COMMERICAL PERMIT APPLICATION CHECKLIST
(Return with Application)

Permit application for ________________________________________________________________

Owner's Name ________________________________ (job address)

Contractor's Name ________________________________

Before a permit may be issued all of the following documentation (1-6) must be submitted or justified as non-applicable. Please indicate by checkmark that each item has been enclosed with the application.

___ 1. SITE PLAN APPROVAL (or other zoning approval as required).

___ 2. SITE PLAN DRAWINGS (as approved in item #1 - submitted with construction drawings).

___ 3. VARIANCE APPROVAL, if applicable.

___ 4. Two (2) SETS OF SIGNED AND SEALED DRAWINGS & SPECIFICATIONS.

___ 5. P.A. 135 Disclosure (Licensing information located on the Commercial Building Permit Application).

___ 6. PLAN REVIEW (Will be conducted by this office)

The following may also be required. The applicant is responsible for obtaining the following referenced permits or waivers (Items 7-12). These must be reconciled prior to issuance of a permit.

___ 7. CURB OR SIDEWALK CUT

___ 8. SIGN OR BILLBOARD PERMIT

___ 9. DEMOLITION PERMIT

___ 10. SOIL EROSION CONTROL PERMIT (Applies when located within 500 feet of a lake, river or county drain, OR excavated area is equal to or greater than 1 acre)

___ 11. STORM SEWER CONNECTION

___ 12. SANITARY SEWER TAP

RESPONSIBILITIES OF APPLICANTS

It is the legal responsibility of the applicant to call for all required inspections or before any electrical, mechanical, plumbing, or structural work is concealed or covered. It is also the applicant’s responsibility to obtain and submit separate applications for any electrical, mechanical, plumbing or building permits.

BUILDING DEPARTMENT OFFICE HOURS are 8:00 am to 12:00 and 1:00pm to 5:00pm, Monday through Friday. PHONE at 231-882-9673; by MAIL at 448 Court Place, Beulah, MI 49617; or by FAX at 231-882-0033.

Signed: ________________________________ Date: ________________________________

C:\BENZIE CNTY\FORMS\MASTERDOCUMENTS\BUILDING 10/09/12 BL
<table>
<thead>
<tr>
<th>COUNTY</th>
<th>SANITATION PERMIT (7) (Septic &amp; Well)</th>
<th>DRIVEWAY PERMIT (8)</th>
<th>SOIL EROSION PERMIT (9)</th>
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<tbody>
<tr>
<td></td>
<td>Benzie-Leelanau Health 6051 Frankfort Hwy Suite 100 Benzonia, MI 49616 Phone: (231) 882-4409</td>
<td>Road Commission 11318 Main Street Honor, MI 49640 Phone: (231) 325-3051</td>
<td>Planning Office 448 Court Place Beulah, MI 49617 Phone: (231) 882-9674</td>
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<tr>
<td>ZONING PERMIT</td>
<td>Almira Township 7276 Ole White Drive Lake Ann, MI 49650 (231) 275-6346</td>
<td>Benzonia Township 1020 Michigan Ave. Benzonia, MI 49616 (231) 882-7037</td>
<td>Blaine Township 4760 Herring Grove Rd. Arcadia, MI 49613 (231) 352-4977</td>
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<td></td>
<td>Crystal Lake Twp. 1651 Frankford Hwy. Frankfort MI 49635 Phone: (231) 882-7037</td>
<td>Gilmore Township 704 Frankford Ave. Elberta, MI 49628 Phone: (231) 352-7201</td>
<td>Homestead/Inland Twp 11508 Honor Hwy. Centreville, MI 49032 Phone: (231) 590-9977</td>
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<td></td>
<td>Lake Township 5153 Scenic Hwy. Honor, MI 49640 Phone: (231) 325-5202</td>
<td>Platte Township 11935 Fowler Rd. Honor, MI 49640 Phone: (231) 882-7037</td>
<td>Weldon Township 14731 Thompson Ave. Thompsonville, MI 49683 Phone: (231) 378-2377</td>
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<td></td>
<td>Village of Benzieonia 1276 Michigan Ave. Benzonia, MI 49616 Phone: (231) 882-7037</td>
<td>Village of Beulah 20914 M-86 Beulah, MI 49617 Phone: (231) 458-8958</td>
<td>Village of Elberia 401 First St. Elbert, MI 49628 Phone: (231) 352-7201</td>
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<td></td>
<td>Village of Honor 10922 Platte St. Hartford, MI 49057 Phone: (231) 383-2342</td>
<td>Village of Lake Ann 19639 Maple St. Lake Ann, MI 49650 Phone: (231) 275-6313</td>
<td>Village of T‘Ville 14714 Lincoln Ave. Thompsonville, MI 49683 Phone: (231) 378-4265</td>
</tr>
<tr>
<td></td>
<td>City of Frankfort 412 Main St. Frankfort, MI 49635 Phone: (231) 352-7117</td>
<td>MI Dept. of Trans. (MDOT) Driveways on MI or US Hwy Phone: (231) 941-1986</td>
<td>MI Dept. of Enviro. Quality (MDEQ) Phone: (231) 876-4444</td>
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PLEASE CALL SHOULD YOU REQUIRE FURTHER ASSISTANCE IN COMPLETING APPLICATIONS.
**BUILDING PERMIT**

**Commercial**

**DATE** __________/_________/_________

**BENZIE COUNTY**

**Job Location:** __________________________

**Property Tax I.D. #:** __________________________

**Zoning District:** __________________________

**Permit Determinant:** __________________________

**Use Group:** __________________________

**Type of Improvement:** __________________________

**Type Construction:** __________________________

**Owner: __________________________ ( ) Phone __________________________

**No. of Floors:** __________________________

**Address:** __________________________

**Bldg. Height:** __________________________

**NONRESIDENTIAL** - Describe in detail proposed use of building, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

**REQUIRED DOCUMENTS**

- Site Plan Approval
- Site Plan
- Variance Approval if Applicable
- 2 Sets of Sealed Drawings & Specs.
- P.A. 135 Disclosure
- Plan Review and Permit Fee

**ADDITIONAL PERMITS REQUIRED**

- Curb or Sidewalk Cut
- Electrical
- Mechanical
- Plumbing
- Sign or Billboard
- Demolition
- Erosion Control
- Storm Sewer Connection
- Sanitary Sewer Tap

**PLAN PREVIEW** $__________

**COST OF PERMIT** $__________

**TOTAL COST** $__________

Building Dept. By __________________________

**Engineer/Architect:** __________________________

**Phone ( )** __________________________

**Address:** __________________________

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone ( )</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

Federal ID No./Social Security no. __________________________

MESC Employer No. __________________________

License No. __________________________ Expiration Date __________________________ Worker's Disability Compensation Carrier __________________________

If exempt from any of the above, explain here: __________________________

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**Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.**

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**AGENT'S AFFIDAVIT**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Signed: __________________________ Date: __________________________
LOT DIAGRAM

Owner: ____________________________________________

Project Address: ____________________________________

Property Tax #: _____________________________________

1) Draw lot lines in feet 
2) Label street 
3) Draw existing structures 
4) Draw proposed construction 
5) Show dimensions of all buildings 
6) Show distance from all sides of buildings to all lot lines 
7) Draw lakes, streams, and wet lands within 500 feet 
8) Contractor/owner will stake 2 adjacent lot lines 

Signature of Applicant/Agent: ___________________________ Date: ________________________