



LEELANAU COUNTY CONSTRUCTION CODE AUTHORITY

8527 E. Government Center Dr. Suite 109
Suttons Bay, MI 49682
Phone (231) 256-9806 FAX (231) 256-8333

Instructions for Completing Building Permit Applications for Leelanau County

Residential Structures

(One and Two-Family Residential with less than 3,500 square feet of calculated floor area)

- Building Permit Application-
- Minimum of two (2) sets of plans that include the following:
 - Foundation and floor plan
 - Roof and wall section, with braced and/or portal frame lines
 - Building elevations
 - Site Plan
 - Provide method of compliance with the "Michigan Uniform Energy Code"
 - Flood elevation (If applicable)

Commercial Structures

(Including One and Two-Family Structures with more than 3,500 square feet of calculated floor area)

- Building Permit Application-
- Submittal and Construction Documents per Section 107 of The Michigan Building Code, with a minimum of two (2) sets sealed plans-
- Addendum for Commercial Application for Plan Review sealed by Registered Design Professional-

Mobile and Premanufactured Homes

- Building Permit Application-
- Minimum of two (2) sets of plans for the foundation and method of anchoring the unit to the foundation for Mobile Homes-
- Site Plan-
- For Michigan approved premanufactured units; two (2) copies of the building system approval and the approved plans-

Demolition of Structures

- Building Permit Application-
- Site Plan-
- DEQ/LARA Notification of Intent Renovate/Demolish form (EQP 5661)(MIOSHA-CSH 142)
- Proof of Utility Disconnects or Signed Utility Waiver (electric, gas, water)

Instructions for Completing Application

Page 1 of 7 Application: Complete all applicable sections. Note section II (B, C). If homeowner is doing the construction, check Homeowner box in Contractor line. Note section III check boxes. If in floodplain provide design flood elevation when submitting application.

Page 2 of 7 Application: Enter information as required. Note section IV, check type of improvement. Note section V (A), check appropriate box for all buildings/structures pertaining to Michigan Residential Code. Note section V (B), check all appropriate boxes for structures/buildings regulated by the Michigan Building Code. Note section V (C), provide description of work building permit will cover. Note for section VI (A, B), check appropriate boxes. Note for section VI (C), provide number of full and half baths in residence. Note for VI (D), check appropriate box. Note for VI

(E), provide number of bedrooms in residence. Note for VI (F, G, H), check appropriate boxes. Note for VI (I), fill in appropriate dimensions for each area identified and add all together for total at bottom of each column.

Page 3 of 7, Note for section VII Applicant Information: Applicant shall read and fill out all areas with signature and printed name. If applicant is not owner, you shall obtain the owners signature and printed name in appropriate area (**REQUIRED**). Note for sections VIII and IX, these sections shall be completed by the Leelanau County Construction Code Authority.

Page 4 of 7, Note for section X Site or Plot Plan. Provide compass direction and structure positions and distances to one another and nearest road for access. Provide directions to job site if not clear.

Page 5 of 7, Signature of applicant is required with printed name and e-mail address. Received area is for construction code office.

Building Permit Fees

Permit fees shall be obtained from the Leelanau county Construction Code Authority, by calling (231) 256-9806. The following information will have to be provided when calling;

- Total square footage of each area as described in section VI (I 24) and if it is new or alteration –
- Use group (i.e., B for business, M for mercantile, or One & Two Family Residential Construction) -
- Type of construction (“5B” for wood frame construction is typical and 2B is noncombustible, non-rated structural elements for instance) –

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice or call for the building permit fee.

Calling for inspections

Please call for inspections at 231-256-9806 at least 24 to 48 hours prior to the time you need inspection. A minimum of five (5) inspections are required on most structures. Other inspections that may be required are open wall, open floor, drywall, portal frame, etc., and they will be called out on plan review. It is the permit holder’s responsibility to call for inspections, prior to the construction being covered.

Foundation/footing Inspection

Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection

Prior to backfill and after the footings, walls, waterproofing and drain tile are installed.

Rough Inspection

The rough framing is to be made after the roof, all framing, firestopping, bracing and the electrical rough, mechanical rough and the plumbing rough installations have been inspected and approved, before the insulation is installed.

Insulation Inspection

After all insulation has been installed and before finish work is started.

Final Inspection

The final inspection shall be made upon final approval of all trade inspections upon completion of the building or structure as presented in the plans, and before occupancy occurs.

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon completion of the project. A Certificate of occupancy cannot be issued until all fees are paid, permits are finalized and the work covered by the building permit has been completed in accordance with the permit, the code and other applicable laws and ordinances.