

Charter Township of Hampton – Building Department

801 W. Center Road, Essexville, MI 48732

Office Number: 989-893-7541

Fax Number: 989-893-6152

Building Inspector: Joe DeWyse 989-545-0434

Call 24 in advance to schedule an inspection

BUILDING PERMIT APPLICATION (Please complete ALL sections)

Separate applications are required for ELECTRICAL, MECHANICAL and PLUMBING Permits

Job Location			
Owner's Name		Owner's Phone	
Owner's Address		City	State ZIP
Contractor's Name		Contractor's Phone	
Address		City	State ZIP
Contractor's License Number (Include a copy of your Builders License w/application)		Expiration Date	
Federal Employer ID	State Employer ID	Insurance Carrier Information	

☐ Accessory Building	☐ Addition	☐ Alteration	☐ Demolition
☐ Foundation Only	☐ New Building	☐ Repair	☐ Other

ESTIMATED BUILDING COST:

\$

Description of work:

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and I agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge. I agree to follow the requirements of the Laws, Codes and Ordinances of the Charter Township of Hampton. I understand that an inspector is authorized to inspect my construction until work is completed and a certificate of occupancy is issued. I understand it is my responsibility to notify the inspector when my construction is ready for inspection.

Section 23a of the State Construction Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125 of the Michigan Compiled Laws, 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 residential structure. Violators of Section 23a are subject to civil fines.

Applicant Signature:	Date:
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HOMEOWNER AFFIDAVIT: I hereby certify the building work described on this permit shall **be installed by myself in my home** which I am living or about to occupy. All work shall be installed in accordance with the building code and **shall not be enclosed, covered up or put into operation until it has been inspection & APPROVED by the Building Inspector**. I will cooperate with the Building Inspector and assume the responsibility to arrange for necessary inspections.

Owner Signature:	Date:
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Revised 6-3-2026

SITE PLAN

Please use a separate sheet to show the required information

This section **MUST** be completed for **ALL NEW BUILDINGS, ADDITIONS** or **CHANGE OF USE**. Show **ALL** of the following:

- ✓ PROPOSED CONSTRUCTION
- ✓ EXISTING BUILDINGS
- ✓ SET BACKS FROM PROPERTY LINES TO BUILDINGS
- ✓ PROPERTY DIMENSIONS
- ✓ BUILDING DIMENSIONS
- ✓ OVERHANGS
- ✓ DISTANCE BETWEEN BUILDINGS

TABLE 1-A
BUILDING PERMIT FEES
Adopted July 25, 2005

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$30.00 (Includes Final Inspection only)
\$501.00 to \$2,000.00	\$30.00 for the first \$500.00 plus \$4.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$90.39 for the first \$2,000.00 plus \$19.36 for each additional \$1000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$516.09 for the first \$25,000.00 plus \$13.31 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$848.73 for the first \$50,000.00 plus \$9.24 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,310.73 for the first \$100,000.00 plus \$7.37 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,267.53 for the first \$500,000.00 plus \$6.27 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$7,372.83 for the first \$1,000,000.00 plus \$4.84 for each additional \$1,000.00 or fraction thereof
Other Inspections and Fees:	
1. Re-inspection fees assessed under the provisions of Section 305.8	\$50.00 per hour ¹
2. Inspections for which no fee is specifically indicated..... (minimum charge --one-half hour)	\$50.00 per hour ¹
3. Additional plan review required by changes, additions or revisions to plans	\$40.00 per page
4. For use of outside consultants for plan checking and inspections, or both	Actual costs ²
Commercial projects require a review of all plans prior to, or at time of application. A charge of \$40.00 per page will be Assessed and added to the permit cost.	

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits for the employees involved.

²Actual costs include administrative and overhead costs.

**Permits are not transferable upon sale or change of ownership.
Open permits will be closed and new permits will be required.**

**Permits required by the Building Code MUST be obtained prior to work beginning.
Fees will be DOUBLED if work begins prior to a permit being issued.**