

**HOMEOWNER PERMIT POLICY**  
CITY OF NOVI  
Community Development Department  
(248) 347-0415

As the owner of \_\_\_\_\_ and wishing to  
Address  
construct/alter the structure for use as a single residence for my sole use and  
occupancy, I hereby make application for a Homeowners Permit.

The Michigan Licensing Law gives a homeowner an exemption to act as their own contractor. This means that in the case of his/her own single family residence, the homeowner may obtain a permit for construction of his/her own home or for improvements i.e. deck, addition, garage, etc., even though a licensed or unlicensed contractor may be significantly involved.

If you, the homeowner, choose to act as your own general contractor and obtain the required permits, **please be aware of the following:**

AS THE PERMIT HOLDER, YOU, THE HOMEOWNER, INCUR ALL OF THE LIABILITY AND ALL OF THE RESPONSIBILITY OF PROVIDING COMPLIANCE WITH ALL CITY ORDINANCES AND THE MINIMUM REQUIREMENTS OF THE CODES.

1. It is YOUR responsibility, the homeowner, to have a complete understanding of the current codes and general construction techniques.
2. You, the homeowner, have the responsibility to correct any code violations under the permit you obtained, even if a contractor or any other person did the work.
3. You, the homeowner, will be legally responsible for completion of the job under the permit you obtained.
4. The City of Novi cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the permit you obtained.

I, \_\_\_\_\_, have read and fully understand the  
(Print Name)  
above information and assume the responsibility of the Permit(s) as the homeowner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date