on your scheduled day you can call the following numbers:
    - **Building Department 734.467.3210**
    - **Building Inspector 734.467.3217**
    - **Electrical Inspector 734.467.3214**
    - **Mechanical Inspector 734.467.3213**
    - **Plumbing inspector 734.467.3215**
  
- **Are there fees for a permit inspection cancellation?**
  - Yes, same day cancellations or no access are subject to a re-fee of \$50.00. this fee must be paid prior to the rescheduling of the permit inspection.
  
- **What happens if the permit inspection fails?**
  - You will need to reschedule the inspection once the failed items are resolved. A re-fee charge of \$75.00 will also be charged for the failed permit inspection.
  
- **Are there fees associated with rescheduling a failed permit inspection?**
  - Yes, a charge of \$75.00 will be charged for the failed permit inspection that needs to be paid prior to the scheduling of the new permit inspection.