



Building Permit Application
For Roofing, Siding, Decks, Windows
 All applicable information must be provided.

City of Port Huron
 100 McMorran Boulevard
 Port Huron, MI 48060
 Phone: (810) 984-9733
 www.porthuron.org

Project Information

Job Location Address: _____	Property ID #: 74-06- _____ - _____ - _____
Zoning District: _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential

Identification – Owner or Lessee

Name	Address	
City	State	Zip
Telephone Number (include area code)	Email	

Contractor

Name	Address	
City	State	Zip
Telephone Number (include area code)	Email	
Federal Employer ID Number		
Builders License Number	Expiration Date	
Insurance Carrier	MESC Employer Number	

Type of Improvement and Fee

Roofing – strip & reroof			
Siding			Estimated Square Footage: _____
Decks			
Replacement Windows			Estimated Construction Value: \$ _____
Disapproved / Additional Inspections			
Request to Extend Permit			Permit Fee: \$ _____

Description of area where roofing / siding / windows(s) are being installed or deck is being built.

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/her authorized agent, and we 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.

Signature of Applicant _____ Date: _____

Approved By: _____ Date: _____

Inspector Comments: _____

Permit Fee: \$ _____ **Payment:** Cash _____ Check _____ Credit Card _____ **Permit Number:** _____

Receipt Number: _____

Application Guidelines

1. Complete all applicable information in each section. The application must be signed and dated by the applicant. Provide a project contact name and phone number on the bottom of the page.
2. Permits must be posted in a conspicuous, visible location.
3. An applicant must an inspection as far as in advance as possible but no less than 24 hours before the inspection is needed. Inspections will be conducted as soon as reasonably possible.

Permit Guidelines

1. Homeowner Permit: A permit will be issued to the owner of a home that they occupy or about to occupy or of a rental unit that they own.
2. Building Permit: A permit will be issued to registered building contractors.
3. Contractors or homeowners who begin work before receiving a written permit will be issued a fine.

Inspection Guidelines

1. **Roofing/Siding/Windows:** Final inspection required
2. **Deck/Porch:** posthole, pre-slab, rough and final inspections required.

Fee Guidelines

1. Permit fees must be paid in full before a permit is issued.
2. Permits are non-transferable.
3. Permit fees are non-refundable after work begins.
4. Re-inspections of disapproved inspections will be charged a “Disapproved/Additional Inspection” fee and must be paid before re-inspection.
5. Expired permits may be extended. Applicants must contact the building inspector to determine if an extension can be granted.