

City of Warren  
Division of Buildings & Safety Engineering  
One City Square, Ste 305  
Warren, MI 48093-2391  
Phone: 586-574-4504 Fax: 586-574-4577

## PERMIT CANCELLATION AND REFUND APPLICATION

PERMIT CANCELLATION

PERMIT REFUND

Date/Time Received: \_\_\_\_\_

Permit Applicant Name: \_\_\_\_\_

Permit Number(s): \_\_\_\_\_

Permit Type: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Reason for Cancellation/Refund: \_\_\_\_\_

Refund Subject to 20% Administrative Fee per Code of Ordinances Article II, Division 1, Section 9-17- Item C.

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mail Refund to: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

FOR OFFICE USE ONLY:

1)  **REFUND APPROVED**

Permit Fee	\$	_____
Zoning Fee	\$	_____
Less Non-Refundable Administrative Fee	\$	_____
<b>Refund Amount</b>	<b>\$</b>	_____

**DENIED**

**REASON FOR DENIAL:** \_\_\_\_\_

Building

Division Director: Greg Paliczuk

Date \_\_\_\_\_

2) Application cancelled in system:  Yes  No

Name (who cancelled) \_\_\_\_\_

Date \_\_\_\_\_

3) Administration: Forwarded to Controllers

Name \_\_\_\_\_

Date \_\_\_\_\_

**ARTICLE I. IN GENERAL**

**Sec. 9-1. Penalty.**

Unless provided otherwise, the violation of any provision of this chapter is a municipal civil infraction which shall result in the assessment of a fine of not less than one hundred dollars (\$100.00) or not more than one thousand dollars (\$1,000.00) per violation, plus costs and other sanctions for each infraction.  
(Ord. No. 80-527, & 8, 1-13—98; Ord. No. 80-629 & 1, 3-28-06; Ord. No. 80-650, & 1, 5-8-07)

**Secs. 9-2-- 9-15. Reserved.**

**ARTICLE II. BUILDING CODE\***

**DIVISION 1. ADOPTION OF STATE CONSTRUCTION CODE†**

**Sec. 9-16. Adoption of State Construction Code.**

The State Construction Code, comprising the Michigan Building Code and the Michigan Residential Code, as found in Part 4 of the Department of Consumer and Industry Services Construction Code, as amended and filed with Secretary of State, is hereby adopted by reference together with any and all amendments and is made a part of this chapter as if fully set forth in this section. The code official authorized by ordinance shall administer and enforce the code. The code is available for purchase and inspection at the office of the City Clerk.  
(Ord. No. 80-572, & 1, 9-25-04; Ord. No. 80-635, & 2, 7-25-06)

\* **Editor's note**—Ord. No. 80-575, & 1, adopted Sept. 25, 2001, amended Art. II, in its entirety, to read as herein set out in && 9-16, 9-17. Prior to inclusion of said ordinance, Art. II pertained to similar subject matter. See the Code Comparative Table.

**Cross reference**—Compliance with building code by cable television system & 10-5.

†**Editor's note**—Ord. no. 80-635, & 1, adopted July 25, 2006, designated && 9-16 and 9-17 as Div. 1, Adoption of State Construction Code.

**Sec. 9-17. Additions, insertions and changes.**

That the following provisions of the State Construction Code, comprising the Michigan Building Code and the Michigan Residential Code, adopted by reference, are hereby revised to read as follows:

- a. *Section 101.1. Title.* This ordinance shall be known as the Building Code, hereinafter referred to as "the code."
- b. *Section 108.2. Authorization of Fee Schedule.* A fee for each plan examination, building permit and inspection shall be collected by the Division of Buildings and Safety Engineering in accordance with the fee schedule established by resolution adopted by City Council.
- c. *Section 108.6. Fee refunds.* Any permit issued under the provisions of this article may be canceled by the building official on **the written request from the holder of such permit, provided such request is made within six (6) months from the issuance of the permit and prior to any inspection or other action under the permit, including any exercise of privileges granted by the permit. In the event any permit is canceled as provided above, the city treasurer, upon notification in writing from the building official; shall make a refund of eighty (80) percent of all fees paid in connection with the issuance of such unused permit, the city treasurer to retain a minimum of thirty dollars (\$30.00) of the fees paid on any canceled permit.**  
(Ord. No. 80-572, & 1, 9-25-01; Ord. No. 80-607, & 1, 4-27-07; Ord. No. 80-635, & 2, 7-25-06)

**DIVISION 2. FLOODPLAIN MANAGEMENT**

**Sec. 9-18. Participation in floodplain management program.**

The City of Warren currently participates in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program to significantly reduce flood hazards to persons, reduce property damage, reduce public expenditures and to provide for the availability of flood