



WESTLAND BUILDING DEPARTMENT

36300 Warren, Westland, Michigan 48185 734.467.3210

COMMERCIAL TRADE PERMIT APPLICATION

ITY OF WESTLAND

An All **AMERICAN** City
www.cityofwestland.com
William R. Wild - Mayor

Check Appropriate Trade:

- Electrical Permit# PE
- Mechanical Permit# PMR
- Plumbing Permit# PP

Date Submitted _____

I. JOB LOCATION			
Name of Owner/Agent _____			
Street Address & Job Location (Street No. & Name)	Suite/Apt No.	City Westland	Zip Code
Has a building permit been obtained for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required			
II. APPLICANT INFORMATION			
<input type="checkbox"/> Contractor	Name	State License No.	Exp. Date
<input type="checkbox"/> Homeowner			
Address (Street No. and Name)		Email	
City	State	Zip Code	Exp. Date
Telephone Number		Federal Employer ID Number (or reason for exemption)	
Workers Compensation Insurance Carrier (or reason for exemption)		MESC Employer Number (or reason for exemption)	
III. TYPE OF JOB			
Schedule Inspections at Building@cityofwestland.com or online at: cityofwestland.com			
<input type="checkbox"/> Re-occupation <input type="checkbox"/> New structure <input type="checkbox"/> Tenant Finish <input type="checkbox"/> Addition			
IV. APPLICANT SIGNATURE			
Section 23a of the state construction code act of 1972, 1972 PA 230, 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. Violators of section 23a are subject to civil fines.			
Signature of licensee or Homeowner _____		Date: _____	
Print Name: _____ (Homeowner signature indicates compliance with Section VI, Homeowner Affidavit)			
V. PROJECT DESCRIPTION			
PLEASE PROVIDE OVERVIEW OF JOB: 			

GENERAL: Work shall not be started until the application for permit has been approved by Westland Building Department. All installations shall be in conformance with the applicable State Code. No work shall be concealed until it has been inspected. Schedule Inspections at Building@cityofwestland.com , online at:

cityofwestland.com – Schedule a Building Inspection, or by calling 734.467.3210

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION.**

<u>COMMERCIAL ELECTRICAL ITEMS</u>	<u>COST PER</u>	<u>TOTAL</u>	<u>COMMERCIAL PLUMBING ITEMS</u>	<u>COST PER</u>	<u>TOTAL</u>
100 amp service	\$25.00		sewer main 4"→6"	\$40.00	
101→400 amp service	\$50.00		sewer main ≥ 6"	\$55.00	
service ≥ 400 amp	\$75.00		pumps	\$10.00	
generator panel	\$50.00		stacks and vents	\$10.00	
temporary service	\$50.00		irrigation sprinkler heads per	\$2.00	
first circuit	\$15.00		irrigation piping system	\$50.00	
additional circuits per 100 ft.	\$6.00		sink (all types)	\$10.00	
feeders, mains, bus ducts,			water service and distribution		
raceways -- first 100'	\$20.00		3/4" (distribution only)	\$25.00	
each additional 100'	\$10.00		1" (service or distribution)	\$30.00	
swimming pool, spa	\$25.00		2" (service or distribution)	\$40.00	
220 volt circuit	\$14.00		3" service or distribution	\$50.00	
first 25 lamps	\$10.00		4" service or distribution	\$55.00	
additional lamps per 25	\$4.00		OTHER PERMIT FEES -- ALL TRADES		
power units 1/4 to 10 hp	\$15.00		minimum fee per permit	\$50.00	
power units 10→30 hp	\$25.00		administrative fee per permit	\$40.00	
first sign circuit	\$25.00		no access fee	\$50.00	
Each addition circuit up to 100'	\$10.00		(all permit fees include two		
self contained units 1/4 to 10 hp	\$40.00		inspections).		
self contained units 10→30 hp	\$55.00		Any addition inspections:	\$75.00	
<u>COMMERCIAL MECHANICAL ITEMS</u>	<u>COST PER</u>	<u>TOTAL</u>	<u>COMMERCIAL MECHANICAL ITEMS</u>	<u>COST PER</u>	<u>TOTAL</u>
kitchen hood, spray booth -- new			kitchen hood, spray booth only	\$50.00	
with duct and exhaust	\$100.00		water heater	\$40.00	
gas burners ≤ 500,000BTU	\$50.00		air handlers/exhaust fans	\$30.00	
gas burners over →500,000 BTU	\$60.00		evaporator coils, chillers	\$30.00	
duct system alterations	\$35.00		refrigeration, A/C ≤ 1 ton	\$40.00	
ducts new system	\$50.00		refrigeration, A/C 1→5 tons	\$45.00	
piping and pressure test ≥ 10'	\$40.00		refrigeration, A/C 6→50 tons	\$55.00	
hydronic piping system	\$50.00		fire/smoke dampers	\$8.00	
duct detectors	\$20.00				

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.
 - 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.