

LEELANAU COUNTY CONSTRUCTION CODE AUTHORITY
8527 E. Government Center Drive, Suite 109
Suttons Bay, MI 49682
Phone (231) 256-9806 FAX (231) 256-8333

REQUIREMENTS FOR A BUILDING PERMIT

**The following permits SHALL ACCOMPANY the application for a building permit or
A written statement from that Department if a permit is not required.**
DO NOT APPLY FOR BUILDING PERMIT UNTIL OTHER REQUIRED PERMITS HAVE BEEN OBTAINED

- 1) **RECORDED PROOF OF OWNERSHIP & AUTHORIZATION LETTER FOR WORK FROM OWNER**
- 2) **ADDRESS CONFIRMATION** – Leelanau County Planning Department – 231-256-9812
- 3) **SOIL EROSION PERMIT** - A permit is required for any earth change or disturbance **a.)** within 500 ft. of a water body (lake or stream), **b.)** within 100 ft. of regulated wetland, **c.)** one acre or more in size, **d.)** developing or expanding a driveway with a slope of 10% or greater, and **e.)** involving any commercial use regardless of size, location or slope. 231 256-9783
- 4) **HEALTH DEPARTMENT PERMIT** - Water and sewer (public or private) 231-256-0200
- 5) **LAND USE PERMIT** – Compliance with zoning requirements of Townships.

Bingham	231-271-2722	Glen Arbor	231-334-6224	Suttons Bay Twp.	231-271-2722
Centerville	231-360-2557	Kasson	231-499-8377	Empire Village	231-758-4702
Cleveland	231-228-5836	Leelanau	231-386-5138	Northport Village	231-386-5182
Elmwood	231-946-0921	Leland	231-360-2557	Suttons Bay Village	231-271-2722
Empire	231-334-3895	Solon	231-360-2557		
- 6) **DRIVEWAY PERMIT** – Leelanau County Road Commission – 231-271-3993
- 7) **STATE ENERGY CODE** – must accompany plans or prints for a new single family dwelling & additions
- 8) **BUILDING PERMITS APPLICATION** – 231-256-9806 **To Include:**
 - A) Construction Documents R106.1 two sets** of complete building plans to include A), 1, 2, 3, 4, 5, 6:
 - 1) Foundation plans** - identifying support beam size, column spacing, sill plate anchor location and size, foundation reinforcement, foundation ventilation, and dimensions.
 - 2) Floor plans** - Identifying use of each room, location of windows and door openings, location of smoke detectors, location and size of attic access, and dimensions.
 - 3) Elevations** - front, rear and sides.
 - 4) Sections** - typical exterior wall section from bottom of footings to roof peak indicating: method of construction materials, structural framing size and spacing, foundation damp proofing, attic/rafter ventilation, roof preparation, and ceiling heights. Include deck and stairway section showing handrails, guardrail height and spacing of intermediate guards, and riser/run of stairs.
 - 5) Truss design data R802.10.1, R106.1.4** - or as an alternative to drawings, truss design data sheet may be provided at the time of application. Actual drawings must be submitted prior to installation.
 - 6) Site plan** - drawn to scale showing proposed new construction, existing buildings and dimensions from property lines.
 - 7) Authorization letter** – from owner, if applicant is contractor.
- 9) **ELECTRICAL PERMIT** – when applicable 231-256-9806
- 10) **PLUMBING PERMIT** – when applicable 231-256-9806
- 11) **MECHANICAL PERMIT** – when applicable 231-256-9806
- 12) **MI. DEPARTMENT OF ENVIRONMENTAL QUALITY PERMIT** – when applicable 1-231-876-4444

INCOMPLETE BUILDING PERMIT APPLICATIONS AND DRAWINGS WILL NOT BE ACCEPTED OR PROCESSED.
BUILDING PERMITS & ADDRESS MUST BE POSTED PRIOR TO CONSTRUCTION.