



CITY OF PONTIAC
COMMUNITY DEVELOPMENT DIVISION
BUILDING & SAFETY ENGINEERING
60 E PIKE STREET, LOWER LEVEL
PONTIAC MICHIGAN 48342
248-758-2800/FAX 248-857-5744

Mayor Clarence E. Phillips

Art Mitchell, Director

A Non-Refundable Fee of \$50.00 will be charged for processing CBA Applications.

Construction Code Board of Appeals

Application Requirements

Michigan Building Code Section 112: Board of Appeals

Section 112.1 GENERAL: In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of this code, there shall be and is hereby created a Board of Appeals.

The following items are necessary before a hearing can be scheduled.

Seven sets of construction plans for the building, mechanical, electrical or plumbing systems, whichever trade is affected. (DRAWINGS ARE TO BE SUBMITTED ON 8 1/2" x 14")

Plans are to show the following:

1. Name, address and telephone number of engineer or architect;
2. All elevations;
3. Details of the area for which variance is being requested;
4. Floor plans showing uses (room by room). If plans are for an addition, the existing building floor plans must be shown including their use;
5. Site drawing showing all-important information including other buildings, streets, etc.;
6. Type of construction as defined by local building code;
7. Use group or groups if there is more than one as defined by code;
8. A summary in writing including the Code Section Number for the requested variance; and,
9. A completed application for the Construction Board of Appeals.

Please be sure all of the above items are complete and supplied to us. Applications must be submitted 14 days prior to the scheduled meeting date so the review will not be delayed.

MEETINGS ARE HELD THE THIRD WEDNESDAY OF THE MONTH

APPLICATION FILING FEE \$125.00

