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  231-360-2557  Suttons Bay Twp.  231-271-2722
Centerville  231-360-2557  Kasson  231-499-8377  Empire Village  231-499-7165
Cleveland  231-590-3255  Leelanau  231-386-5138  Northport Village  231-758-4702
Elmwood  231-946-0921  Leland  231-645-1113  Suttons Bay Village  231-271-3051
Empire  231-360-2557  Solon  231-256-2557

☐ 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.