

VILLAGE OF OXFORD  
 Building Services Department  
 22 West Burdick,  
 P.O. Box 94, Oxford, MI  
 48371-0094 248-628-2543  
 office@thevillageofoxford.org



## FLATWORK PERMIT APPLICATION

I. APPLICANT CONTACT INFORMATION			
A. APPLICANT INFORMATION			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
EMAIL ADDRESS			
B. OWNER INFORMATION			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
EMAIL			
C. CONTRACTOR INFORMATION			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
EMAIL ADDRESS			
BUILDERS LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER NUMBER (OR REASON FOR EXEMPTION)			
WORKERS COMP INSURANCE CARRIER (OR REASON FOR EXEMPTION)			
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (OR REASON FOR EXEMPTION)			
II. TYPE OF JOB – Flatwork Replacement under 250 sq. ft. does not require permit. All questions directed to the Building Official.			
A. TYPE OF IMPROVEMENT			

- Driveway     
  Driveway Approach     
  Private Walkway     
  Public Sidewalk     
  Patio

## B. PLAN REVIEW REQUIREMENTS

Three (3) sets of construction documents are required with each permit application, unless waived by the Building Official when code compliance can be determined based on the description in the application.

**GIVE A BRIEF DESCRIPTION OF THE PROJECT:** \_\_\_\_\_

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## C. GRADING AND DRAINAGE

Driveways and parking areas shall be graded and provided with adequate drainage to dispose of surface waters in accordance with applicable construction and design standards. Surface water shall not drain on to adjoining lots, towards buildings or across a public street, except in accordance with an approved drainage plan.

Proposed construction plans will also be reviewed by Village Engineer and DPW Supervisor.

**D. Fees : \$15.00 NON-REFUNDABLE APPLICATION FEE**  
**\$75.00 DRIVEWAY/APPROACH**  
**\$15.00 CONTRACTOR REGISTRATION (IF APPLICABLE)**

All fees must be paid when the application and plans are submitted to the Village.  
Please make all checks payable to **The Village of Oxford.**

## III. SIGNATURE

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.

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 subjected to civil fines.

SIGNATURE OF OWNER (if owner is applicant)	TYPE OR PRINT	DATE
SIGNATURE OF OWNER'S AGENT	TYPE OR PRINT	DATE

**VILLAGE USE ONLY**

\_\_\_\_\_ 1. Review Flatwork Permit Application

\_\_\_\_\_ 2. Receive Sketch Plan

\_\_\_\_\_ 3. Distribute Plans to:

- Building Official
- Engineer
- DPW Director

\_\_\_\_\_ 4. Receive Reviews from:

- Building Official
- Engineer
- DPW Director

\_\_\_\_\_ 5. Advise applicant if review has been approved or denied

\_\_\_\_\_ 6. If denied, applicant may re-submit revised plans for review. If approved, Flatwork Permit may be issued.

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