



Zoning Permit Application

Fences, Walls, Swimming Pools, Platforms, Driveways,
Walks, Sheds, Playhouses and the like.

City of Port Huron
100 McMorran Blvd
Port Huron, MI 48060
Phone: (810) 984-9733

All applicable information must be provided.

Project Information

Job Location Address:

Owner

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	

Type of Improvement and Fee

Platforms, walks and driveways		Estimated Project Value: \$ _____
Retaining walls		
Accessory Building (storage shed, playhouses and similar uses)		Fee: \$25
Fences (see fees)		
Pre-fabricated swimming pool (see fees)		

Description of project (a detailed sketch must be attached).

[Large empty box for project description and sketch]

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 _____

Receipt Number: _____ **Permit Number:** _____ **Zoning District:** _____

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. A detailed sketch should be provided with each application.
3. Permits must be posted in a conspicuous, visible location.
4. 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. **Pre-fabricated swimming pool:** pre-slab and final inspection required – must be an accessory to a group R, Division 3 occupancy in which the pool walls are entirely above the adjacent grade and if the capacity cannot exceed 5,000 gallons or 18,927 liters.
2. **One-story detached accessory building (storage shed, playhouses and similar uses):** pre-slab, rough, final inspections required – cannot exceed 120 square feet or 11.15 meters in floor area. Please review the full requirements in the City Ordinance § 52-676. Accessory buildings.
3. **Fence:** final inspection required – cannot exceed 6 feet or 91,829 millimeters in height.
4. **Retaining Wall:** final inspection required - Cannot exceed 4 feet or 1,219 millimeter in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or III-A liquids.
5. **Platform, walk, and driveway:** final inspection required - Cannot exceed 30 inches or 9,762 millimeters above grade and not over any basement or story below.
6. Call the department at (810) 984-9733 at least 24 hours in advance for each inspection 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. Expired permits may be extended at the discretion of the Chief Inspector and may be subject to an additional fee.

Fees

1. Based on project value.
2. If project value is less than \$500, permit fee of \$25.
3. If project value is more than \$500, permit fee of 5% of total project cost and a building permit will need to be pulled in lieu of a zoning permit.